

# Agenda

## *DEVELOPMENT CONTROL COMMITTEE*

**Date:** Monday 14 January 2019  
**Time:** 10.00 am  
**Venue:** Mezzanine Rooms 1 & 2, County Hall,  
Aylesbury

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**Those wishing to speak at Development Control Committee regarding any of the items below must register by 10.00am at least two working days before the meeting date as stated above. Please see details on how to register at the bottom of the Agenda.**

<b>Agenda Item</b>	<b>Page No</b>
<b>1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP</b>	
<b>2 DECLARATIONS OF INTEREST</b> To disclose any Personal or Disclosable Pecuniary Interests	
<b>3 MINUTES</b> The minutes of the meeting of the Committee held on 8 October 2018, to be	<b>5 - 10</b>

confirmed as a correct record.

- |          |  |                  |
|----------|--|------------------|
| <b>4</b> | <b>APP/P01430/W/18/320545 (APPLICATION CM/16/17) A REVISED RESTORATION LANDFORM TO ALLOW THE DEVELOPMENT OF A WASTE RECOVERY AND ANAEROBIC DIGESTION FACILITY WITH ASSOCIATED VEHICLE PARKING, FUELLING AND WASHING, BIN STORAGE AND STAFF WELFARE FACILITIES TOGETHER WITH THE RETENTION OF THE EXISTING CONSTRUCTION WASTE RECYCLING FACILITY AND EXISTING OFFICES, PARKING, WEIGHBRIDGE AND SITE ACCESS</b> | <b>11 - 16</b>   |
| <b>5</b> | <b>CM/9999/18 - CONSULTATION ON UPDATED VALIDATION REQUIREMENTS OF PLANNING APPLICATIONS TO BUCKINGHAMSHIRE COUNTY COUNCIL</b>   | <b>17 - 112</b>  |
| <b>6</b> | <b>DATE OF NEXT MEETING</b><br>25 February 2019, 10.00 a.m. Mezzanine Rooms 1 and 2, County Hall, Aylesbury.   |                  |
| <b>7</b> | <b>EXCLUSION OF THE PRESS AND PUBLIC</b><br>To resolve to exclude the press and public as the following item is exempt by virtue of Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to an individual   |                  |
| <b>8</b> | <b>CONFIDENTIAL MINUTES</b>  | <b>113 - 116</b> |
| <b>9</b> | <b>ENFORCEMENT REPORT</b>  | <b>117 - 124</b> |

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*For further information please contact: Sally Taylor on 01296 531024, email: [staylor@buckscc.gov.uk](mailto:staylor@buckscc.gov.uk)*

## **Members**

Ms J Blake	Ms N Glover
Mr C Clare (VC)	Mr R Reed (C)
Mrs A Cranmer	Mr D Shakespeare OBE
Mrs B Gibbs	Vacancy

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- **Registering on the website at:**  
<https://democracy.buckscc.gov.uk/mgCommitteeDetails.aspx?ID=105>
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**The Committee will not consider anyone wishing to address the meeting, unless your request to speak has been received by 10.00am at least two working days preceding the Committee meeting at which the item will be presented.**



# Minutes

## *DEVELOPMENT CONTROL COMMITTEE*

**MINUTES OF THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD ON MONDAY 8 OCTOBER 2018 IN MEZZANINE ROOMS 1 & 2, COUNTY HALL, AYLESBURY, COMMENCING AT 10.00 AM AND CONCLUDING AT 11.25 AM**

### **MEMBERS PRESENT**

Ms J Blake, Mr C Clare, Mrs B Gibbs, Ms N Glover, Mr R Reed and Mr D Shakespeare OBE

### **OTHERS IN ATTENDANCE**

Mrs O Stapleford, Ms A Herriman, Ms L Briggs, Mr M Pugh, Ms S Taylor and Ms S Winkels

### **Agenda Item**

**1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP**

Apologies were received from Ms A Cranmer and Mr C Ditta.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES**

**RESOLVED:** The minutes of the meeting held on 23 July 2018 were **AGREED** as an accurate record and were signed by the Chairman.

**4 CC/0029/18 - DENHAM INFANT SCHOOL: TWO EXTENSIONS, INCLUDING; A NEW SCHOOL HALL, AND NEW CDT/IT ROOM AND ASSOCIATED PATHS AND GATES. A NUMBER OF SMALL INTERNAL ADAPTATIONS, INCLUDING THE REMOVAL OF A NUMBER OF EXISTING INTERNAL WALLS. ADDITIONALLY, IT IS PROPOSED THAT A NEW 8 SPACE CAR PARK IS CONSTRUCTED TO PROVIDE FORMAL STAFF PARKING, REPLACING THE EXISTING REAR HARD STANDING, ACCESS TO THIS PARKING AREA IS IMPROVED, BY WIDENING THE PATH OUTSIDE THE SCHOOL, PROVIDING GREATER SITE LINES AND TURNING CIRCLES**

The Chairman declared an interest in the Denham Infant School application as he was the local member for the Denham area.

Ms A Herriman, Senior Planning Officer, gave a presentation on the application which sought approval for application number CC/0029/18 – Denham Infant School.

Ms Herriman stated that there had been a few updates from consultees, as a result of a consultation due to slight amendments to the drawings, which had been received following the publication of the Committee report. They were as follows:

- South Bucks District Council (SBDC) still objected to the application as it conflicted with Green Belt policy and the school was a listed building.
- The Flood Management Team had no change to previous comments.
- Denham Parish Council had no objection subject to the resurfacing of the access road to the Way and Tillard Recreation ground on completion. It was proposed that this was included within the Construction Traffic Management plan with photos to be taken of the access road before and after completion to show any changes in the condition.
- Archaeology - no change to previous comments.
- Rights of Way - to ensure that any new trees planted on the northern boundary were to be of the species that grew upwards rather than up and over crossing the footpath.

Ms Herriman provided further clarification on SBDC's objections as follows:

- Even though the school site was in the Green Belt, it was in a built up area with houses to all sides.
- The District Council objected due to the impact of the development on the openness of the Green Belt.
- As a result of the location of the school and the proposed development at the school and the fact it was in a built up area, it was believed that the benefits of the proposed development were greater than potential harm on the openness of the Green Belt.
- Listed building status - as already stated in the report in paragraph 8.26, reference was made to paragraph 196 of the National Planning Policy Framework (NPPF) where proposed development to listed buildings must bring more benefits than harm to the listed building. This was the case in this instance as the proposed extensions would make better use of the school, enable pupils to pursue their primary education up to the age of 11 in one place and provide more junior school places. It would also reduce traffic issues in the area and would provide provision for new housing in the area in the future. Paragraph 94 of the NPPF stated that parents should have wider choice of schools. The paragraph was quoted as below:

*“It is important that a sufficient choice of school places is available to meet the needs of existing and new communities. Local planning authorities should take a proactive,*

*positive and collaborative approach to meeting this requirement, and to development that will widen choice in education. They should give great weight to the need to create, expand or alter schools through the preparation of plans and decisions on applications; and work with schools promoters, delivery partners and statutory bodies to identify and resolve key planning issues before applications are submitted.”*

Therefore this proposed application would be meeting these requirements.

- A listed building consent had been approved by the District Council subject to conditions relating to materials and design of the building being in keeping with the character of the Listed Building. These were incorporated in the proposed planning conditions with this application.

The presentation contained photographs and Ms Herriman highlighted the following:

- The current condition of the access road to the Way and Tillard Recreation ground.
- The location of Denham Infant School just outside the Conservation Area of the village. It was just north of the A40 and the M25 junction.
- The proposed site plan of the school showing the hall, proposed CDT/IT block and extra parking and the trees to be removed and site of the new trees. The carriage way would be narrowed as part of the plans to make the pavement wider to improve the access to the access road leading to the Way and Tillard Recreation Ground.
- The proposed extensions and proposed internal works.
- The elevations of the proposed hall.
- The elevations of the proposed CDT/IT block.
- The context of the proposed development on the existing building.
- A photo facing west which showed the frontage of the school on Cheapside Lane – the listed building
- Cheapside Lane facing south from the front of the school.
- Cheapside Lane facing north from the front of the school.
- The footpath on the northern boundary of the school site heading towards the cricket ground.
- Facing east across the cricket ground.
- The existing car park. It was proposed to add more spaces where the play equipment was on the right.
- The proposed location of the CDT/IT block.
- The access into the car park and the proposed location of the CDT/IT block. The removal of the tree in the foreground was proposed.
- The access gates.
- The access road to the Way and Tillard Recreation Ground (leading to the cricket ground).
- The access road leading towards Cheapside Lane.
- The entrance to the access road off Cheapside Lane and the location of where the carriage way would be narrowed to allow the widening of the pedestrian path.
- Facing north showing location of the proposed hall.
- Facing north-west showing the location of the proposed hall.

A Member of the Committee asked for clarification on why the proposed application should be allowed to be taken out of the Green Belt and to be shown which areas were in the Green Belt. Ms Herriman showed the locality of the school on the map in relation to where the cricket ground was.

The Chairman added that he was the local member for Denham and that he totally supported the view expressed by the officers, mainly because SBDC had consulted on giving up the Green Belt less than 500m from the Denham school site, in their emerging local plan. The Chairman commented that there was incongruity in the local area plan on giving up areas of the Green Belt on a site almost adjacent to this one. Ms S Winkels, Planning and Enforcement Manager stated that the development was within the Green Belt but the location was in a built up area, not in an open part of the Green Belt and the land was not being taken out of the Green Belt.

A Member of the Committee commented that this type of application would be happening more often in the future due to the increase in housing and that it was important to understand the benefits of the extra provision for the children. Ms Herriman referred to paragraph 8.15 of the report which stated the following justifications:

- It would secure the long term future of the school.
- The investment in the school facilities would enhance the school's attraction in the local community.
- There would be reduced home to school transport, by having two schools on one site.
- The school would provide greater opportunity for after school clubs and social activities.
- It was important to offer parents a wider choice of education and the proposal would support the local authority's duty to provide sufficient school places.

The Chairman added that he had been Chairman of the Governing Body of a school in Denham Green who had ten children on the waiting list for the reception year which emphasised the need for the extra school places provided if Denham Infant School were to become a combined school. There was an absolute need from an educational perspective for this extension to prevent families travelling long distances.

In response to a query on the number of children the school would accommodate if the application were approved, Ms Herriman advised there would be 45 places in Key Stage One and 60 places in Key Stage Two.

Mr Clare proposed the approval of the application subject to the conditions set out in Appendix A and the following vote was recorded.

For	6
Against	0
Abstention	0

**RESOLVED: The Committee unanimously AGREED to APPROVE application number CC/0029/18 subject to the conditions set out in Appendix A.**

**5 CC/0012/18 - SECTION 73 VARIATION OF CONDITIONS 2 (APPROVED PLANS) AND 23 (LANDSCAPE MITIGATION) ATTACHED TO CONSENT CC/65/16 FOR A NEW RELIEF ROAD BETWEEN THE A355/MAXWELL ROAD AND WILTON PARK ON LAND TO THE EAST OF BEACONSFIELD.**

Ms O Stapleford, Planning Team Leader, stated that application number CC/0012/18 was a Variation of Condition 2 and 23 which had been granted in August 2017 at the Development Control Committee meeting in July 2017 for the A355 relief road in Beaconsfield. The site location plan showed the approved scheme for the road. The application came before the Committee because the arboricultural report did not line up with the environmental report; the arboricultural report suggested more trees needed to be removed.



The Committee received a presentation which included photographs of the location and highlighted the following points:

- The location of the railway line and the road.
- The mature tree belt would be slightly affected by the changes.
- Due to the removal of extra trees further mitigation had been provided for the ponds and drainage scheme.
- The plan showed proposed changes to the number of trees to be removed.

In terms of consultation Ms Stapleford stated the following:

- South Bucks District Council had not responded to the application but they had not raised objections in relation to the conditions 20, 21 and 22 which included these proposed changes.
- The Environment Agency had responded with no comment.
- The Sustainable Drainage Agency had initially objected due to their concerns regarding the infiltration rates derived from on-site investigations and the supporting calculations so further infiltration testing was undertaken and proved acceptable; the objection was then removed.
- Network rail had commented that the applicant would need to “re-score the Vehicle Incursion Risk”.
- The Ecology Adviser had raised no objection.
- The Landscape Adviser did make a comment but had no objection.
- There was one representation made by a member of the public but it was felt that the objection related to the original application as it covered some concerns which were not in relation to application CC/0012/18.
- None of the proposed changes in the application actually impacted on the objection, however, the way the scheme of delegation was set meant that the application did need to come before the Development Control Committee for approval.

A Member of the Committee asked why the Committee should be reconsidering an application for which approval had already been permitted. The Chairman agreed and said a recommendation for changes to the scheme of delegation would be presented at a future Committee meeting.

Mr Clare proposed approval of the application number CC/0012/18 for the proposed Section 73 Variation of Condition 2 (Approved Plans ) and 23 (Landscape Mitigation) attached to Consent CC/65/16 for a new relief road between the A355/Maxwell Road and Wilton Park on land to the east of Beaconsfield, subject to conditions as set out in Appendix A and the following vote was recorded:

For	6
Against	0
Abstention	0

**RESOLVED: The Committee unanimously AGREED to APPROVE application number CC/0012/18 subject to the conditions set out in Appendix A.**

**6 DATE OF NEXT MEETING**

5 November 2018 at 10.00 am in Mezzanine room 1 and 2, County Hall, Aylesbury.

**7 EXCLUSION OF THE PRESS AND PUBLIC  
RESOLVED**

**That the press and public be excluded for the following item which is exempt by virtue of Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to an individual.**

**8 CONFIDENTIAL MINUTES**

**9 ENFORCEMENT REPORT**

**10 CLOSED SESSION: TRAINING; EMERGING LOCAL PLANS UPDATE/NEW PLANS AND POLICIES TO CONSIDER & LEGAL UPDATE/INFORMATION**

**CHAIRMAN**

**Buckinghamshire County Council**

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**Development Control Committee – 14<sup>th</sup> January 2019**

<b>Appeal Reference Number:</b>	<b>APP/P01430/W/18/320545 (Application CM/16/17)</b>
<b>Title:</b>	<b>A revised restoration landform to allow the development of a waste recovery and anaerobic digestion facility with associated vehicle parking, fuelling and washing, bin storage and staff welfare facilities together with the retention of the existing construction waste recycling facility and existing offices, parking, weighbridge and site access</b>
<b>Site Location:</b>	<b>Wapseys Wood Mineral Extraction &amp; Landfill Site, Oxford Road, Gerrards Cross</b>
<b>Appellant:</b>	<b>Veolia ES Landfill Limited The Old Paddocks New Works Telford Shropshire</b>
<b>Case Officer:</b>	<b>Emily Catcheside</b>
<b>Electoral divisions affected &amp; Local Member:</b>	<b>Gerrards Cross, Barbara Gibbs</b>
<b>Date Appeal Lodged:</b>	<b>8<sup>th</sup> June 2018</b>

**Summary Recommendation(s):**

In the event that the Minerals and Waste Local Plan 2016-2036 has not been adopted before appeal **APP/P01430/W/18/320545** is heard by public inquiry, the Development Control Committee is invited to **DELEGATE AUTHORITY** to the Head of Planning and Environment to **RAISE PREMATURITY AS AN ADDITIONAL REASON FOR REFUSAL** for the reason that, in accordance with paragraphs 49 and 50 of the National Planning Policy Framework, the development would undermine the plan-making process by pre-determining decisions about scale, location or phasing of new development that are central to the emerging plan and that this would prejudice the outcome of the plan-making process.

**Appendix A: Buckinghamshire County Council's Statement of Case**

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## Introduction

1. Planning application CM/16/17 was submitted to the County Council on 6<sup>th</sup> May 2016. The application sought permission for the erection and use of a waste recovery facility and anaerobic digestion plant, the permanent retention of the existing temporary recycling facility for construction, demolition and excavation waste, and ancillary development at Wapseys Wood mineral extraction and landfill site on the A40 between Gerrards Cross and Beaconsfield.
2. Members of the Development Control Committee received a report from officers for the meeting on 17<sup>th</sup> December 2017, which recommended that the application be refused and that authority be delegated to the Head of Planning and Environment to issue the decision notice following the adoption of a Habitats Regulation Screening Assessment. Members considered the application at the meeting and voted to accept the officer's recommendation. It was therefore resolved that planning permission should be refused for the following reasons:
  - i) *The development would be inappropriate in and would affect the openness of the Metropolitan Green Belt contrary to the provisions of policies CS20 of the Buckinghamshire Minerals and Waste Core Strategy, paragraphs 87 & 88 of the National Planning Policy Framework and policy GB1 of the South Bucks Local Plan. The applicant has not demonstrated that the potential harm to the Green Belt by reason of inappropriateness is clearly outweighed by other considerations nor have they demonstrated that no alternative sites are available outside of the Green Belt including through making provision for the individual waste streams proposed to be managed at smaller sites. Very special circumstances do not therefore exist to justify making an exception to these policies.*
  - ii) *The development would be on a green field site and would have an adverse effect on the restoration and aftercare of the existing mineral working and landfill site as required by planning permission no. 11/00223/CC. The applicant has not demonstrated that there are no alternative previously developed sites available. The application is therefore contrary to the provisions of policy CS23 of the Buckinghamshire Minerals and Waste Local Plan and section 4 of the National Planning Policy for Waste.*
  - iii) *The development is contrary to Policy CS16 of the Buckinghamshire Minerals and Waste Core Strategy as facilities for the management of imported waste, including those from London other than limited provision for landfill to 2026, are to be resisted.*
3. Following the adoption of a Habitats Regulation Screening Assessment, a decision notice was issued on 31<sup>st</sup> December 2017, which refused the application for the reasons listed above.
4. On 8<sup>th</sup> June 2018, the applicant exercised its right to appeal the decision of the County Council to refuse planning permission. The appeal will be heard by way of a Public Inquiry which is scheduled to take place between 26<sup>th</sup> and 29<sup>th</sup> March 2019 and, as part of the preparation for the public inquiry, the Council has submitted a Statement of Case which can be viewed at Appendix A.

## The Appeal Scheme, Site History & Site Location

5. A description of the site location, site history, and details of the appeal scheme are contained in paragraphs 1-3 of the council's Statement of Case at Appendix A of this report.

### **The Draft Minerals and Waste Local Plan 2016-2036**

6. The Minerals and Waste Local Plan 2016-2036, which will replace both the Minerals and Waste Core Strategy and the saved policies of the Minerals and Waste Local Plan 2004-2016, was submitted to the Secretary of State for Housing, Communities and Local Government on 1<sup>st</sup> June 2018. The examination hearings were held on 24<sup>th</sup> and 25<sup>th</sup> September 2018 and, subsequently, the Inspector wrote to the Council with post hearing advice on main modifications and related matters on 9<sup>th</sup> October 2018. On 10<sup>th</sup> December 2018, the Council commenced a period of public consultation on the proposed Main Modifications, which will close on 4<sup>th</sup> February 2019. Following the close of the consultation, the Inspector will consider the comments received and will provide a report setting out his consideration of the emerging plan.
7. In addition to the application for planning permission (CM/16/17), the appellant has also promoted the site for permanent waste management development through the plan-making process. In particular, the appeal site was promoted by the appellant for a Resource Recovery Park during the Issues and Options consultation for the draft Minerals and Waste Local Plan in 2015, the Preferred Options consultation in 2017, and the consultation on the proposed submission version of the plan earlier in 2018.
8. At all stages of the plan-making process, the appellant has argued that the proposed spatial strategy is too limiting to deliver the waste management capacity that is needed to meet Buckinghamshire's need, and that additional areas of focus will need to be identified, particularly in the south of the county where the appellant considers the greatest amount of waste is generated and where the need for new facilities is most needed.
9. The County Council has not accepted the view of the appellant and, as such, the appeal site has not been identified as an area of focus for permanent waste management facilities in the draft Minerals and Waste Local Plan.
10. The appellant was represented at the examination hearings, and specific sessions were held to address the appellant's objection to the spatial strategy set out within the plan. Until the Inspector's final report has been received, it is not known whether the spatial strategy in the submitted plan and as modified will be found sound. Granting planning permission for this proposal in advance of the conclusion of the examination would therefore predetermine matters that are due to be decided through the examination process.

### **Discussion**

11. A considerable period of time has passed since planning application CM/16/17 was determined on 31<sup>st</sup> December 2017. One consequence of this delay is that the draft Minerals and Waste Local Plan 2016-2036 has now been submitted to the Secretary of State for independent examination, and examination hearings have now closed. This represents a significant material change in circumstances since the application was considered, and the implications of that change will need to be taken into account by the Inspector presiding over this appeal inquiry, depending on the progression of the emerging plan.

12. Since the draft plan is now at an advanced stage of preparation, it is therefore necessary to consider whether the proposed development would be “premature” having regard to paragraphs 49 and 50 of the NPPF, which state as follows:

Paragraph 49:

*“However on the context of the Framework – and in particular the presumption in favour of sustainable development – arguments that an application is premature are unlikely to justify a refusal of planning permission other than in limited circumstances where both:*

- a) *The development proposed is so substantial, or its cumulative effect would be so significant, that to grant permission would undermine the plan-making process by predetermining decisions about the scale, location or phasing of new development that are central to an emerging plan;*

*And*

- b) *The emerging plan is at an advanced stage but is not yet formally part of the development plan for the area”.*

Paragraph 50:

*“Refusal of planning permission on the grounds of prematurity will seldom be justified where a draft plan has yet to be submitted for examination; or – in the case of a neighbourhood plan – before the end of the local planning authority publicity period on the draft plan. Where planning permission is refused on grounds of prematurity, the local planning authority will need to indicate clearly how granting permission for the development concerned would prejudice the outcome of the plan-making process”.*

13. Given that the appeal scheme is a strategic proposal that is fundamentally inconsistent with the spatial strategy in the draft plan, it is considered that allowing the appeal (and thereby granting planning permission) for the development would undermine the plan-making process by pre-determining decisions about scale, location or phasing of new development that are central to the emerging plan and that this would prejudice the outcome of the plan-making process.
14. Members are advised that it is considered that, having regard to paragraphs 49 and 50 of the NPPF, it would be premature to allow the appeal and grant planning permission for this development before the conclusion of examination into the emerging plan. It is therefore recommended that authority is delegated to officers to raise prematurity as an additional reason for refusal at the inquiry in the event that the draft Minerals and Waste Local Plan has not yet been adopted by the time the inquiry is heard.

## **Conclusion**

15. Planning application CM/16/17 was resolved to be refused by the Development Control Committee in December 2017 and is now subject to appeal. The appeal will be heard by way of a public inquiry in March 2019.
16. Since the application was refused, the draft Minerals and Waste Local Plan 2016-2036 has been submitted to the Secretary of State of examination and the examination hearings have now closed.
17. As such, the emerging plan is now considered to be at an advanced stage of preparation which is a material change in circumstances since the application was refused. The

appeal scheme is considered to amount to a strategic development that would undermine the plan-making process by pre-determining decisions about scale, location or phasing that are central to the emerging plan and that this would prejudice the outcome of the plan-making process.

18. In the event that the Minerals and Waste Local Plan has not been adopted by the County Council prior to the public inquiry into the appeal, it is recommended that authority is delegated to officers to allow prematurity to be added as an additional reason for refusal of the application to be raised at the inquiry.





## Committee Report

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<b>Application Number:</b>	<b>CM/9999/18</b>
<b>Title:</b>	<b>Consultation on updated validation requirements of planning applications to Buckinghamshire County Council.</b>
<b>Site Location:</b>	<b>Buckinghamshire County Council Walton Street Aylesbury Buckinghamshire Buckinghamshire County Council Walton Street Aylesbury Bucks HP20 1UY</b>
<b>Applicant:</b>	<b>Anna Herriman</b>
<b>Case Officer:</b>	<b>Countywide</b>
<b>Electoral divisions affected &amp; Local Member:</b>	<b>5 November 2018</b>
<b>Valid Date:</b>	<b>31 December 2018</b>
<b>Statutory Determination Date:</b>	<b>31 January 2019</b>
<b>Extension of Time Agreement:</b>	<b>Summary Recommendation(s):</b>

The Planning Development Control Committee is invited to approve the adoption and publication of the proposed updated Local List of Validation Requirements reference no: CM/9999/18.



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**Appendices:**

**Appendix A: The Draft Revised Local List of Validation Requirements January 2019 showing additional sections and tracked changes following recent consultation**

**Appendix B: Previous version of the Local List of Validation Requirements October 2014**

## Introduction

1. The purpose of this report is to provide the planning committee with the background in order to approve the updated Local List of Validation requirements for planning applications received by the County Council.

The Government introduced information requirements for the validation of planning applications. The National Information Requirements are mandatory for ALL planning applications. It also enabled Planning Authorities to have a local list of information requirements that are required to be provided with planning applications in order that they can be Validated. Validation is the process that allows the County Council to register and process a planning application.

It is a statutory requirement that the Local List of Validation Requirements is updated every two years and BCC's current list is out of date. If the Local List is more than two years old, then it cannot be used for validation requirements of planning applications. It should be noted that the Local List applies to all the planning applications that the County Council deal with. The proposed version with the tracking of proposed changes is attached in Appendix A. Appendix B has the latest adopted Local List (dated October 2014) which is now out of date.

## Proposed Changes

2. The proposed changes are as follows:

Items removed:

- Environmental Impact Assessment

Items added:

- Restoration Strategy and Aftercare;
- Draft / Proposed Heads of Terms for Planning Obligations;
- Hydrological / Hydrogeological assessment;
- Borehole or trial pit analysis;
- Lawful Development Certificate;
- Birdstrike Risk Management Plan;
- Information in support of applications for storage, treatment or disposal of waste.

3. In addition to these, reference to legislation, policy and guidance have been updated where those have been superseded. Broken weblinks have been checked and updated.

## Reasons for proposed changes

4. ***Removal of the Environmental Impact Assessment.***

This was included previously. The Environmental Impact Assessment is a different regime and does not affect the validation of planning applications directly. It has not been dismissed but it comes under a different function.

5. ***Addition of Restoration Strategy and Aftercare***

The submission of this would assist with requirements for restoration and aftercare of Mineral and Waste sites. This would provide details on the restoration / aftercare to assist with the understanding of the use and management of the land once planning

permission / works have been completed.

6. ***Addition of Draft / Proposed Heads of Terms for Planning Obligations***

This gives people a clearer idea of any planning obligations that are required on a contractual arrangement to enable acceptable developments between local planning authorities and persons with an interest in a piece of land.

7. ***Addition of Hydrological / Hydrogeological assessment***

This requests further information on impact of de-watering and how it could have an impact on public and private water supplies or water bodies or watercourses – details of mitigation measures need to be added to the application.

8. ***Addition of Borehole or trial pit analysis***

This requires the applicant to need to identify the depth and volume of soils and minerals proposed to be extracted.

9. ***Addition of Lawful Development Certificate***

This sets out information that is required as part of the application for a Certificate of Lawfulness Use.

10. ***Addition of Birdstrike Risk Management Plan***

This applies to Minerals and Waste sites located close to airports and airfields to request details for the protection of aircraft in close proximity to the development in order to avoid negative impacts of birdstrike on sites that attract birds.

11. ***Addition of Information in support of applications for storage, treatment or disposal of waste.***

This requires extra information on this at the time of the planning application submission to assist in the understanding of the processes and possible impacts of the waste on the local area.

### **Consultation**

12. The National Planning Policy Guidance (NPPG) advises that when Local Lists are reviewed, local planning authorities should consult on any proposed changes.

13. A 28 day consultation period was carried out from 5<sup>th</sup> November to 3<sup>rd</sup> December 2018. Consultations were made to Local Members of the County Council, District Councils, Parish Councils and all statutory and non-statutory consultees, applicants and agents. It was also available for public consultation on the County Council's Public Access site using the reference CM/9999/18. This provided an opportunity for anyone who felt that there should be any changes to the Local List.

### **Consultation comments received**

14. The following replied but with no comments / suggested changes to make:

- Anglian Water

- Dacorum Borough Council
- Steve Lambert (Local Member)
- BCC Archaeology
- Great Missenden Parish Council

15. From the consultation we have received comments / suggested amendments from the following:

16. ***Network Rail***

We did not have a category for Network Rail. They felt an additional category / item should be added for the requirements of planning applications that are located at railway stations and level crossings.

17. ***Little Chalfont Parish Council***

Mainly correction of typo errors.

18. ***Stewkley Parish Council***

Had concerns over the removal of the Environmental Impact Assessment category. States that BCC don't appear to enforce waste operators to have Environmental Permits by the Environment Agency in place.

19. ***Chilterns AONB Board***

Suggested several amendments including the addition of NNRs and amendments to some policy wording and refer to MAGIC for a source of authoritative and geographic information about the natural environment. They also suggested some text to assess whether a development proposed in the AONB would be a major development. They were pleased to see that requirements for lighting was included in the Local List and made some suggested amendments to reference documentation relating to this.

20. ***Chiltern Environmental Health***

Made some suggestions to additional documentation that should be referred to this being a Contaminated Land Assessment.

21. ***BCC Waste Commissioning Team***

They suggested proposed wording to the category relating to the storage, treatment and disposal of waste.

22. ***BCC Ecologist***

She queried as to why the EIA section was taken out and also updated us with the year for the Conservation of Habitats & Species Regulations to be 2017 and not 2010.

**Discussion – changes made**

23. Having consideration we have amended the Local List accordingly. However, we did not incorporate the proposed changes made by Stewkley Parish Council and BCC Waste Commissioning Team.

24.. The comments made by Stewkley Parish Council were not relevant to the validation stage of planning applications. The County Council does not issue Environmental Permits as they are dealt with by the Environment Agency.

25.. The suggested wording from the Waste Commissioning team was not really relevant as this applies to all waste management planning applications. Reference to an

Environmental Impact Assessment is a separate regime.

- 26 The amendment suggested by the BCC ecologist to change the year of the Conservation of Habitats & Species Regulations 2010 to be read as 2017 and not 2010 has been made.

### **Conclusion**

27. Apart from additional categories and the removal of the Environmental Impact Assessment category, it is considered that there are no major significant changes and therefore, subject to the approval of the Planning Development Control Committee, the Local List should be adopted and published.

### **Recommendation:**

#### **It is recommended that:**

- a) **If no significant changes are required following the Planning Development Control Committee meeting to the draft Local List of Validation Requirements then the Head of Planning and Environment be authorised to adopt and publish that list;**
- b) **If following the Planning Development Control Committee meeting, it is considered that significant changes are required to the draft Local List of Validation Requirements, then consideration be deferred for officers to consider these and the matter be reported back to the Planning Development Control Committee meeting on 25<sup>th</sup> February 2019.**



**LOCAL LIST OF VALIDATION  
REQUIREMENTS  
FOR  
BUCKINGHAMSHIRE COUNTY COUNCIL**

**January~~October~~ 2019~~8~~**



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## **Buckinghamshire County Council**

**Transport Environment Economy October 2018**



## Introduction

The Government introduced information requirements for the validation of planning applications in the form of checklists. Validation means what is required to enable the County Council to register and process a planning application through to determination. The validation checklist system consists of a national list and a local list of information requirements adopted by the County Council for that purpose. This document outlines the County Council's local list requirements.

This document is laid out as follows:

Introduction and background to the local list

Appendix 1 that outlines the information that is required and is divided into:

- Part A that identifies the National Information Requirements which are mandatory for ALL planning applications. For each type it identifies the relevant national and local guidance and key development plan policies together with other key documents.
- Part B contains Local requirements in terms of what plans and documents need to be submitted.
- Part C gives guidance on information requirements which can be used in preparing and submitting your application.

Appendix 2 includes the Validation Check List that should be included with your application.

## Background

Buckinghamshire County Council has produced this local list in accordance with the requirements of the Town and Country Planning (Development Management Procedure) (England) 2015 that is further detailed by the Planning Practice Guidance. The National Planning Policy Framework (NPPF) also requires local planning authorities to publish a list of their requirements for planning applications which should be reviewed every two years. This document should be used to identify the information required to support all planning applications and lawful development certificate applications submitted to Buckinghamshire County Council.

This document seeks to:

- Assist in ensuring that your applications are valid when submitted;
- Ensure that all applications can be dealt with effectively and efficiently;
- Respond positively to the best practice advice issued by Government; and
- Ensure that the County Council can comply with recent changes in legislation.

If the information required is not submitted with the application, then the application may not be valid and may not therefore be progressed to a decision. It should be noted that other consents may also be required (e.g. Building Regulations approval from district councils, consent for works on ordinary watercourses from the County Council etc.). For licences and permits required under the Environmental Protection Act 1990 (as amended), details are available on the Environment Agency's website.

### **Why such information is needed**

Some information, and a fee, is required by law when an application is submitted. In addition, current national regulations give planning authorities the power to require applicants to provide additional information in the interests of good and efficient decision making. Such information is required so that Council officers, technical consultees, Council Members, members of the public and other interested parties can assess the impacts of the proposed development, for example on ecology or the amount of traffic generated by a proposal.

The guidance referred to above recommends that local planning authorities specify the scope of information necessary to enable them to determine individual applications, as long as it is necessary to assess the application, precise as to what information is needed, proportional to the nature, scale and sensitivity of the proposed development, fit for purpose generally, and of assistance in identifying where further information can be obtained.

### **Data Protection and the Internet**

The information you provide on the application form and in the supporting documents will be public information, and may be available on the Council's website. We are also committed to meeting the requirements of the General Data Protection Regulations (GDPR) which came into effect from May 2018. In view of this, if you supply personal information belonging to a third party, please ensure that you have their permission to do so.

### **Pre-application advice**

The County Council encourages applicants to discuss planning proposals with the Planning Team prior to submitting an application. This service is known as pre-application advice and the benefits to developers include identifying potential problem areas and information requirements so avoiding the submission of an incomplete application. It allows the applicant a faster decision once the application is made. The request form can be submitted electronically. The Council charges a fee for these enquiries but it would provide a written response identifying the main environmental constraints, relevant planning policies and planning history of the site and the supporting information likely to be required with the application along with contact details for key consultees. This helps to inform the applicant what information and details from the Local List would be required to validate the future application. Enquires on Pre- Application Advice should be directed to [dcplanning@buckscc.gov.uk](mailto:dcplanning@buckscc.gov.uk)

### **The Validation Process**

The County Planning Authority will consider only applications that are valid. This means that all information specified by the Council in order to determine the application, either following pre-application advice or as specified on the validation checklist (please see Appendix 1), is provided in full at the start of the process, and to an acceptable quality, and the full fee has been received. Applications should be submitted electronically via the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)), this will speed up the registration and validation process for your application; or locally at [dcplanning@buckscc.gov.uk](mailto:dcplanning@buckscc.gov.uk)

.Advice on submitting an application can be found on BCC's Website by following the link:

<https://www.buckscc.gov.uk/services/environment/planning/making-planning-applications/making-a-planning-application/>

Once the required parts and information are successfully met and the fee has been received then the application will be validated with the start date given as the first working day after the application is received.

### **What happens if the planning application is invalid?**

Where a planning application is received that does not contain the information required it would be deemed "invalid". When an application is deemed "invalid" applicants or their agents will be notified by email or telephone and be given 28 days to provide the required information. If this information or the notice challenging the need for this extra information is not received within 28 days then this planning application would be disposed of and would not be processed any further. Any fees paid will be refunded. The start date of a planning application would be when all the required information has been received.

Where applications are not valid, you may challenge a request for information from the local list by submitting a notice, under Article 12 of the Development Management Procedure Order (DMPO 2015), stating why you consider that the information is not necessary for a planning decision to be made. Bucks County Planning Authority then either confirm that a) we no longer require the information by issuing a "validation notice" or b) that we maintain that there is a need for the information by issuing a "non-validation notice". These notices must be served before the end of the relevant determination period for the type of planning application.

Whilst this document contains the authority's requirements for the type of supporting information during the consultation process, it may be necessary for the Council to request further information in accordance with regulation 4 of the Applications Regulations 1988. A direction to the applicant to provide further information should only be made when necessary to assist the County Planning Authority in its determination of an application and it must not affect the validity of an application where it has been validated. This would be required only in order to make a full planning assessment of your proposal. This may be as a result of a consultee response or to overcome planning objections. If this is the case, applicants will be offered the opportunity to agree in writing a revised timetable for determination and to submit the further information required in order to try and avoid the risk of an application being refused. If a revised timetable is not agreed in writing, the Council will determine the application on the basis of the information submitted at that time.

### **Contact us**

If you have any questions regarding these requirements, submitting a planning application or requesting pre-application advice you can:

Email: [dcplanning@buckscc.gov.uk](mailto:dcplanning@buckscc.gov.uk)

Postal address:

Planning Development Management, Buckinghamshire County Council, County Hall,  
Walton Street, Aylesbury, Bucks HP20 1UY

## **Appendix 1: Information Requirements**

The Government introduced information requirements for the validation of planning applications in the form of checklists. The compulsory requirements (the national list) are listed in the Part A: Statutory national requirements below. This information must be submitted with all planning applications (unless otherwise indicated in the validation checklist) and is the same throughout the country. Part B and Part C in the table as set out below: Local Information Requirements sets out the additional information Buckinghamshire County Council might require from applicants if it considers it relevant to the application. This additional checklist is sometimes referred to as the 'Local List'.

### **PART A: Statutory National Information Requirements**

The following are required for **ALL** planning applications unless specifically exempt as set out in the Town and Country Planning (Development Management Procedure) Order 2015 (hereafter referred to as the 'DMPO'), Planning Portal, National Planning Policy Framework and the Planning Practice Guide.

#### **1. Application Form:**

Applications for all developments other than mineral extraction should be submitted via the Planning Portal at: [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Alternatively, applicants could use the standard application form (1APP) which is available to download from the Council's website. Applicants must answer all the questions on the application form, including completion of the relevant Ownership Certificate and Agricultural Land Declaration, and indicate those questions that are not application where appropriate.

Applicants must answer all the questions on the application form, including completion of the relevant Ownership Certificate and Agricultural Land Declaration, and indicate those questions that are not applicable where appropriate.

Applications for mineral extraction must use the County Council's own application form and must submit the combined appropriate Ownership Certificate and Agricultural Land Declaration, which are available to download from the Council's website.

This requires the applicant to certify that 21 days before the date of the application, nobody other than the applicant was the owner of any part of the land or building to which the application relates is, or is part of, an agricultural holding. If you are not the owner you must serve notice on the owner in accordance with Article 13 of the DMPO 2015. Certificates are not required for Reserved Matters applications, renewals of temporary planning permission; non material amendments; agreement / variation of conditions.

### **3. Site Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may be deemed more appropriate. Plans should wherever possible show at least:

- Two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.
- The application site must be edged clearly with a red line. It should include all the land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
- A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

### **4. Site Block Plan**

A site plan should be submitted at the following scale and based on an up to date survey and show the proposal in relation to site boundaries, other buildings and trees on or adjacent to the site and drawn to a metric scale of :

- i) 1:200 where the area of the site is less than 1ha;
- ii) 1:500 where the area of the site is between 1ha and 4.99ha;
- iii) 1:1250 where the area of the site is between 5ha and 9.99ha;
- iv) 1:2500 where the area of the site is over 10ha.

The plan should also accurately show:

- a) the direction of North;
- b) any public rights of way crossing or adjoining the site;
- c) the extent and type of any hard surfacing (e.g. individual car parking bays);
- d) any boundary treatment(s) including walls or fencing where this is proposed; and
- e) any existing watercourses.

### **5. The Correct Fee**

Fees are payable for the submission of planning applications.

The Planning Portal contains guidance on current application fees, including a fee calculator which can be accessed via the below link:

[https://www.planningportal.co.uk/info/200126/applications/59/how\\_to\\_apply/7](https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7)

### **6. Design and Access Statement (DAS)**

Article 9 of the Town and Country Planning DMPO 2015 set out the requirements of the Design and Access Statement (DAS).

A DAS is a statement covering design concepts and principles and access issues submitted with an application for planning permission and listed building consent. The current statutory requirements for DAS are set out in Article 9 of the DMPO 2015.

The following are exempt from this requirement:

- Applications for a material change of use to land or buildings, including the use of land for waste management (not including operational development)
- Engineering and mining operations; and
- Extensions to the time limits for implementing existing planning permissions;

The DAS should be one statement containing a design component and an access component. The design component should include:

- The amount of development;
- The layout;
- The scale;
- Landscaping;
- The appearance of the development;
- An appraisal of the context;
- Use.

The statement should include:

- Details of the approach adopted by the applicant in relation to the principles of design and access and how relevant policies in the development plan documents have been taken into account;
- An explanation of the applicant's policy and approach to ensuring all users have equal and convenient access to buildings and spaces;;
- A description of how sources of advice on design and accessibility and technical issues will be or have been followed, including any consultations that has been taken;

Explain how any specific issues which might affect access to the development have been addressed.

## **7. Sustainable Drainage System Proposals (SUDS)**

This applies to all major applications. The proposals should provide:

- Prioritise the use of sustainable drainage systems
- Detailed designs for the drainage system including components, levels, volumes of storage;
- Infiltration tests of the existing ground.
- Design calculations to show that the runoff from the site post development is no greater than the existing runoff from the site and the runoff volume in the 1 in 100 year, 6 hour rainfall event should never exceed the greenfield runoff volume for the same event.

- Design calculations to show that surface water runoff from the development is contained within the drainage system with no flooding occurring anywhere on site for a 1 in 30 year rainfall event. For events between the 1 in 30 year and the 1 in 100 year rainfall event (plus an allowance for climate change) any flooding that occurs should be safely contained on site with no flooding occurring in any building (including basement) or any utility plant susceptible to water (e.g. a pumping station).



## **PART B: Local Requirements (Additional Plans & Drawings)**

Depending on the nature, scale and context of the development some or all of the following plans may be required in addition to those listed in Part A: National Requirements. All plans should be drawn at an identified scale and should be named in a logical manner with titles to reflect their content. Any plans which advise “do not scale from this drawing” or similar will not be acceptable where a specific scale is required.

As stated in Article 7 of the Town and Country Planning (Development Management Procedure) Order 2015 and Planning Practice Guide: Making an application, all drawings should be:

- Legible with clear labels and legends, show a clear distinction between existing features to be retained and removed as well as the proposed ones;
- Show the proposal in context;
- Be at an appropriate scale and include scale bar;
- Show all major dimensions, including distances from boundaries or key features;
- Show a north point, and
- Have a unique drawing reference number and title (when a plan is revised, a revision number should be shown)

### Proposed block plans/site layout plans

The plan(s) should be of a scale of 1:50, 1:100 or 1:200 showing the following, as appropriate:

- The proposed development in relation to any site boundaries and other existing buildings on the site, with written dimensions;
- Roads, tracks or paths, the location of buildings, plant, overhead lines, site levels, contours, heights, weighbridges, wheel cleaners and internal haul routes;
- The extent and type of any other hard surfacing (e.g. individual car parking bays, pick up/drop off areas, vehicle circulatory areas);
- The species, position, and spread of all retained and proposed trees, hedges, shrubs and plants within and on/adjacent the boundary of the site;
- Any other screening or landscaping operations (e.g. details of screening bunds);
- Proposed boundary treatments including walls and fencing;
- Location, number and form of any cycle parking provision;
- The position of any diverted watercourses, lagoons, sources of water supply and means of drainage;
- Full details of vehicular access routes from the site to the public highway (the detailed design of the access junction with the public highway should be submitted on a separate plan at a scale of 1:100, showing the width of the road, its means of construction, the turning radii, and sight lines);
- The location of any public rights of way or 'open access' land designated under Countryside and Rights of Way Act 2000, such as Commons, heathland or chalk grassland.
- Detailed junction layouts showing the width of the road, turning radii and visibility (e.g. 1:50 / 1:100)
- Revision number of the drawing number.

In the case of minerals and/or waste developments, the plan(s) may also be required to illustrate the following:

- Operational areas;
- The method, direction and phasing of landfilling/working and restoration (including estimated duration of each phase);
- The position of any landfill gas and leachate monitoring and control facilities (or other environmental control systems)
- Restoration plans showing the proposed final contours (showing both pre and post settlement in the case of landfilling and landraising);

Existing and proposed elevations

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

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

Existing and proposed floor plans

These should be drawn to a scale of 1:50 or 1:100. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) and levels, contours as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels

Such plans should be drawn at a scale of 1:50 or 1:100 and show a cross section(s) through the existing and proposed building(s), plant, other structures landform, and/or the site as appropriate.

Where a proposal involves a change in ground levels, drawings should be submitted to show existing and finished levels including details of foundations and eaves if appropriate and how encroachment onto adjoining land is to be avoided. Levels should be correlated to Ordnance Survey Datum height or to a clear, permanent and accessible local datum.

The drawings may take the form of contours, spot levels, or cross or long sections as appropriate.

Show context with surroundings.

Roof plans

A roof plan(s) should show the shape of the roof and existing and proposed materials and should be drawn at an appropriate scale.

More details on the above can be found on the planning portal website:

**Planning Portal:**

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

## **Utilities Site Survey**

These need to show:

Site survey for infrastructure such as overhead lines, underground cables, drainage infrastructure, hazardous substances, gas supplies, or sub stations that could be affected by the proposed development or by its construction activity should be included.

Where an application is within 15m of an overhead line or 10m of a substation or an underground cable, or the access to a substation or pylon, the local Power Grid Distribution board should be consulted prior to an application being made.

**Part C: Local Requirements (Supporting Information & Assessments)**

Information Item	Policy Drivers	Relevant Proposals	Item Content	Further Information Sources
Air Quality Assessment	NPPF PPG LDF documents Environment Act 1995 DEFRA policy Guidance LAQM. PG (03) Air Quality Standards (England) Regulations 2007	<ul style="list-style-type: none"> <li>• Sites within or adjacent to Air Quality Management Areas (AQMA);</li> <li>• Development proposals with possible high levels of air pollution;</li> <li>• Development proposals that may result in an area being designated as an AQMA</li> <li>• Would conflict with or render unworkable elements of a local authority's air quality action plan</li> <li>• Sites within proximity of European and/or nationally designated sites (e.g. sites of special scientific interest) particularly where biological features are present that are more sensitive to air quality effects than human beings are.</li> </ul>	Adequate air quality information to enable the council to assess the likely impact on local air quality, including any cumulative effects and any mitigation measures to offset any increase in local pollutant emissions resulting from the development	Information about critical loads and levels of air pollutants on different habitat types can be found at <a href="http://www.apis.ac.uk">www.apis.ac.uk</a>
Bio-Aerosol Assessment	NPPF LDF documents Environmental Protection Act 1990	<ul style="list-style-type: none"> <li>• Waste development proposals (composting in particular) within 250 metres of sensitive receptors;</li> <li>• Other development proposals that would be likely to generate high levels of odour emissions.</li> <li>• Sites within proximity of European and/or nationally designated sites (e.g. sites of special scientific interest) particularly where biological features are present that are more sensitive to air quality</li> </ul>	Adequate bio-aerosol assessment identifying sources, pathways and receptors, with particular attention to sensitive receptors. The assessment shall also incorporate mitigation measures as appropriate. De-aerosol developers with proposals for anaerobic digestion (AD) in an enclosed building will need to demonstrate that bioaerosols will not be generated from the AD plant.	Further information can be obtained from:  The Planning Officers Society Advice Note for On-Farm Green Waste Composting (July 2002), which can be obtained from: <a href="http://www.planningofficers.org.uk/POS-Library/POS-Publications/">http://www.planningofficers.org.uk/POS-Library/POS-Publications/</a>

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		effects than human beings are.		Information about critical loads and levels of air pollutants on different habitat types can be found at: <a href="http://www.apis.ac.uk">www.apis.ac.uk</a>
Ecological Assessment	<p>NPPF</p> <p>PPG</p> <p>LDF documents</p> <p>The Conservation of Habitats &amp; Species Regulations 2017<sup>9</sup></p> <p>Hedgerow Regulations 1997</p> <p>Natural Environment and Rural Communities Act 2006</p> <p>Countryside and Rights of Way (CROW) Act 2000</p> <p>Protection of Badgers Act 1992</p> <p>Wildlife &amp; Countryside Act 1981 (as amended)</p>	<ul style="list-style-type: none"> <li>Proposals affecting internationally, nationally and/or locally designated nature conservation sites (e.g. SACs, SPAs, RAMSARs, SSSIs, <b>NNRs</b>, LNRs and/or LWSs).</li> <li>Proposals with a reasonable likelihood of protected species being present and affected by development. Such as; bats in buildings proposed for demolition or land with ponds or terrestrial habitats where great crested newts may be present.</li> <li>Proposals which would result in the beneficial, loss or deterioration of irreplaceable habitats including ancient woodland and aged or veteran trees</li> <li>Proposals affecting <b>affected Priority Habitats and Priority Species UK Biodiversity Action Plan habitats and species (now listed</b> under Section 41 of the NERC Act (2006))</li> <li>Proposals affecting natural or semi-natural vegetation/habitat (e.g. woodland, hedgerows, ponds, grassland, etc).</li> <li>Proposals identified via Natural</li> </ul>	<p><b>NOTE: Surveys for many protected species and habitats can only be carried out at specific times of the year. The applicant will need to take this into account in preparing an application and considering the timing of the development.</b></p> <p>Early consultation with the County Planning Authority Ecology Advice Service is recommended in order to reach an agreement over the scope of surveys required and suitable ecological mitigation and compensation measures. Details of how to contact the Ecology Advice Service and further information including guidance survey timings can be found here: <a href="https://www.buckscc.gov.uk/services/environment/planning/ecology-and-development/">https://www.buckscc.gov.uk/services/environment/planning/ecology-and-development/</a></p> <p>Adequate information should be provided in order to enable the County Planning Authority to assess the effects of the proposal on ecological receptors. Details should be included detailing how impacts will be avoided, mitigated and as a last resort compensated for.</p> <p>This information should include, but is not limited to, survey(s) of potentially affected species and habitats and an impact assessment in line with industry best practice. Where potential impacts are identified on designated sites and/or</p>	<p>Further information on the legislative and national planning policy context for biodiversity can be found in the following documents:</p> <p>Ecology and Planning in Buckinghamshire: <a href="https://www.buckscc.gov.uk/services/environment/planning/ecology-and-development/">https://www.buckscc.gov.uk/services/environment/planning/ecology-and-development/</a></p> <p>Natural England Standing Advice: <a href="http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/">http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/</a></p> <p>The Planning Practice Guidance website: <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/">http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/</a></p> <p>ODPM Circular 06/2005 Biodiversity and Geological</p>

	<p>Circular 06/2005</p> <p>Middle Level Biodiversity Manual 2016</p> <p>BS 42020: 2013 Biodiversity. Code of practice for planning and development</p>	<p>England's Standing Advice flow chart for protected species.</p>	<p>protected habitats or species, proposals for impact mitigation and compensation (where required) as well as long term maintenance and management including the financial implications thereof should be included.</p> <p>The above requirement is relevant to all developments where potential impacts have been identified. The amount of information provided should be proportionate to the scale of impact, informed by best practice guidance.</p> <p><u><a href="https://magic.defra.gov.uk/">The MAGIC website provides authoritative and geographic information about the natural environment from across government. See https://magic.defra.gov.uk/</a></u></p> <p>As a minimum, applicants will be expected to consult the Buckinghamshire and Milton Keynes Environmental Records Centre <a href="http://www.bucksmkerc.org.uk">http://www.bucksmkerc.org.uk</a> , even if it is to demonstrate that there any no known biodiversity designations, records or constraints at or within an appropriate distance of the application site which could be affected by the proposal. <b>N.B. Absence of species records does not preclude species presence.</b></p> <p>Applicants and their ecological consultants should be made aware of the appropriate use of freely available records such as those found on the National Biodiversity Network (NBN) Gateway. Inappropriate use of such records may be in conflict with best practice and the NPPF and BS 42020:2013 on biodiversity and development..</p>	<p>Conservation – available at: <a href="https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005">https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005</a></p> <p>Preliminary Ecological Appraisal best practice guidance from CIEEM: <a href="https://www.cieem.net/data/files/Resource_Library/Technical_Guidance_Series/GPEA/GPEA_April_2013.pdf">https://www.cieem.net/data/files/Resource_Library/Technical_Guidance_Series/GPEA/GPEA_April_2013.pdf</a></p> <p>Ecological Impact Assessment (EclA) best practice guidance from CIEEM where an EclA is required: <a href="http://www.cieem.net/ecia-guidelines-terrestrial-">http://www.cieem.net/ecia-guidelines-terrestrial-</a></p>
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Contaminated Land Assessment	NPPF LDF documents	<p>Development on land that has the potential to be contaminated (e.g. where previous or existing use(s) of the site or adjacent sites could have caused contamination – industrial processes, petrol filling stations, institutional/residential with fuel storage, agricultural chemical storage, vehicle parking/servicing, waste uses including landfill, etc).</p> <p>It will also be required for any land identified by the District Council as contaminated under Part IIA of the Environmental Protection Act 1990. Contact the District Council Environment Health Officer (EHO) for further details.</p>	<p>1. A preliminary risk assessment including a desk top and walkover study which identifies the following:</p> <ul style="list-style-type: none"> <li>• All previous uses of the site and adjacent sites;</li> <li>• Potential contaminants associated with those uses;</li> <li>• A conceptual model of the site indicating sources, pathways and receptors (pollutant linkages);</li> <li>• Potentially unacceptable risks arising from the contamination at the site</li> </ul> <p>2. A detailed risk assessment and site investigation scheme, including and options appraisal and remediation strategy where appropriate.</p> <p>Contaminated land assessments must be undertaken and prepared by competent and qualified persons.</p> <p><u>Contaminated land assessment normally involves the following elements (in accordance with CLR 11):</u></p> <p><u>Preliminary risk assessment, site investigation, remedial options appraisal and remediation strategy and verification.</u></p> <p>Further information on providing assessment of land contamination should be sought from the Environment Agency and the District Council Environmental Health Officer.</p>	<p>Sources of further information and guidance include:</p> <p>BS10175 Code of Practice for the Investigation of Potentially Contaminated Sites (2001)</p> <p>BS5930 Code of Practice for Site Investigations (1999)</p> <p>DEFRA/Environment Agency's Model Procedures for the Management of Contamination Contaminated Land Report 11 (CLR11)</p> <p><a href="https://www.gov.uk/government/collections/land-contamination-technical-guidance">https://www.gov.uk/government/collections/land-contamination-technical-guidance</a></p> <p><a href="https://www.gov.uk/guidance/land-contamination-risk-management">https://www.gov.uk/guidance/land-contamination-risk-management</a></p> <p><u>The following British Standards have been updated:</u></p> <p><u>BS 5930: 2015 - Code of practice for ground investigations</u></p> <p><u>BS 10175:2011 +A2 2017 -</u></p>
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				<a href="#">Investigation of potentially contaminated sites. Code of practice.</a>
Details of Methods for Control of Litter, Vermin & Birds	NPPF LDF documents  Control and monitor emissions for your environmental permit	Developments that would involve processes that could attract vermin and birds and generate litter.	A scheme of management for the control and monitoring of vermin, birds and litter.	Further information can be obtained from:  Control and monitor emissions for your environmental permit <a href="https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit">https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit</a>
Foul Water Drainage Strategy	LDF documents	Major developments and any development involving significant discharges to foul drainage (such as new schools and care homes).	A foul water drainage strategy should include measures to show how foul water will be dealt with within the application site area. It should include details of the types, quantities and means of disposal of any effluent and should demonstrate compatibility with existing land uses and future drainage capacity.  Proposed connections to existing drainage systems should be shown on application drawings. Scaled plans of any new or altered drainage connections should also be submitted.  A utilities assessment should be provided to demonstrate: <ul style="list-style-type: none"> <li>that following consultation with the service provider, the availability of utility services have been examined and that the proposal would not result in undue stress</li> </ul>	More information can be obtained from:  The National Planning Practice Guidance website: <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/water-supply-wastewater-and-water-quality-considerations-for-planning-applications/">http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/water-supply-wastewater-and-water-quality-considerations-for-planning-applications/</a>  DETR Circular 03/99 Buildings Regulations Approved Document Part H BS6297.

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			<p>in the delivery of those services to the wider community;</p> <ul style="list-style-type: none"> <li>• that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</li> <li>• that service routes have been planned to avoid as far as possible the potential damage to trees and archaeological remains.</li> <li>• Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.</li> </ul>	
Flood Risk Assessment	<p>NPPF &amp; Technical Guidance to the NPPF</p> <p>LDF Documents</p> <p>Buckinghamshire Local Flood Risk Strategy</p>	<p>All development proposals of 1 hectare or greater in Flood Zone 1</p> <p>All proposals for new development located in Flood Zones 2 and 3a and 3b as designated by the Environment Agency.</p> <p>All sources of flooding should be taken into account including river and ordinary watercourses, surface water runoff and groundwater.</p>	<p>The Flood Risk Assessment should establish:</p> <ul style="list-style-type: none"> <li>• whether the proposed development is likely to be affected by current or future flooding from any source</li> <li>• whether it will increase flood risk elsewhere</li> <li>• whether the measures proposed to deal with these effects and risks are appropriate</li> <li>• whether the development will be safe</li> </ul> <p>The FRA should be proportionate to the degree of flood risk and the scale, nature and location of the proposed development.</p> <p>An FRA will assist in directing the most vulnerable development to areas of the lowest flood risk (unless there are overriding reasons to prefer a different location).</p>	<p>Further information can be obtained from:</p> <p>The Environment Agency provides standing advice on flood risk – see the Agency's website at <a href="http://www.environment-agency.gov.uk/research/planning/82584.aspx/">http://www.environment-agency.gov.uk/research/planning/82584.aspx/</a></p> <p>The Environment Agency Flood Map which shows the flood zones can be viewed at: <a href="http://www.environment-agency.gov.uk/subjects/flood/?lang=_e">www.environment-agency.gov.uk/subjects/flood/?lang=_e</a></p>

				<p>Flood management section of Buckinghamshire County Council website:  <a href="http://www.buckscc.gov.uk/flooding">www.buckscc.gov.uk/flooding</a></p> <p>Aylesbury Vale District Council SFRA available at:  <a href="https://www.aylesburyvaledc.gov.uk/strategic-flood-risk-assessment-reports">https://www.aylesburyvaledc.gov.uk/strategic-flood-risk-assessment-reports</a></p> <p>Chiltern District Council SFRA available at:  <a href="http://www.chiltern.gov.uk/sfraupdate">http://www.chiltern.gov.uk/sfraupdate</a></p> <p>South Bucks District Council SFRA available at:  <a href="http://www.southbucks.gov.uk/planning/localplanevidence">http://www.southbucks.gov.uk/planning/localplanevidence</a></p> <p>Wycombe District Council SFRA available at:  <a href="https://www.wycombe.gov.uk/uploads/public/documents/Wycombe-DC-Level-1-SFRA-Update-v03-FINAL.pdf">https://www.wycombe.gov.uk/uploads/public/documents/Wycombe-DC-Level-1-SFRA-Update-v03-FINAL.pdf</a></p>
Surface Water Drainage Strategy	NPPF & accompanying Technical Guidance	Development that is likely to increase surface water runoff and its wider impact in terms of groundwater, water quality & flood risk.	<ul style="list-style-type: none"> <li>• A surface water drainage strategy should include the following:</li> </ul>	Further information can be obtained from the following as well as the District Strategic Flood Risk Assessments (see links

	<p>House of Commons Written Statement (HCWS161) 18 Dec 2014</p> <p>LDF documents</p> <p>Water Framework Directive</p> <p>Preliminary Flood Risk Assessment</p> <p>Strategic Flood Risk Assessments</p>	<p>The overall level of flood risk in the area and beyond should be reduced through the layout and form of the development and the appropriate application of sustainable drainage systems.</p>	<ul style="list-style-type: none"> <li>• A drainage layout</li> <li>• A method of surface water disposal following the drainage hierarchy set out in the PPG</li> <li>• Prioritises sustainable drainage components which control the quantity of surface water runoff which also improve water quality, local amenity and biodiversity as required by Paragraph 170 of the NPPF.</li> <li>• Existing runoff rates and volumes along with proposed runoff rates and volumes for a range of return periods up to the 1 in 100 year (with an allowance for climate change where applicable)</li> <li>• Calculations to determine the required storage volumes</li> <li>• Whole life maintenance and management plans which sets out the maintenance activities required for each SuDS component, the frequency of these activities and who will be responsible for maintaining said features</li> <li>• Ground conditions (including infiltration rates BRE 365 and groundwater levels)</li> <li>• Details of geology and hydrogeology</li> <li>• Topographical survey</li> <li>• Existing overland flow routes and how these will be managed through the proposed development site</li> </ul> <p>Where possible investigates opportunities to provide betterment</p>	<p>above under 'Flood Risk Assessment'):</p> <p>Government advice:  <a href="https://www.gov.uk/topic/environmental-management/flooding-coastal-change">https://www.gov.uk/topic/environmental-management/flooding-coastal-change</a></p> <p>Buckinghamshire County Council advice:  <a href="https://www.buckscc.gov.uk/services/environment/flooding/sustainable-drainage-suds/">https://www.buckscc.gov.uk/services/environment/flooding/sustainable-drainage-suds/</a></p> <p>CIRIA C753 SuDS Manual an industry best practice guide  <a href="http://www.ciria.org/Memberships/The_SuDs_Manual_C753_Chapters.aspx">http://www.ciria.org/Memberships/The_SuDs_Manual_C753_Chapters.aspx</a></p> <p>CIRIA website which hosts SuDS resources – case studies, guidance and information  <a href="http://www.susdrain.org/">http://www.susdrain.org/</a></p>
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Geo-diversity Assessment	NPPF	Developments that may pose a risk to a designated site of geological/geomorphological importance or a notable geological/geomorphological feature within the application site.	<p>A geo-diversity assessment should be submitted to include:</p> <ul style="list-style-type: none"> <li>• Details of the geological/geomorphological feature on and/or in the vicinity of, the application site.</li> <li>• Details of how the protection and/or enhancement of the feature has been incorporated into the overall design of the development.</li> <li>• Where harm to the feature is likely the applicant must identify the risks the proposal would have on the geological / geomorphological feature by: <ul style="list-style-type: none"> <li>a) Demonstrating how alternative designs or locations have been considered.</li> <li>b) Demonstrating the measures proposed to mitigate the risks that have been identified.</li> <li>c) Demonstrating the measures proposed for the ongoing monitoring and reporting to ensure that the integrity of the geological resource that is being protected is not compromised.</li> </ul> </li> </ul>	
Green Belt Justification	NPPF LDF documents	All developments in the Metropolitan Green Belt.	<p>Application documents must provide a statement explaining whether the development is considered to be 'appropriate development' or 'inappropriate development' in the Green Belt.</p> <p>If development is considered to be 'inappropriate' very special circumstances must be advanced to justify the proposal in a Green Belt location. An assessment of alternative non-</p>	

			<p>Green Belt locations should be provided with reasons for final site selection. An assessment of the impact of the development on the openness of the Green Belt should also be included.</p> <p>Planning applications for extensions to buildings or replacement buildings in the Metropolitan Green Belt in Buckinghamshire need to include volume calculations (measured externally) of the existing building, the proposed extension / replacement building and any previous extension to the building.</p>	
Heritage Statement/ Further Information Requirements	NPPF LDF documents PPG	<p>All development that may impact upon the following including their setting:</p> <ul style="list-style-type: none"> <li>Listed Buildings</li> <li>Conservation Areas</li> <li>Scheduled Ancient Monuments</li> <li>Registered Historic Parks and Gardens</li> <li>Areas of archaeological interest</li> <li>Undesignated heritage assets</li> <li>Landscapes of artistic, architectural or historic interest.</li> </ul>	<p>Early consultation with archaeological officers at the County Council as well as liaison with officers at the relevant District Council (responsible for processing listed building consent and conservation area consent) is recommended to establish the specific information requirements.</p> <p>For areas of potential archaeological interest, an assessment report may be required from a qualified archaeologist. In some cases there may also be a need for field evaluation in the form of geophysical survey and/or trial trenching to confirm the nature and extent of archaeological interest.</p> <p>The report will assess the archaeological and historical interest of the site to provide an understanding of its significance and an interpretation of the likely impact of the proposed development upon it. Measures to avoid or mitigate significant harms should be identified.</p>	<p>Advice on Archaeology and Development is provided at:</p> <p><a href="http://old.buckscc.gov.uk/leisure-and-culture/archaeology/archaeology-and-development/">http://old.buckscc.gov.uk/leisure-and-culture/archaeology/archaeology-and-development/</a></p> <p>A Practice Guide on Mineral Extraction and Archaeology can be found at:</p> <p><a href="https://www.historicengland.org.uk/images-books/publications/mineral-extraction-and-archaeology/">https://www.historicengland.org.uk/images-books/publications/mineral-extraction-and-archaeology/</a></p> <p>PPG</p> <p>Charter for Historic England</p>

			<p>As a minimum, applicants will be expected to consult the historic environment data held by the Buckinghamshire Historic Environmental Record.</p> <p><a href="http://www.buckscc.gov.uk/bcc/archaeology/Historic_environment_record.page?">http://www.buckscc.gov.uk/bcc/archaeology/Historic_environment_record.page?</a></p> <p>Historic England should be consulted on matters impacting or potentially impacting on Scheduled Monuments and Grade I and II* Listed Buildings.</p> <p>Any proposed groundworks or disturbance to Scheduled Monuments require permission from the Secretary of State and Scheduled Monument Consent (SMC) from Historic England (Ancient Monuments and Archaeological Areas Act 1979)</p> <p>Most Conservation Areas have appraisals that identify the essential characteristics of the area, although applicants are advised to be aware that older appraisals may not be as comprehensive as recent documents. The scope of a heritage assessment affecting a listed building or conservation area (including its setting) should be agreed with the District conservation officer. It must show how proposals have had regard to the special character and setting of listed buildings and other significant buildings and features of the conservation area, and how the proposal has been informed by the Conservation Area's appraisal. Planning applications that involve demolition of unlisted buildings in a Conservation Area should be accompanied by an application for Conservation Area Consent (made to the District Council).</p>	<p>Advisory Services (particularly sections 11 and 12) (Historic England)</p> <p>District Councils Listed Building documents</p>
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Landscape and Visual Impact Assessment	<p>NPPF</p> <p>LDF Documents</p> <p>PPG</p> <p><u>CRoW Act 2000</u></p> <p><u>Section 85</u></p> <p><u>PPG?</u></p>	<p>Developments that may have an impact on specially protected landscape areas including the Chilterns Area of Outstanding Natural Beauty, Areas of Attractive Landscape, Local Landscape Areas and Landscape character identified through Buckinghamshire County Council and the District Councils' Landscape Character Assessments, and any residential areas identified as having a special character. A Landscape and Visual Impact Assessment may also be required for major applications at other locations, depending on the nature and type of the proposed development. This is usually required within an Environmental Impact Assessment.</p>	<p>Landscape and Visual Impact Assessments should be carried out by a landscape professional and include the following:</p> <ul style="list-style-type: none"> <li>• A description of the different elements that give a place its particular character (as defined by attributes such as landforms, woodlands and trees, field boundaries, land use, building style and settlement pattern).</li> <li>• An assessment of the extent to which the proposed development may alter the fabric, quality and character of the landscape.</li> <li>• An identification of feasible and appropriate measures which could be introduced to mitigate any negative impacts that have been identified.</li> </ul> <p>Wherever possible, development should strengthen landscape character and retain and conserve existing features whilst seeking opportunities to restore or enhance others.</p> <p>The visual assessment should:</p> <ul style="list-style-type: none"> <li>• Identify where the proposed development can be seen from (and record this information on a map with accompanying photographs /photomontages from the various viewpoints).</li> <li>• Assess the extent to which those views would be occupied by the proposed</li> </ul>	<p>Further information can be obtained from, including links to district-level landscape character assessments:</p> <p><a href="http://www.buckscc.gov.uk/environment/landscape/">http://www.buckscc.gov.uk/environment/landscape/</a></p> <p>PPG</p> <p>Guidelines for Landscape and Visual Impact Assessment, Landscape Institute and Institute of Environmental Management and Assessment.</p>

			<p>development (degree of visual intrusion).</p> <ul style="list-style-type: none"> <li>• Provide details about the distance of the viewpoint from the site and whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view.</li> <li>• Identify feasible opportunities to mitigate negative visual impacts, whilst retaining compatibility with the landscape character of the area.</li> </ul> <p>Reference should be made to:</p> <p>Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> edition (GLVIA 3) produced jointly by the Landscape Institute / Institute of Environmental Assessment 2013.</p> <p>Photography and photomontage in landscape and visual impact assessment:</p> <p>Landscape Institute Advice Note 01/11  <a href="http://www.landscapeinstitute.org/PDF/Contribute/LIPhotographyAdviceNote01-11.pdf">http://www.landscapeinstitute.org/PDF/Contribute/LIPhotographyAdviceNote01-11.pdf</a></p> <p>Visual Assessment of Windfarms:</p> <p>Best Practice  <a href="http://www.snh.org.uk/pdfs/publications/commissioned_reports/f01aa303a.pdf">http://www.snh.org.uk/pdfs/publications/commissioned_reports/f01aa303a.pdf</a></p> <p>Landscape Institute, Appointment of a</p>	
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			<p>Landscape Professional  <a href="https://www.landscapeinstitute.org/technical-resource/appointing-landscape-professional/">https://www.landscapeinstitute.org/technical-resource/appointing-landscape-professional/</a></p> <p><u>In the Chilterns AONB, application documents must provide a statement explaining whether the development is considered to be major development in the AONB, and if so, including a justification based around the tests in NPPF para 172, regarding the need for the development, the cost of, and scope for, developing outside the designated area, or meeting the need for it in some other way; and any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated.</u></p>	
Soft Landscaping & Planting Schemes	NPPF PPG LDF Documents	All developments where soft landscaping is proposed or where planting is required to enhance an area or to mitigate the loss of trees and plants.	<p>A detailed landscaping scheme should be submitted in writing and illustrated on a site plan to a scale of 1:200 to show:</p> <ul style="list-style-type: none"> <li>• Identify any echoes in planting design from species in surrounding area.</li> <li>• Locations, Latin names of species, species variety.</li> <li>• Number of trees/plants to be lost</li> <li>• Species mix of proposed planting (unless an ornamental planting scheme, species should be of local provenance and appropriate to the local area)</li> <li>• Plant size, height, spread, girth, pot size</li> <li>• Planting layout</li> <li>• Planting spacing /plant densities</li> <li>• Topsoil/planting medium (depth and specification and finished level adjacent</li> </ul>	<p>Further information can be obtained from:</p> <p>BS 5837:2012 Trees in relation to design, demolition and construction - Recommendations</p> <p>BS 4428:1989 Code of practice for general landscape operations (excluding hard surfaces)</p> <p>BS 8545:2014 Trees: from nursery to independence in the landscape - Recommendations</p> <p>Information about imports of</p>

			<p>to paving).</p> <ul style="list-style-type: none"> <li>• Service Lines</li> <li>• As required, provide evidence to show imported subsoil/topsoil is free from contamination (including pernicious weeds).</li> <li>• A Management Plan including: <ul style="list-style-type: none"> <li>- Design concept and objectives for all parts of the site;</li> <li>- Mechanisms to ensure effective long-term management of new and retained plants;</li> <li>- Land ownership and boundary responsibilities;</li> <li>- Identification of a management agency (or agencies);</li> <li>- Arrangements for quality control, monitoring, inspection and handover; and</li> <li>- Maintenance regimes.</li> </ul> </li> <li>• A commitment to replace any plants that die or become diseased within the first five years following initial planting.</li> <li>• The County Council will seek the aftercare of restored landfill sites in the interests of nature conservation for at least 5 years (or 10 years?)</li> </ul>	<p>trees of Castanea and Fraxinus from EU member states and non EU countries can be found here: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/531618/Bringing_fruit_veg_and_plants_into_the_UK_leaflet.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/531618/Bringing_fruit_veg_and_plants_into_the_UK_leaflet.pdf</a></p>
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Hard Landscaping	NPPF PPG LDF Documents	All developments where hard landscaping is proposed	Where appropriate section drawings 1:20 scale. All details necessary to construct the following elements: <ul style="list-style-type: none"> <li>• Walls, fences, gates and rails</li> <li>• Surfaces (soft, hard, step, ramps and drainage falls)</li> <li>• Play equipment</li> <li>• Seating, litter bins, bollards, cycle parking, lighting, signing, post boxes bus stops and other street furniture.</li> <li>• Construction details and specification with any use of local building techniques/materials highlighted and safety and design standards adhered to identified.</li> <li>• Relationship to building form and materials.</li> <li>• Services (above and below ground, existing and proposed), routing (depth, height, type, markers)</li> <li>• Substations, junction boxes or similar structures.</li> <li>• Structures for building services e.g. ventilation outlets, inlets, cooler, bin and refuse stores.</li> <li>• Public Art</li> </ul>	Further information can be obtained from:  Public Health and Landscape; Creating Healthy Places (Landscape Institute Position Statement)  <a href="http://www.landscapeinstitute.org/PDF/Contribute/PublicHealthandLandscape_CreatingHealthyPlaces_FINAL.pdf">http://www.landscapeinstitute.org/PDF/Contribute/PublicHealthandLandscape_CreatingHealthyPlaces_FINAL.pdf</a>
Lighting Impact Study/Lighting Scheme	LDF Documents	All developments where proposed external lighting may affect the local amenity, a Listed Building or Conservation Area, <a href="#">AONB</a> , open countryside, or where the presence of bats or other nocturnal animals has been identified. <a href="#">This is because on</a>	Details should be provided of proposed external lighting (including types of light, shading, height of fixings, LUX) and the proposed hours of use. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design.	Further advice can be obtained from:  The National Planning Practice Guidance website: <a href="http://planningguidance.planningportal.gov.uk/blog/guidanc">http://planningguidance.planningportal.gov.uk/blog/guidanc</a>

		<u>lighting and dark skies, locations within AONBs are recommended by the Institute of Lighting Professionals as E1 for which the lighting environment is Intrinsically Dark zones, see table on page 5 of <a href="https://www.theilp.org.uk/documents/obtrusive-light">https://www.theilp.org.uk/documents/obtrusive-light</a>.</u>	<u>Details should be provided of proposed external lighting (including types of light, shading, height of fixings, LUX, colour temperature in Kelvin) and the proposed hours of use. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design.</u>	<u><a href="#">e/light-pollution/</a> <a href="#">Institution of Lighting Professional Guidance Notes for the Reduction of Obtrusive Light GN01, 2011</a></u>
Scheme for the Mitigation & Monitoring of Emissions (Dust, Odour & Vibration)	NPPF & Technical Guidance to the NPPF  LDF Documents  PPG	All developments that involve processes that generate dust, odours and vibrations that may impact the local amenity, biodiversity, or other features of the natural or built environment.	A management strategy should be included that sets out the measures proposed for the control and mitigation of dust, odour and vibrations as appropriate. The strategy should include: <ul style="list-style-type: none"> <li>• Details of the baseline of the existing climate around the site.</li> <li>• Identification of the operations that could lead to the generation of the emissions.</li> <li>• An assessment of the change in baseline conditions that may result from the proposed development.</li> <li>• Identification of the receptors that could be affected by the emissions arising from the proposed operation.</li> <li>• Recommended mitigation measures.</li> <li>• Recommended proposals to monitor and report on emissions and enable effective response to any complaints.</li> </ul>	Further information can be obtained from:  Control and monitor emissions for your environmental permit <a href="https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit">https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit</a>  More information about critical loads and levels of air pollutants on different habitat types can be found at: <a href="http://www.apis.ac.uk">www.apis.ac.uk</a>
Noise Assessment	NPPF  LDF Documents  PPG	<ul style="list-style-type: none"> <li>• All developments that may cause high levels of noise disturbance to the local amenity, biodiversity or other features of the natural and built environments.</li> </ul>	A noise assessment should be produced to include: <ul style="list-style-type: none"> <li>• Details of the baseline of the existing noise environment around the site.</li> </ul>	Further information can be obtained from:  DEFRA's Noise Policy Statement for England

		<ul style="list-style-type: none"> <li>All noise-sensitive developments</li> </ul>	<ul style="list-style-type: none"> <li>Identification of the operations/uses that could lead to the generation of noise.</li> <li>An assessment of the change in baseline conditions that may result from the proposed development.</li> <li>Identification of the receptors that could be affected by noise arising from the proposed operation.</li> <li>Recommended mitigation measures.</li> <li>Recommended proposals to monitor and report on noise and enable effective response to any complaints.</li> </ul>	<p>(March 2010)</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69533/pb13750-noise-policy.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69533/pb13750-noise-policy.pdf</a></p> <p>Planning Practice Guidance website: <a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a></p>
Open Space Assessment	NPPF LDF Documents	All developments within designated open spaces.	<p>Planning applications should be accompanied by plans showing any areas of existing and/or proposed open space within or adjoining the application site.</p> <p>An assessment should be carried out to evaluate the impact of the development on designated open space and should include mitigation/compensation measures where appropriate.</p>	<p>Planning Practice Guidance website: <a href="https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space">https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space</a></p>
Details of Parking and Access Arrangements	NPPF LDF Documents	<ul style="list-style-type: none"> <li>All major developments</li> <li>Minor developments where a new/altered access is proposed or where additional vehicle movements are proposed or may result from an increase in floor space.</li> </ul>	<p>Applicants will be required to show details of existing and proposed parking provision and access arrangements on site layout plans.</p> <p>Details should also be provided of provisions for parking of bicycles, motorbikes, lorries, and minibuses/buses as appropriate.</p> <p>Proposals for significant building works should include provision for the parking and manoeuvring of contractors' vehicles and the delivery of materials during the construction</p>	

			process as well as the measures to be taken to prevent the deposit of mud or other debris on the public highway.	
Planning Statement		All development proposals.	<p>The planning statement should:</p> <ul style="list-style-type: none"> <li>• Describe the proposed development in an appropriate level of detail.</li> <li>• Identify the context and need for the proposed development.</li> <li>• Provide any relevant site history.</li> <li>• Assess how the proposed development accords with relevant national and local planning policies.</li> <li>• Provide details of consultations with the local planning authority, the wider community and statutory consultees undertaken prior to submission (see 'Statement of Community Involvement').</li> <li>• Provide justification for the development where it conflicts with development plan policies.</li> </ul> <p>Applications for development at schools should additionally include:</p> <ul style="list-style-type: none"> <li>• Existing pupil numbers and future pupil projections for school/college developments, with reference to permitted or planning housing growth where applicable.</li> </ul> <p>Applications for mineral and/or waste development should additionally include the following, as appropriate, in the planning</p>	

			<p>statement:</p> <ul style="list-style-type: none"> <li>• The need for the development especially where there is conflict with any development plan policies;</li> <li>• Description of the existing site including any designations;</li> <li>• Planning history including relevant planning permission reference numbers;</li> <li>• Reason for the location proposed and what other options, alternatives and/or locations were considered;</li> <li>• The source and type of the waste (percentage by geographical area);</li> <li>• How the waste will be handled / treated;</li> <li>• Capacity of the site;</li> <li>• Total quantity of the waste as an annual throughput and/or quantity required for restoration purposes;</li> <li>• Quantity of mineral to be won from the site;</li> <li>• Any ancillary operations for the process of recycling, recovery or pre-treatment of the waste on site;</li> <li>• Proposed hours of operation;</li> <li>• Proposed maximum daily vehicle movements, particularly HGV (over 3.5 tonnes unladen weight) movements;</li> <li>• Detail of all plant and equipment;</li> <li>• Details of external lighting;</li> <li>• Site preparation works details;</li> <li>• Method of working;</li> <li>• Timescale for the development;</li> <li>• Soil handling strategy details;</li> </ul>	
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			<ul style="list-style-type: none"> <li>Proposals for managing dust and litter;</li> <li>Predicted noise levels and measures to be taken for their control;</li> <li>Proposals for preventing the deposit of mud and debris on the highway;</li> <li>Proposals for controlling vermin and birds;</li> <li>Where necessary, methods to mitigate the risk of bird strike;</li> <li>Existing pre-settlement and post-settlement levels for landfill sites / mineral extraction / infill sites including depths;</li> <li>Proposals for controlling landfill gas and leachate at landfill sites including details of gas flaring and power generation;</li> <li>An assessment of likely odour issues and measures to control odour;</li> <li>A phasing programme in the case of mineral extraction and landfill sites;</li> <li>Details of surface water management measures;</li> <li>Details of possible impact to the local amenity, local area, features of biodiversity interest, access and highway safety;</li> <li>Restoration, aftercare and after-use proposals in the case of mineral extraction and landfill sites.</li> </ul>	
Playing Field Assessment		<ul style="list-style-type: none"> <li>All developments that may result in the loss or degradation of designated playing field space.</li> </ul>	<p>An assessment should be submitted to show:</p> <ul style="list-style-type: none"> <li>Existing playing field space</li> <li>The impact of the development on playing field space, including proposed</li> </ul>	<p>Further information can be obtained from:</p> <p>Sport England Development Control Guidance Note:</p>



			<p>pitch provision</p> <ul style="list-style-type: none"> <li>Evidence to show that the development would provide sufficient benefit to the development of sport to compensate for the loss/degradation of playing field space.</li> </ul>	<p><a href="https://www.sportengland.org/media/4406/document-7-spatial-planning-for-sport-development-control-guidance-note.pdf">https://www.sportengland.org/media/4406/document-7-spatial-planning-for-sport-development-control-guidance-note.pdf</a></p> <p><a href="https://www.sportengland.org/facilities-planning/planning-for-sport/planning-applications/playing-field-land/">https://www.sportengland.org/facilities-planning/planning-for-sport/planning-applications/playing-field-land/</a></p>
Assessment of Effects on Public Rights of Way & Green Infrastructure	NPPF LDF Documents	<ul style="list-style-type: none"> <li>All developments that may impact upon a public right of way, open access land, common land, or other public green space.</li> <li>All developments that propose enhancements to the green infrastructure and rights of way network.</li> </ul>	<p>An assessment should be provided to show:</p> <ul style="list-style-type: none"> <li>The locations and routes of any public rights of way or green infrastructure networks that may be affected by the development.</li> <li>How the public right of way and green infrastructure networks would be affected by the proposals</li> <li>Any legal requirements arising from the need to close or divert paths (temporarily or permanently).</li> <li>How the impact of the development on these networks can be minimised</li> <li>How the networks can be enhanced, including providing disabled access, greater widths for paths and dedicating higher rights.</li> </ul>	<p>Further information can be obtained from:</p> <p>Rights of Way Improvement Plan: <a href="http://www.buckscc.gov.uk/services/environment/public-rights-of-way/future-of-rights-of-way/">http://www.buckscc.gov.uk/services/environment/public-rights-of-way/future-of-rights-of-way/</a></p> <p>Green Infrastructure: <a href="https://www.buckscc.gov.uk/services/environment/green-infrastructure/">https://www.buckscc.gov.uk/services/environment/green-infrastructure/</a></p>
<del>Site Waste Management Plan</del>	<del>Site Waste Management Plan Regulations (2008)</del>	<del>Site waste management plans are encouraged for all developments especially regulation 3 applications over 500m2 new building</del>	<del>Details of waste management and minimisation plans/statements, covering issues such as:</del> <ul style="list-style-type: none"> <li><del>Waste during construction</del></li> </ul>	<del>Further information can be obtained from:  Site Waste Management</del>

**Comment [PD1]:** These Regulations were repealed in 2013.

	LDF Documents	development, however are a legal requirement for all construction projects over £300,000.	<ul style="list-style-type: none"> <li>Local sourcing of materials and re-use of materials on site.</li> <li>Waste during occupation.</li> <li>Provision of recycling facilities in the built development.</li> </ul> <p>They do not require the formal approval of the County Council, but the aim of the plan is to improve resource efficiency and reduce and recover waste and demonstrate how off-site disposal of waste will be minimised and managed. The plan is updated during the construction process.</p>	<p>Plan Regulations (2008)  <a href="http://www.legislation.gov.uk/ukxi/2008/314/contents/made">http://www.legislation.gov.uk/ukxi/2008/314/contents/made</a></p> <p>Department for Trade and Industry (DTI) in 2004 Site Waste Management Plans: guidance for construction, contractors and clients.  <a href="https://www.thenbs.com/PublicationIndex/documents/details?Pub=DTI&amp;DocId=267008">https://www.thenbs.com/PublicationIndex/documents/details?Pub=DTI&amp;DocId=267008</a></p>
Statement of Community Involvement (SCI)	LDF document	All major developments and developments with substantial community interest.	Applications may need to be supported by a statement setting out how the applicant has engaged in pre-application consultation, as encouraged by the County Council's SCI, and include evidence to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.	<p>Further information can be obtained from:</p> <p>Buckinghamshire County Council's Statement of Community Involvement:  <a href="https://www.buckscc.gov.uk/services/environment/planning/minerals-and-waste-local-plan/documentation-local-development-scheme/">https://www.buckscc.gov.uk/services/environment/planning/minerals-and-waste-local-plan/documentation-local-development-scheme/</a></p>
<u>Network Development affecting Railways and associated infrastructure</u>	<u>NPPF</u>	<u>As you are aware Network Rail is a statutory consultee for any planning applications within 10 metres of relevant railway land (as the Rail Infrastructure Managers for the railway, set out in Article 16 of the Development Management Procedure Order) and for any development likely to result in a material increase in the</u>	<p><u>(1) Impacts to railway stations of outside party developments</u></p> <p><u>Consideration should be given in Transport Assessments to the potential for increased footfall at Railway Stations as a result of proposals for residential development, employment areas within the council area.</u></p>	

**Comment [PD2]:** This looks like Network Rail's comment on the Local List rather than setting out the circumstances in which certain information may be requested. I also think they've conflated the statutory requirement for us to consult them on certain applications with other matters that they would like us to consider more generally e.g. footfall at stations doesn't necessarily relate to applications where there is a statutory requirement to consult Network Rail. I'm not clear really how we can build this into our Local List as it doesn't seem likely that as a general rule we would be dealing with applications which would result in potential additional passenger use of the railway as we don't deal with residential or general employment development. I think the Local List could include those developments which would generate additional traffic requiring to use a Level Crossing though and within 10 metres of railway land so have tried to amend it to be more limited.

		<p><u>volume or a material change in the character of traffic using a level crossing over a railway (as the Rail Network Operators, set out in Schedule 4 (J) of the Development Management Procedure Order).</u></p>	<p><u>Location of the proposal, accessibility and density of the development, trip generation data should be considered in relation to the station. Where proposals are likely to increase footfall and the need for car parking at Railway Stations, the council should consider developer contributions (either via CIL, S106) to provide funding for enhancements.</u></p> <p><u>Any proposed development within 10 metres of railway land should include within the Planning Statement a section addressing any potential impact on the railway and its use for example through surface water drainage from the proposed development, noise, dust or visual impacts including any mitigation measures.</u></p> <p><u>Any proposed development increasing the volume or changing the character of traffic (including pedestrians, cyclists, horse-riders or vehicles) using a level crossing or affecting the safety of those using the level crossing at this location should be accompanied by include a Transport Assessment that takes into consideration the impact on the level crossing and its users including with the developer fully funding anyany mitigation measures.</u></p> <p><u>(2)</u> <u>Impacts to level crossings of outside party developments</u></p> <p><u>Developments within the council area should be accompanied by a TS/TA which includes consideration of the impact of proposals upon level crossings with mitigation implemented as</u></p>	
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			<p><del>required. We would encourage the Council to adopt specific policy wording to ensure that the impact of proposed new development (including cumulative impact) on the risk at existing level crossings is assessed by the developer(s), and suitable mitigation incorporated within the development proposals and funded by the developer(s). TS/TAs should be undertaken in conjunction with the local highways authority with advice from Network Rail. Contributions will be sought where proposals impact on level crossings to mitigate the impacts of those developments. Wherever possible level crossings will be closed, and either replaced with a footbridge or by a diversionary route.</del></p> <p><del>Councils are urged to take the view that level crossings can be impacted in a variety of ways by planning proposals:</del></p> <ul style="list-style-type: none"> <li><del>• By a proposal being directly next to a level crossing</del></li> <li><del>• By the cumulative effect of developments added over time in the vicinity of a level crossing</del></li> <li><del>• By the type of level crossing involved e.g. where pedestrians only are allowed to use the level crossing, but a proposal involves allowing cyclists to use the route</del></li> <li><del>• By the construction of large developments (commercial and residential) where road access to and from the site includes a level crossing or the level / type of use of a level crossing increases as a result of diverted traffic or of a new highway</del></li> <li><del>• By developments that might impede pedestrians ability to hear approaching trains at a level crossing, e.g. new airports or new</del></li> </ul>	
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			<p><u>runways / highways / roads</u></p> <ul style="list-style-type: none"> <li>• <u>By proposals that may interfere with pedestrian and vehicle users' ability to see level crossing warning signs</u></li> <li>• <u>By any developments for schools, colleges or nurseries where minors in numbers may be using the level crossing</u></li> <li>• <u>By any proposal that may cause blocking back across the level crossing</u></li> <li>• <u>By any proposal which may see a level crossing impacted by the introduction of cycling or walking routes</u></li> <li>• <u>By outside party proposals where there is an increase in the number of 'vulnerable users'.</u></li> </ul>	
Sustainability Statement	NPPF LDF Documents	A sustainability statement is encouraged with all developments but is a local validation requirement for all major development proposals. Ie School developments over £500,000 and other schemes over £1 million	<p>The statement should outline all the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. It should set out, among other things:</p> <ul style="list-style-type: none"> <li>• The energy efficiency of the proposed development, covering both operational energy and CO2 issues and consideration of options for renewable energy.</li> <li>• The environmental implications of the use of the building materials (and use of recycled materials) proposed in the development.</li> <li>• Use of sustainable drainage systems and water efficiency and use.</li> <li>• Water management – promoting resource efficiency.</li> <li>• Use of brownfield sites.</li> <li>• How features of the site, such as topography and orientation have</li> </ul>	<p>Further information can be obtained from:</p> <p>Information regarding BRE Environmental Assessment Method: <a href="http://www.breeam.org/">http://www.breeam.org/</a></p>

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			<p>informed sustainable design principles.</p> <p>Where appropriate a BREEAM (Building Research Establishment Environmental Assessment Method) rating should be provided for the development. The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards.</p>	
Sunlight/ Daylight Assessment	LDF Documents	All proposals that may impact the existing levels of sunlight/daylight enjoyed by neighbouring properties or buildings including gardens and amenity space.	Adequate information should be submitted to show site levels and the heights and positions of relevant existing and proposed buildings. An assessment of the impact of the development on existing levels of sunlight / daylight enjoyed by adjoining properties should be provided.	Further guidance can be obtained from BRE guidelines on daylight assessments. <a href="http://www.bre.co.uk/page.jsp?id=42">http://www.bre.co.uk/page.jsp?id=42</a>
Transport Assessment/ Statement	NPPF PPG LDF Documents	<ul style="list-style-type: none"> <li>• All developments that may have significant transport implications.</li> <li>• Indicative thresholds for Transport Statements or Assessments are set out at Appendix B of the DfT Guidance on Transport Assessment 2007. <a href="http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb">http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb</a></li> <li>• Any development that generates more than 30 two-way movements in any hour.</li> <li>• Any development that generates more than 100 two-way vehicle</li> </ul>	<p>Transport Statements and Assessments should accord with the principles set out in the DfT Guidance on Transport Assessment.</p> <p>The coverage and detail of the TA should reflect the scale of the development and extent of the transport implications of the proposal. For smaller schemes, the TA should simply outline the transport aspects of the application, while for major proposals the TA should illustrate accessibility to the site by all modes of transport. It should give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p>	Further guidance can be found in Transport evidence bases in plan making and decision taking: <a href="https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking">https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking</a>

		<p>movements per day.</p> <ul style="list-style-type: none"> <li>• Any development that generates significant HGV movements.</li> <li>•</li> </ul>	<p>The TA should specify the maximum and average daily vehicle movements generated by the development.</p>	
Travel Plan	NPPF LDF Documents	<ul style="list-style-type: none"> <li>• All developments that are likely to have significant transport implications;</li> <li>• All developments proposing more than 50m<sup>2</sup> additional floor space;</li> <li>• All new schools or significant extensions to existing schools.</li> </ul>	<p>The travel plan should outline the way in which the transport implications of the development are going to be managed by whom, and over what timescale in order to minimise environmental, social, and economic impacts. It should also state how the plan would be promoted, implemented, monitored and maintained.</p> <p><b>Minimum requirements for existing schools:</b></p> <p>Prior to application:</p> <ul style="list-style-type: none"> <li>• Register for STARS (STARS is the preferred LA online travel plan package for schools and details are on <a href="http://www.modeshiftstars.org.uk">www.modeshiftstars.org.uk</a>)</li> <li>• Complete the Introduction section on STARS</li> </ul> <p>Prior to commencement:</p> <ul style="list-style-type: none"> <li>• Conduct pupil and staff surveys</li> <li>• Provide details of travel and transport issues</li> <li>• Populate 'Planned Actions' section on STARS</li> </ul> <p>Prior to occupation:</p> <ul style="list-style-type: none"> <li>• STARS Bronze level accreditation authorised by BCC Sustainability Travel Team (<a href="mailto:schooltravelplanning@buckscc.go.uk">schooltravelplanning@buckscc.go.uk</a>)</li> <li>• Schools need to maintain an active travel plan.</li> </ul>	<p>Further information can be obtained from:</p> <p>School Travel Plans: <a href="http://www.schooltravelplanning.co.uk">www.schooltravelplanning.co.uk</a></p> <p>Online travel plan system for schools: <a href="http://www.modeshiftstars.org.uk">www.modeshiftstars.org.uk</a></p> <p>Developer Travel Plans: <a href="http://www.buckscc.gov.uk/environment/sustainability/sustainable-travel/travel-plans/developer-travel-plans/">http://www.buckscc.gov.uk/environment/sustainability/sustainable-travel/travel-plans/developer-travel-plans/</a></p>

			<p><b>Minimum requirements for new schools:</b></p> <p>Prior to application:</p> <ul style="list-style-type: none"> <li>• Register for STARS</li> </ul> <p>Prior to occupation:</p> <ul style="list-style-type: none"> <li>• Framework Developer Travel Plan submitted and approved by Sustainability Team.</li> <li>• Complete the Planning section on STARS</li> </ul>	
Tree Survey/ Arboricultural Impact Assessment	NPPF LDF Documents	All developments that may result in the loss or adverse impact to significant numbers of trees or tree(s) with particular landscape, biodiversity, or arboricultural value.	<p>The survey/assessment should include:</p> <ul style="list-style-type: none"> <li>• A plan to show the locations, species and maturity of trees in and around the development site including root protection areas and canopy spreads.</li> <li>• The identification of any trees that would be lost or affected by the development.</li> <li>• A statement of the measures to be taken to protect retained trees during works in line with the British Standard BS5838:2005 "Trees in Relation to Construction - Recommendations".</li> <li>• Details of proposed avoidance/mitigation/compensation measures proposed as part of the development.</li> </ul>	<p>Further information can be obtained from:</p> <p>The British Standard Institute BS5837: 2012 – "Trees in relation to design, demolition and construction – Recommendations"; or</p> <p>The National Planning Practice Guidance website: <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/tree-preservation-orders-general/">http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/tree-preservation-orders-general/</a></p>



Water Environment Assessment	NPPF LDF Documents	All developments that may result in adverse impacts to the water environment (the quality and quantity of ground and surface water resources including aquifers).	Assessments should focus on: <ul style="list-style-type: none"> <li>• An assessment of the existing water environment at and in the vicinity of the site.</li> <li>• Identification of the risk posed by the proposed development on the water environment.</li> <li>• The measures proposed to mitigate the potential risks that have been identified.</li> <li>• Proposals for the ongoing monitoring and reporting to ensure that there is no impact on the water environment during proposed operations.</li> </ul>	
Crime Prevention Design	NPPF	All developments where there will be changes or additions to the highway and verges network.  All major developments where landscaping is proposed or where planting is required to enhance an area or to mitigate the loss of trees and plants.  All developments where new buildings are proposed	Where applicable, assessments should focus on: <ul style="list-style-type: none"> <li>• The function and design of buildings to reduce the potential for crime and militate against the fear of crime.</li> <li>•</li> </ul>	Further information can be obtained from:  Police Crime Prevention Initiatives at: <a href="http://www.securedbydesign.com/index.aspx">http://www.securedbydesign.com/index.aspx</a>
Restoration Strategy and Aftercare	NPPF PPG	Where proposals involve the disturbance of the ground for the extraction of minerals or waste disposal.	A restoration strategy is required to ensure that minerals and waste disposal operations do not have unacceptable impacts upon the natural and/or historic environment, and that restoration is carried out at the earliest opportunity to a suitable after use, that conserves and enhances local landscape character and visual amenity, and is of a high environmental standard.	

			<p>The restoration strategy should demonstrate the approach to restoration and include details regarding the phasing and direction of working and progressive restoration.</p> <p>For each working phase, site layout plans should show the location of enabling infrastructure (site access, offices, welfare facilities, car parking, haul roads and plant etc.), temporary and permanent mitigation measures (advanced planting, retained planting, protection measures, bunds and boundary treatments etc.) and the location of voids, stockpiles and waste materials.</p> <p>Cross sections should also be provided to show the relative height of the above aspects within the wider site context.</p> <p>The strategy should include details regarding the proposed restoration material and soils (overburden and/or importation of infill material), and the final landform. Plans showing existing and proposed contours should be provided alongside cross sections to show existing and proposed ground levels and gradients (where high settlement rates are expected, pre and post settlement contours may be required).</p> <p>A landscape scheme should be provided <del>in line with the requirements set out under Section xx Landscape Scheme. It</del>which should show the proposed land use (e.g. agriculture, geodiversity, biodiversity, native woodland, historic environment, recreation). For proposals that affect agricultural land, a statement of the</p>	
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			<p>existing and proposed Agricultural Land Classification is required. The scheme should also show site access and vehicular/pedestrian routes and public rights of way, retained and new landscape features (to include water/drainage features).</p> <p>Aftercare should be provided for at least 5 years, and detailed within management and maintenance specifications and schedules. Sufficient detail should be provided to avoid the imposition of pre-commencement conditions.</p>	
Draft / Proposed Heads of Terms for Planning Obligations (S106)	NPPF	<p>Planning obligations are contractual arrangements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Planning obligations may be made by agreement with the Local Planning Authority or unilaterally by a landowner/developer.</p>	Draft Heads of Terms.	
Hydrological / hydrogeological assessment		<p>For minerals and/or waste related development proposals, where dewatering is proposed or proposals affect the water table hydrological and/or hydro-geological assessments will be required.</p>	<p>The assessment and technical information, including the calculation of the extent and volumes of dewatering may need to include details of topography and surface drainage, artificial ground, superficial deposits, landslip deposits, rockhead depth, bedrock geology and details of any borehole reports including any information with regard to both licensed and unlicensed abstractions. Applicants should indicate natural water table including its depth,</p>	<p>Contact Buckinghamshire Lead Flood Authority on: <a href="mailto:suds@buckscc.gov.uk">suds@buckscc.gov.uk</a></p>

			<p>source catchment areas and characteristics. Consideration of the potential impact upon any wetland site of special scientific interest should be incorporated. The statement must show that third parties will not be affected by the dewatering. Where investigations show that dewatering is likely to have an impact on public and private water supplies or water bodies or watercourses details of mitigating measures must be included in the application e.g. recharging reservoirs etc. Details of proposed methods of dewatering and proposed methods of water disposal must be given. Applicants should include proposed measures to control potential pollution to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.</p> <p><u>NB</u> Any works proposed to be carried out that may affect the flow within an ordinary watercourse will require the prior written consent from the Lead Local Flood Authority under Section 23 of the Land Drainage Act 1991. This includes any permanent and or temporary works regardless of any planning permission.'</p>	
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Borehole or Trial Pit Analysis		For all mineral extraction proposals.	<u>Information setting out an</u> <del>The</del> analysis <del>should</del> identifying the depth and volume of soils and minerals proposed to be extracted, the extracted mineral type and position of the winter water table.	
Lawful Development Certificate <b>Supporting Information</b>		These are certificates of lawfulness for either a proposed use or operation/development or an existing use or operation/development. This type of application can also be one where condition(s) on a planning consent have not been complied with and you are wishing to regularise the situation.	Buckinghamshire County Council will need information specifying the land in question, describing the use, operations or other matter in question and stating under which paragraph of either section 191(1) or 192(1) of the Town and Country Planning Act 1990 the application is being made. You will need to provide evidence to support your application so that, in the balance of probabilities, your application can be proven. It is important that you collate as much evidence as possible to support your application, and copies of any documents; affidavits etc. can be useful in such cases. You will need to tell us about the use of the land at the time of the application (or, when the land is not in use at the date, the purpose for which it was last used). You will need to provide a statement detailing your interest in the land, the name and address of any other person known to you to have an interest in the land and whether you have notified any such person. If your application relates to a certificate of lawfulness of an existing operation or use, you will need to tell us the date on which the use, operations or other matter in question began or, in the case of operations carried out without planning permission, the date on which operations were substantially completed. If your application is for	

			a use or operation which has not yet commenced, you will need to give reasons for why you believe the use or operation as described in the application is lawful and should be granted a certificate. In the case of applying where a development has taken place without complying with any condition or limitation, you will need to provide sufficient details/evidence to support your claim. xxii. Lighting	
Birdstrike Risk Management Plan		All applications involving mineral extraction or quarrying, landfill, sewage disposal and restoration schemes with major tree planting or nature reserves which would be attractive to birds falling within 13 kilometres of Civil Airports and Ministry of Defence Airfields, <del>will need to be accompanied by details of appropriate bird control measures to reduce the risk of birdstrike to aircraft.</del>	<u>Information setting out details of appropriate bird control measures to reduce the risk of birdstrike to aircraft.</u>	Further information can be obtained from the Civil Aviation Authority <u>and Ministry of Defence.</u>
Information in support of applications for the storage, treatment or disposal of waste	The Landfill Directive Landfill England and Wales Regulations 2002 (as amended) NPPF NPPW LDFs	1) New landfill sites or extensions to existing landfill sites (including land raising). 2) Proposals involving the storage, treatment or disposal of hazardous waste and proposals for the incineration (including advanced thermal technologies) or chemical treatment of non-hazardous waste.	1) and 2) Type and source of waste; plans and elevation drawings of buildings and other infrastructure; working hours; access arrangements including wheel cleaning; surface water drainage.  1) Topographical survey of the existing site; scaled plans and cross sections explaining the proposed phases of working; pre-settlement and post-settlement contours; gas and leachate control systems; when relevant means of disposal of treated effluent and assessment of dry weather flows, duration of development; soil handling; restoration, afteruse and aftercare.	Further information can be found: PPG – Waste  The National Archives – The Environmental Permitting Regulations 2010  Public Health England - Gothenburg Consensus Paper: Health Impact Assessment - Main concepts and suggested approach,

			<p>2) Health impact assessment (HIA) - HIA is a tool to appraise both positive (eg creation of new jobs) and negative (eg generation of pollution) impacts on the different affected subgroups of the population that might result from the development.</p>	<p>European Centre for Health Policy, WHO-Euro, Brussels (December 1999)  European Commission, Health &amp; Consumer Protection Directorate-General paper Ensuring a high level of health protection A practical guide (17 December 2001)  National Institute for Health and Care Excellence (NICE) - Introducing health impact assessment (HIA): Informing the decision-making process, HDA (2002)  Public Health England - The Merseyside Guidelines for Health Impact Assessment (Second edition May 2001) published by the International Health Impact Assessment Consortium</p>
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## Appendix 2: Validation Checklist

TO BE SUBMITTED WITH THE PLANNING APPLICATION

### **PART A: General Requirements**

Documents that **MUST** be included with your application [*please tick boxes to confirm inclusion*]

- 1APP Form OR Minerals Application Form
- Notices
- Location Plan
- Site Plan
- Correct Fee
- Design & Access Statement

### **PART B: Local Requirements (Additional Plans & Drawings)**

Documents that **MAY** be required to be included with your application [*please tick boxes to confirm inclusion*]

- Proposed Block Plans/Site Layout Plans
- Existing & Proposed Elevations
- Existing & Proposed Floor Plans
- Existing & Proposed Site Sections and Finished Floor and Site Levels
- Roof Plans

### **PART C: Local Requirements (Supporting Information)**

Documents that **MAY** be required to be included with your application [*please tick boxes to confirm inclusion*]

- Air Quality Assessment
- Bio-aerosol Assessment
- ~~Ecological Biodiversity~~ Assessment
- Contaminated Land Assessment
- Details of Methods for Control of Litter, Vermin & Birds
- Foul Water Drainage Strategy
- Flood Risk Assessment
- ~~Surface Water Drainage Strategy~~
- Geo-Diversity Assessment
- Green Belt Justification
- Heritage Statement
- Landscape ~~Character~~ & Visual Impact Assessment
- ~~Soft Landscaping~~ & Planting Schemes
- ~~Hard Landscaping~~
- Lighting Impact Study/Lighting Scheme
- Scheme for the Mitigation & Monitoring of Emissions (Dust, Odour & Vibration)
- Noise Assessment
- Open Space Assessment
- Details of Parking and Access Arrangements
- Planning Statement
- Playing Field Assessment



- Assessment of Effects on Public Rights of Way & Green Infrastructure
- ~~Site Waste Management Plan~~
- Statement of Community Involvement
- ~~Network Developments affecting Railways and associated infrastructure~~
- ~~Surface Water Drainage Strategy~~
- Sustainability Statement
- Sunlight/Daylight Assessment
- Transport Assessment/Statement
- Travel Plan
- Tree Survey/Arboriculture Report
- ~~Water Environment Assessment~~
- ~~Crime Prevention Design~~
- Restoration Strategy and Aftercare;
- Draft / Proposed Heads of Terms for Planning Obligations;
- Hydrological / Hydrogeological assessment;
- Borehole or trial pit analysis;
- Lawful Development Certificate;
- Birdstrike Risk Management Plan;
- Information in support of applications for storage, treatment or disposal of waste.





**LOCAL LIST OF VALIDATION  
REQUIREMENTS  
FOR  
BUCKINGHAMSHIRE COUNTY COUNCIL**

**April 2014**



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# **Buckinghamshire County Council**

**Place Services: Planning, Advisory and Compliance Service**

**April 2014**

## **Section 1: Introduction**

Buckinghamshire County Council has produced this document in accordance with the requirements of the National Planning Policy Framework (NPPF) and to reflect the national guidance document entitled *Guidance on Information Requirements and Validation* published by the Department for Communities and Local Government (DCLG) in March 2010. This document should be used to identify the information required to support all planning applications and lawful development certificate applications submitted to Buckinghamshire County Council, who are the determining authority for minerals and waste developments as well as for the Council's own developments (e.g. schools)<sup>1</sup>

This document seeks to:

- Assist in ensuring that your applications are valid when submitted;
- Ensure that all applications can be dealt with effectively and efficiently;
- Respond positively to the best practice advice issued by Government; and
- Ensure that the County Council can comply with recent changes in legislation.

If the information required is not submitted with the application, then the application may not be valid and may not therefore be progressed to a decision. Please remember that other consents may also be required (e.g. Building Regulations approval from District Councils, consent for works on ordinary watercourses from the County Council etc.). For licences and permits required under the Environmental Protection Act 1990 (as amended), details are available on the Environment Agency's website.

### **Why such information is needed**

Some information, and a fee, is required by law when an application is submitted. In addition, current national regulations give planning authorities the power to require applicants to provide additional information in the interests of good and efficient decision making<sup>2</sup>. Such information is required so that Council officers, technical consultees, Council Members, members of the public and other interested parties can assess the impacts of the proposed development, for example on ecology or the amount of traffic generated by a proposal.

The DCLG guidance referred to above recommends that local planning authorities specify the scope of information necessary to enable them to determine individual applications, as long as it is necessary to assess the application, precise as to what information is needed, proportional to the nature, scale and sensitivity of the proposed development, fit for purpose generally, and of assistance in identifying where further information can be obtained.

### **Data Protection and the Internet**

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<sup>1</sup> As set out by Regulation 3 of the Town and Country Planning General Regulations 1992.

<sup>2</sup> National Legislation and Regulations in relation to the registration and validation of applications currently includes:

- Town and Country Planning (Applications) Regulations 1988;
- Town and Country Planning (Development Management Procedure) Order 2010 (as amended);
- Town and Country Planning Act 1990 (as amended); and
- The Planning and Compulsory Purchase Order 2004

The information you provide on the application form and in the supporting documents will be public information, and may be available on the Council's website. In view of this, if you supply personal information belonging to a third party, please ensure that you have their permission to do so.

### **The Validation Process**

The County Planning Authority will only consider applications that are valid. This means that all information specified by the Council in order to determine the application, either following pre-application advice or as specified on the validation checklist (please see section 2), is provided in full at the start of the process, and to an acceptable quality. Applications can be submitted electronically via the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)) or on a CD, however at least 2 hard copies should also be provided unless otherwise advised.

You may wish to appoint planning consultants, an architect, surveyor, and/or other specialist accredited consultants to prepare the application documents and supporting information for you. Whilst this may incur additional expense, it could save time and money in the long run and enable planning permission to be granted expediently.

You will usually be notified if your application is valid within 5 working days for minor applications and small scale major applications and 10 working days for large scale major applications. If your application is invalid, we will specify what further information or fee is required.

It may be necessary for the Council to request further information at a later stage during the determination process in order to make a full planning assessment of your proposal. If this is the case, we will specify what further information is required.

The remainder of this document is laid out as follows:

Section 2 identifies the drawings, supporting studies, statements and assessments that are commonly required to accompany planning applications. For each type it identifies the relevant national and local guidance and key development plan policies together with other key documents.

Section 3 contains an individual validation checklist which can be used in preparing and submitting your application. All applications should be accompanied by the checklist.

## **Section 2: Information Requirements**

### **PART A: General Requirements**

The following are required for **ALL** planning applications unless specifically exempt as set out in the Town and Country Planning (Development Management Procedure) Order 2010 (as amended) (hereafter referred to as the 'DMPO') and the document entitled *Guidance on Information Requirements and Validation* published by the Department for Communities and Local Government (DCLG) in March 2010.

#### **1. Application Form:**

The standard application form (1APP) must be used for all applications other than for mineral extraction applications. Applicants must answer all the questions on the application form, including completion of the relevant Ownership Certificate and Agricultural Land Declaration, and indicate those questions that are not applicable where appropriate.

The 1APP form is available to download from the County Council's website at:  
[http://www.buckscc.gov.uk/bcc/development\\_control/guide\\_and\\_forms.page?](http://www.buckscc.gov.uk/bcc/development_control/guide_and_forms.page?)

Alternatively, applications for development other than for mineral extraction developments can also be submitted via the Planning Portal at:  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Applications for mineral extraction must use the County Council's own application form and must submit the appropriate Ownership Certificate and Agricultural Land Declaration separately. All of these forms can be downloaded at:  
[http://www.buckscc.gov.uk/bcc/development\\_control/guide\\_and\\_forms.page?](http://www.buckscc.gov.uk/bcc/development_control/guide_and_forms.page?)

#### **2. Notice(s)**

A notice to all owners of the application site must be completed and served in accordance with Articles 11 and 12 of the Town and Country Planning (Development Management Procedure) Order 2010 (as amended).

#### **3. Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least:

- Two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.
- The application site must be edged clearly with a red line. It should include all the land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

- A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

#### **4. Site Plan**

A site plan should be submitted at the following scale:

- i) 1:200 where the area of the site is less than 1ha;
- ii) 1:500 where the area of the site is between 1ha and 4.99ha;
- iii) 1:1250 where the area of the site is between 5ha and 9.99ha;
- iv) 1:2500 where the area of the site is over 10ha.

The plan should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) any public rights of way crossing or adjoining the site;
- e) the position of any trees on the site, and those on adjacent land, that could influence or be affected by the development;
- f) the extent and type of any hard surfacing (e.g. individual car parking bays);
- g) any boundary treatment(s) including walls or fencing where this is proposed; and
- h) any existing watercourses.

#### **5. The Correct Fee**

Fees are payable for the submission of planning applications. These fees are currently set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) and can be viewed on the County Council's website at:

[http://www.buckscc.gov.uk/bcc/development\\_control/application\\_fees.page?](http://www.buckscc.gov.uk/bcc/development_control/application_fees.page?)

The Planning Portal also contains guidance on current application fees, which can be accessed via [http://www.planningportal.gov.uk/uploads/english\\_fees-feb\\_2010.pdf](http://www.planningportal.gov.uk/uploads/english_fees-feb_2010.pdf)

A fee calculator is also available on the Planning Portal website at:

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandAloneFeeCalculator>

#### **6. Design and Access Statement (DAS)**

A DAS is a statement covering design concepts and principles and access issues submitted with an application for planning permission and listed building consent. Article 8 of the DMPO sets out the detailed requirements for a DAS - One statement should cover both design and access, allowing applicants to demonstrate an integrated approach that will deliver inclusive design, and address a full range of access requirements throughout the design process.

A DAS must accompany all planning applications, except for those listed in paragraph 109 of the document entitled Guidance on Information Requirements and



Validation published by the Department for Communities and Local Government (DCLG) in March 2010, including:

- Applications for a material change of use to land or buildings (not including operational development)
- Engineering and mining operations; and
- Extensions to the time limits for implementing existing planning permissions;

The DAS should be one statement containing a design component and an access component. The design component should include:

- The amount
- The layout
- The scale
- Landscaping
- The appearance of the development
- An appraisal of the context
- Use

The access component should include:

- Details of the approach adopted by the applicant in relation to access and how relevant policies in the development plan documents have been taken into account;
- An explanation of the applicant's policy and approach to ensuring all users have equal and convenient access to buildings and spaces with particular reference to the inclusion of disabled people;
- A description of how sources of advice on design and accessibility and technical issues will be or have been followed;
- Access arrangements for emergency services;
- Details of parking and manoeuvring arrangements;
- Relationship to the Strategic Highway Network and Public Right of Way network.

The level of detail provided in the access component of the DAS should be proportionate to the nature and scale of the access that will be required to the site.

## **PART B: Local Requirements (Additional Plans & Drawings)**

Depending on the nature, scale and context of the development some or all of the following plans may be required in addition to those listed in Part A: General Requirements. All plans should be drawn at an identified scale and should be named in a logical manner with titles to reflect their content. Any plans which advise “do not scale from this drawing” or similar will not be acceptable where a specific scale is required.

### Proposed block plans/site layout plans

The plan(s) should be of a scale of 1:100 or 1:200 showing the following, as appropriate:

- The proposed development in relation to any site boundaries and other existing buildings on the site, with written dimensions;
- Roads, tracks or paths, the location of buildings, plant, weighbridges, wheel cleaners and internal haul routes;
- The extent and type of any other hard surfacing (e.g. individual car parking bays, pick up/drop off areas, vehicle circulatory areas);
- The species, position, and spread of all retained and proposed trees, hedges, shrubs and plants within and on/adjacent the boundary of the site;
- Any other screening or landscaping operations (e.g. details of screening bunds);
- Proposed boundary treatments including walls and fencing;
- Location, number and form of any cycle parking provision;
- The position of any diverted watercourses, lagoons, sources of water supply and means of drainage;
- Full details of vehicular access routes from the site to the public highway (the detailed design of the access junction with the public highway should be submitted on a separate plan at a scale of 1:100, showing the width of the road, its means of construction, the turning radii, and sight lines);
- The location of any public rights of way or 'open access' land designated under Countryside and Rights of Way Act 2000, such as Commons, heathland or chalk grassland.

In the case of minerals and/or waste developments, the plan(s) may also be required to illustrate the following:

- Operational areas;
- The method, direction and phasing of landfilling/working and restoration (including estimated duration of each phase);
- The position of any landfill gas and leachate monitoring and control facilities (or other environmental control systems)
- Restoration plans showing the proposed final contours (showing both pre and post settlement in the case of landfilling and landraising);

### Existing and proposed elevations

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

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

*Existing and proposed floor plans*

These should be drawn to a scale of 1:50 or 1:100. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

*Existing and proposed site sections and finished floor and site levels*

Such plans should be drawn at a scale of 1:50 or 1:100 and shall show a cross section(s) through the existing and proposed building(s), plant, other structures landform, and/or the site as appropriate.

Where a proposal involves a change in ground levels, drawings should be submitted to show existing and finished levels including details of foundations and eaves if appropriate and how encroachment onto adjoining land is to be avoided. Levels should be correlated to Ordnance Survey Datum height or to a clear, permanent and accessible local datum.

The drawings may take the form of contours, spot levels, or cross or long sections as appropriate.

*Roof plans*

A roof plan(s) should show the shape of the roof and existing and proposed materials and should be drawn at an appropriate scale.

More details on the above can be found on the planning portal website:

**Planning Portal 1 – APP:**  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

**PART C: Local Requirements (Supporting Information & Assessments)**

Information Item	Policy Drivers	Relevant Proposals	Item Content	Further Information Sources
Air Quality Assessment	NPPF LDF documents Environment Act 1995 DEFRA policy Guidance LAQM. PG (03) Air Quality Standards (England) Regulations 2007	<ul style="list-style-type: none"> <li>• Sites within or adjacent to Air Quality Management Areas (AQMA);</li> <li>• Development proposals with possible high levels of air pollution;</li> <li>• Development proposals that may result in an area being designated as an AQMA</li> <li>• Sites within proximity of European and/or nationally designated sites (e.g. sites of special scientific interest) particularly where biological features are present that are more sensitive to air quality effects than human beings are.</li> </ul>	Adequate air quality information to enable the council to assess the likely impact on local air quality, including any cumulative effects and any mitigation measures to offset any increase in local pollutant emissions resulting from the development.	Information about critical loads and levels of air pollutants on different habitat types can be found at <a href="http://www.apis.ac.uk">www.apis.ac.uk</a>
Bio-Aerosol Assessment	NPPF LDF documents Environmental Protection Act 1990	<ul style="list-style-type: none"> <li>• Waste development proposals (composting in particular) within 250 metres of sensitive receptors;</li> <li>• Other development proposals that would be likely to generate high levels of odour emissions.</li> <li>• Sites within proximity of European and/or nationally designated sites (e.g. sites of special scientific interest) particularly where biological features are present that are more sensitive to air quality effects than human beings are.</li> </ul>	Adequate bio-aerosol assessment identifying sources, pathways and receptors, with particular attention to sensitive receptors. The assessment shall also incorporate mitigation measures as appropriate.	Further information can be obtained from:  The Planning Officers Society Advice Note for On-Farm Green Waste Composting (July 2002), which can be obtained from: <a href="http://www.planningofficers.org.uk/POS-Library/POS-Publications/">http://www.planningofficers.org.uk/POS-Library/POS-Publications/</a>  Information about critical loads and levels of air pollutants on different habitat

				types can be found at: <a href="http://www.apis.ac.uk">www.apis.ac.uk</a>
Ecological Assessment	<p>NPPF</p> <p>LDF documents</p> <p>The Conservation of Habitats &amp; Species Regulations 2010</p> <p>Hedgerow Regulations 1997</p> <p>Natural Environment and Rural Communities Act 2006</p> <p>Countryside and Rights of Way (CROW) Act 2000</p> <p>Protection of Badgers Act 1992</p> <p>Wildlife &amp; Countryside Act 1981 (as amended)</p> <p>Circular 06/2005</p>	<ul style="list-style-type: none"> <li>Proposals affecting internationally, nationally and/or locally designated nature conservation sites (e.g. SACs, SPAs, RAMSARs, SSSIs, LNRs and/or LWSs).</li> <li>Proposals with a reasonable likelihood of protected species being present and affected by development. Such as; bats in buildings proposed for demolition or land with ponds or terrestrial habitats where great crested newts may be present.</li> <li>Proposals which would result in the loss or deterioration of irreplaceable habitats including ancient woodland and aged or veteran trees</li> <li>Proposals affecting UK Biodiversity Action Plan habitats and species (now listed under Section 41 of the NERC Act (2006))</li> <li>Proposals affecting natural or semi-natural vegetation/habitat (e.g. woodland, hedgerows, ponds, grassland, etc).</li> <li>Proposals identified via Natural England's Standing Advice flow chart for protected species.</li> </ul>	<p><b>NOTE: Surveys for many protected species and habitats can only be carried out at specific times of the year. The applicant will need to take this into account in preparing an application and considering the timing of the development.</b></p> <p>Early consultation with the County Planning Authority Ecology Advice Service is recommended in order to reach an agreement over the scope of surveys required and suitable ecological mitigation and compensation measures. Details of how to contact the Ecology Advice Service and further information including guidance survey timings can be found here: <a href="http://www.buckscc.gov.uk/bcc/biodiversity/biodiversity_page">www.buckscc.gov.uk/bcc/biodiversity/biodiversity_page</a></p> <p>Adequate information should be provided in order to enable the County Planning Authority to assess the effects of the proposal on ecological receptors. Details should be included detailing how impacts will be avoided, mitigated and as a last resort compensated for.</p> <p>This information should include, but is not limited to, survey(s) of potentially affected species and habitats and an impact assessment in line with industry best practice. Where potential impacts are identified on designated sites and/or protected habitats or species, proposals for impact mitigation and compensation (where required) as well as long term maintenance and</p>	<p>Further information on the legislative and national planning policy context for biodiversity can be found in the following documents:</p> <p>Ecology and Planning in Buckinghamshire: <a href="http://www.buckinghamshirepartnership.co.uk/assets/content/Partnerships/BMKBP/docs/Bucks_planning_online_FIN_AL.pdf">http://www.buckinghamshirepartnership.co.uk/assets/content/Partnerships/BMKBP/docs/Bucks_planning_online_FIN_AL.pdf</a></p> <p>Natural England Standing Advice: <a href="http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/">http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/</a></p> <p>The Planning Practice Guidance website: <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/">http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/</a></p> <p>ODPM Circular 06/2005 Biodiversity and Geological Conservation – Statutory</p>

			<p>management including the financial implications thereof should be included.</p> <p>The above requirement is relevant to all developments where potential impacts have been identified. The amount of information provided should be proportionate to the scale of impact, informed by best practice guidance.</p> <p>As a minimum, applicants will be expected to consult the Buckinghamshire and Milton Keynes Environmental Records Centre <a href="http://www.bucksmkerc.org.uk">http://www.bucksmkerc.org.uk</a> , even if it is to demonstrate that there any no known biodiversity designations, records or constraints at or within an appropriate distance of the application site which could be affected by the proposal. <b>N.B. Absence of species records does not preclude species presence.</b></p> <p>Applicants and their ecological consultants should be made aware of the appropriate use of freely available records such as those found on the National Biodiversity Network (NBN) Gateway. Inappropriate use of such records may be in conflict with best practice and the NPPF.</p>	<p>Obligations and Their Impact Within The Planning System; available at: <a href="https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005">https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005</a></p> <p>Preliminary Ecological Appraisal best practice guidance from CIEEM: <a href="http://www.cieem.net/data/files/Resource_Library/Technical_Guidance_Series/GPEA/GPEA_April_2013.pdf">http://www.cieem.net/data/files/Resource_Library/Technical_Guidance_Series/GPEA/GPEA_April_2013.pdf</a></p> <p>Ecological Impact Assessment (EcIA) best practice guidance from CIEEM where an EIA is required: <a href="http://www.cieem.net/ecia-guidelines-terrestrial-">http://www.cieem.net/ecia-guidelines-terrestrial-</a></p>
Contaminated Land Assessment	NPPF LDF documents	Development on land that has the potential to be contaminated (e.g. where previous or existing use(s) of the site or adjacent sites could have caused contamination – industrial processes, petrol filling stations, institutional/residential with fuel storage, agricultural chemical storage, vehicle parking/servicing, waste uses	<p>1. A preliminary risk assessment including a desk top and walkover study which identifies the following:</p> <ul style="list-style-type: none"> <li>• All previous uses of the site and adjacent sites;</li> <li>• Potential contaminants associated with those uses;</li> </ul>	<p>Sources of further information and guidance include:</p> <p>BS10175 Code of Practice for the Investigation of Potentially Contaminated Sites (2001)</p>

		<p>including landfill, etc).</p> <p>It will also be required for any land identified by the District Council as contaminated under Part IIA of the Environmental Protection Act 1990. Contact the District Council Environment Health Officer (EHO) for further details.</p>	<ul style="list-style-type: none"> <li>• A conceptual model of the site indicating sources, pathways and receptors (pollutant linkages);</li> <li>• Potentially unacceptable risks arising from the contamination at the site</li> </ul> <p>2. A detailed risk assessment and site investigation scheme, including and options appraisal and remediation strategy where appropriate.</p> <p>Contaminated land assessments must be undertaken and prepared by competent and qualified persons.</p> <p>Further information on providing assessment of land contamination should be sought from the Environment Agency and the District Council Environmental Health Officer.</p>	<p>BS5930 Code of Practice for Site Investigations (1999)</p> <p>DEFRA/Environment Agency's Model Procedures for the Management of Contamination Contaminated Land Report 11 (CLR11)</p> <p><a href="http://www.environment-agency.gov.uk/research/planning/default.aspx">http://www.environment-agency.gov.uk/research/planning/default.aspx</a></p>
<p>Details of Methods for Control of Litter, Vermin &amp; Birds</p>	<p>NPPF</p> <p>LDF documents</p> <p>PPS10 Planning for Sustainable Waste Management</p>	<p>Developments that would involve processes that could attract vermin and birds and generate litter.</p>	<p>A scheme of management for the control and monitoring of vermin, birds and litter.</p>	<p>Further information can be obtained from:</p> <p>PPS 10 – Planning for Sustainable Waste Management</p> <p><a href="http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement10">http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement10</a></p>
<p>Environmental Impact Assessment (EIA)</p>	<p>The Town and Country Planning (Environmental Impact</p>	<p>All applications for Schedule 1 developments and Schedule 2 developments as defined by the Town and Country Planning (Environmental</p>	<p>The legal requirements for information to be included in an EIA are set out in Schedule 4 to the Town and Country Planning (Environmental Impact Assessment) Regulations (2011);</p>	<p>Further information can be obtained from:</p> <p>The Town and County</p>

	Assessment) Regulations 2011;	Impact Assessment) Regulations (2011) unless the County Planning Authority has first issued a screening opinion indicating that an EIA is not required.	<p>however applicants are encouraged to seek a Scoping Opinion from the Council to ascertain what should be included for specific applications.</p> <p><u>NOTE:</u> EIA may obviate the need for other more specific assessments.</p>	<p>Planning (Environment Impact Assessment) (England and Wales) Regulations 2011  <a href="http://www.legislation.gov.uk/uksi/2011/1824/contents/made">http://www.legislation.gov.uk/uksi/2011/1824/contents/made</a>; or</p> <p>The National Planning Practice Guidance website at:  <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/">http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/</a></p>
Foul Water Drainage Strategy	LDF documents	Major developments and any development involving significant discharges to foul drainage (such as new schools, care homes, and traveller sites).	<p>A foul water drainage strategy should include measures to show how foul water will be dealt with within the application site area. It should include details of the types, quantities and means of disposal of any effluent and should demonstrate compatibility with existing land uses and future drainage capacity.</p> <p>Proposed connections to existing drainage systems should be shown on application drawings. Scaled plans of any new or altered drainage connections should also be submitted.</p> <p>A utilities assessment should be provided to demonstrate:</p> <ul style="list-style-type: none"> <li>that following consultation with the service provider, the availability of utility services</li> </ul>	<p>More information can be obtained from:</p> <p>The National Planning Practice Guidance website:  <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/water-supply-wastewater-and-water-quality-considerations-for-planning-applications/">http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/water-supply-wastewater-and-water-quality-considerations-for-planning-applications/</a></p>



			<p>have been examined and that the proposal would not result in undue stress in the delivery of those services to the wider community;</p> <ul style="list-style-type: none"> <li>• that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</li> <li>• that service routes have been planned to avoid as far as possible the potential damage to trees and archaeological remains.</li> <li>• Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.</li> </ul>	
Flood Risk Assessment	<p>NPPF &amp; Technical Guidance to the NPPF</p> <p>LDF Documents</p> <p>Buckinghamshire Local Flood Risk Strategy</p>	<p>All development proposals of 1 hectare or greater in Flood Zone 1</p> <p>All proposals for new development located in Flood Zones 2 and 3a and 3b as designated by the Environment Agency.</p> <p>All sources of flooding should be taken into account including river and ordinary watercourses, surface water runoff and groundwater.</p>	<p>The Flood Risk Assessment should establish:</p> <ul style="list-style-type: none"> <li>• whether the proposed development is likely to be affected by current or future flooding from any source</li> <li>• whether it will increase flood risk elsewhere</li> <li>• whether the measures proposed to deal with these effects and risks are appropriate</li> <li>• whether the development will be safe</li> </ul> <p>The FRA should be proportionate to the degree of flood risk and the scale, nature and location of the proposed development and should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) where appropriate and address</p>	<p>Further information can be obtained from:</p> <p>The Environment Agency provides standing advice on flood risk – see the Agency’s website at <a href="http://www.environment-agency.gov.uk/research/planning/82584.aspx/">http://www.environment-agency.gov.uk/research/planning/82584.aspx/</a></p> <p>The Environment Agency Flood Map which shows the flood zones can be viewed at: <a href="http://www.environment-agency.gov.uk/subjects/flood">www.environment-agency.gov.uk/subjects/flood</a></p>

			<p>the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p><a href="#">/?lang= e</a></p> <p>Flood management section of Buckinghamshire County Council website: <a href="http://www.buckscc.gov.uk/flooding">www.buckscc.gov.uk/flooding</a></p> <p>Strategic Flood Risk Assessments (SFRA) for each District administrative area:</p> <p>Aylesbury Vale District Council SFRA available at: <a href="http://www.aylesburyvaledc.gov.uk/planning-policy/withdrawn-policy-documents/withdrawn-core-strategy/avldf-evidence-base/environment-evidence/strategic-flood-risk-assessment20/">http://www.aylesburyvaledc.gov.uk/planning-policy/withdrawn-policy-documents/withdrawn-core-strategy/avldf-evidence-base/environment-evidence/strategic-flood-risk-assessment20/</a></p> <p>Chiltern District Council SFRA available at: <a href="http://www.chiltern.gov.uk/article/3017/Strategic-Flood-Risk-Assessment">http://www.chiltern.gov.uk/article/3017/Strategic-Flood-Risk-Assessment</a></p> <p>South Bucks District Council SFRA available at: <a href="http://www.southbucks.gov.uk/article/3706/Background-Documents">http://www.southbucks.gov.uk/article/3706/Background-Documents</a> (under 'Environment and Flood Risk')</p>
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				Wycombe District Council SFRA available at: <a href="http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-policy/delivery-and-site-allocations-plan-examination/technical-reports.aspx">http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-policy/delivery-and-site-allocations-plan-examination/technical-reports.aspx</a> (under 'Flood Risk Management')
Surface Water Drainage Plan	NPPF & accompanying Technical Guidance  LDF documents  Water Framework Directive  Preliminary Flood Risk Assessment  Strategic Flood Risk Assessments	Development that is likely to increase surface water run off and its wider impact in terms of groundwater, water quality & flood risk.  The overall level of flood risk in the area and beyond should be reduced through the layout and form of the development and the appropriate application of sustainable drainage systems.	A surface water drainage plan should include details of the following: <ul style="list-style-type: none"> <li>• ground conditions</li> <li>• geology</li> <li>• topography</li> <li>• existing overland flow routes</li> <li>• surface water management <ul style="list-style-type: none"> <li>○ runoff</li> <li>○ pollution control</li> </ul> </li> <li>• storage volumes; and</li> <li>• ground water levels and impact</li> </ul>	Further information can be obtained from the following as well as the District Strategic Flood Risk Assessments (see links above under 'Flood Risk Assessment'):  <a href="http://www.environment-agency.gov.uk/business/default.aspx">http://www.environment-agency.gov.uk/business/default.aspx</a>  <a href="http://www.buckscc.gov.uk/flooding">www.buckscc.gov.uk/flooding</a>
Geo-diversity Assessment	NPPF	Developments that may pose a risk to a designated site of geological/geomorphological importance or a notable geological/geomorphological feature within the application site.	A geo-diversity assessment should be submitted to include: <ul style="list-style-type: none"> <li>• Details of the geological/geomorphological feature on and/or in the vicinity of, the application site.</li> <li>• Details of how the protection and/or</li> </ul>	

			<p>enhancement of the feature has been incorporated into the overall design of the development.</p> <ul style="list-style-type: none"> <li>Where harm to the feature is likely the applicant must identify the risks the proposal would have on the geological / geomorphological feature by: <ul style="list-style-type: none"> <li>a) Demonstrating how alternative designs or locations have been considered.</li> <li>b) Demonstrating the measures proposed to mitigate the risks that have been identified.</li> <li>c) Demonstrating the measures proposed for the ongoing monitoring and reporting to ensure that the integrity of the geological resource that is being protected is not compromised.</li> </ul> </li> </ul>	
Green Belt Justification	NPPF LDF documents	All developments that propose additional floor space in the Metropolitan Green Belt.	<p>Application documents must provide a statement explaining whether the development is considered to be 'appropriate development' or 'inappropriate development' in the Green Belt.</p> <p>If development is considered to be 'inappropriate' very special circumstances must be advanced to justify the proposal in a Green Belt location. An assessment of alternative non-Green Belt locations should be provided with reasons for final site selection. An assessment of the impact of the development on the openness of the Green Belt should also be included.</p>	
Heritage Statement	NPPF LDF documents	All development that may impact upon the following including their setting:	Early consultation with archaeological officers at the County Council as well as liaison with officers at the relevant District Council	Advice on Archaeology and Development is provided at:

		<ul style="list-style-type: none"> <li>• Listed Buildings</li> <li>• Conservation Areas</li> <li>• Scheduled Monuments Ancient</li> <li>• Registered Historic Parks and Gardens</li> <li>• Areas of archaeological interest</li> <li>• Undesignated heritage assets</li> <li>• Landscapes of artistic, architectural or historic interest.</li> </ul>	<p>(responsible for processing listed building consent and conservation area consent applications) is recommended to establish the specific information requirements.</p> <p>For scheduled monuments, historic parks and their settings and the disturbance of ground within an area of potential archaeological interest, an assessment report will be required from a qualified archaeologist, approved by Buckinghamshire County Council. In many cases there will also be a need for field evaluation, involving survey and trial trenching to confirm the nature and extent of archaeological interest. The report will assess the archaeological and historical interest of the site to provide an understanding of its significance and an interpretation of the likely impact of the proposed development upon it. Measures to avoid or mitigate significant harms should be identified.</p> <p>As a minimum, applicants will be expected to consult the historic environment data held by the Buckinghamshire Historic Environmental Record.</p> <p><a href="http://www.buckscc.gov.uk/bcc/archaeology/Historic_environment_record.page?">http://www.buckscc.gov.uk/bcc/archaeology/Historic_environment_record.page?</a></p> <p>Most Conservation Areas have appraisals that identify the essential characteristics of the area, although applicants are advised to be aware that older appraisals may not be as comprehensive as recent documents. The scope of a heritage assessment affecting a listed building or</p>	<p><a href="http://www.buckscc.gov.uk/bcc/archaeology/archaeology_and_development.page?">http://www.buckscc.gov.uk/bcc/archaeology/archaeology_and_development.page?</a></p> <p>A Practice Guide on Mineral Extraction and Archaeology can be found at:</p> <p><a href="http://www.english-heritage.org.uk/publications/mineral-extraction-and-archaeology/">http://www.english-heritage.org.uk/publications/mineral-extraction-and-archaeology/</a></p>
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			conservation area (including its setting) should be agreed with the District conservation officer. It must show how proposals have had regard to the special character and setting of listed buildings and other significant buildings and features of the conservation area, and how the proposal has been informed by the Conservation Area's appraisal. Planning applications that involve demolition of unlisted buildings in a Conservation Area should be accompanied by an application for Conservation Area Consent (made to the District Council).	
Landscape and Visual Impact Assessment	NPPF LDF Documents  PPS10 Planning for Sustainable Waste Management	Developments that may have an impact on specially protected landscape areas including the Chilterns Area of Outstanding Natural Beauty, Areas of Attractive Landscape, Local Landscape Areas and Landscape character identified through Buckinghamshire County Council and the District Councils' Landscape Character Assessments, and any residential areas identified as having a special character. A Landscape and Visual Impact Assessment may also be required for major applications at other locations, depending on the nature and type of the proposed development. This is usually required within an Environmental Impact Assessment.	<p>Landscape and Visual Impact Assessments should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the different elements that give a place its particular character (as defined by attributes such as landforms, woodlands and trees, field boundaries, land use, building style and settlement pattern).</li> <li>• An assessment of the extent to which the proposed development may alter the fabric, quality and character of the landscape.</li> <li>• An identification of feasible and appropriate measures which could be introduced to mitigate any negative impacts that have been identified.</li> </ul> <p>Wherever possible, development should strengthen landscape character and retain and conserve existing features whilst seeking opportunities to restore or enhance others.</p>	Further information can be obtained from, including links to district-level landscape character assessments:  <a href="http://www.buckscc.gov.uk/environment/landscape/">http://www.buckscc.gov.uk/environment/landscape/</a>

			<p>The visual assessment should:</p> <ul style="list-style-type: none"> <li>• Identify where the proposed development can be seen from (and record this information on a map with accompanying photographs /photomontages from the various viewpoints).</li> <li>• Assess the extent to which those views would be occupied by the proposed development (degree of visual intrusion).</li> <li>• Provide details about the distance of the viewpoint from the site and whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view.</li> <li>• Identify feasible opportunities to mitigate negative visual impacts, whilst retaining compatibility with the landscape character of the area.</li> </ul> <p>Reference should be made to:</p> <p>Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> edition (GLVIA 3) produced jointly by the Landscape Institute / Institute of Environmental Assessment 2013.</p> <p>Photography and photomontage in landscape and visual impact assessment:</p> <p>Landscape Institute Advice Note 01/11</p>	
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Soft Landscaping & Planting Schemes	LDF Documents	All developments where landscaping is proposed or where planting is required to enhance an area or to mitigate the loss of trees and plants.	A detailed landscaping scheme should be submitted in writing and illustrated on a site plan to a scale of 1:200 to show: <ul style="list-style-type: none"> <li>• Identify any echoes in planting design from species in surrounding area.</li> <li>• Locations, Latin names of species, species variety.</li> <li>• Number of trees/plants to be lost</li> <li>• Species mix of proposed planting (unless an ornamental planting scheme, species should be of local provenance and appropriate to the local area)</li> <li>• Plant size, height, spread, girth, pot size</li> <li>• Planting layout</li> <li>• Planting spacing /plant densities</li> <li>• Topsoil/planting medium (depth and specification and finished level adjacent to paving).</li> <li>• Service Lines</li> <li>• As required, provide evidence to show imported subsoil/topsoil is free from contamination (including pernicious weeds).</li> <li>• A Management Plan including: <ul style="list-style-type: none"> <li>- Design concept and objectives for all</li> </ul> </li> </ul>	Further information can be obtained from:  BS 5837:2012 Trees in relation to design, demolition and construction - Recommendations  BS 4428:1989 Code of practice for general landscape operations (excluding hard surfaces)  BS 8545:2014 Trees: from nursery to independence in the landscape - Recommendations  <b>NOTE:</b> Until further notice, imports are not permitted of trees of Castanea and Fraxinus from EU member states and non EU countries.  <a href="http://www.fera.defra.gov.uk/plants/plantHealth/document">http://www.fera.defra.gov.uk/plants/plantHealth/document</a>



			<p>parts of the site;</p> <ul style="list-style-type: none"><li>- Mechanisms to ensure effective long-term management of new and retained plants;</li><li>- Land ownership and boundary responsibilities;</li><li>- Identification of a management agency (or agencies);</li><li>- Arrangements for quality control, monitoring, inspection and handover; and</li><li>- Maintenance regimes.</li></ul> <ul style="list-style-type: none"><li>• A commitment to replace any plants that die or become diseased within the first five years following initial planting.</li></ul>	<p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364813/defraTradeLetterTreeImports0113.pdf">s/defraTradeLetterTreeImports0113.pdf</a></p>
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Hard Landscaping	NPPF LDF Documents	All developments where hard landscaping is proposed	<p>Where appropriate section drawings 1:20 scale. All details necessary to construct the following elements:</p> <ul style="list-style-type: none"> <li>• Walls, fences, gates and rails</li> <li>• Surfaces (soft, hard, step, ramps and drainage falls)</li> <li>• Play equipment</li> <li>• Seating, litter bins, bollards, cycle parking, lighting, signing, post boxes bus stops and other street furniture.</li> <li>• Construction details and specification with any use of local building techniques/materials highlighted and safety and design standards adhered to identified.</li> <li>• Relationship to building form and materials.</li> <li>• Services (above and below ground, existing and proposed), routing (depth, height, type, markers)</li> <li>• Substations, junction boxes or similar structures.</li> <li>• Structures for building services e.g. ventilation outlets, inlets, cooler, bin and refuse stores.</li> <li>• Public Art</li> </ul>	<p>Further information can be obtained from:</p> <p>Management and maintenance of Sustainable Drainage Systems (SuDS) landscapes Interim Technical Guidance Note: 01/2014 <a href="http://www.landscapeinstitute.co.uk/PDF/Contribute/SUDSmanagementMar2014.pdf">http://www.landscapeinstitute.co.uk/PDF/Contribute/SUDSmanagementMar2014.pdf</a></p> <p>Public Health and Landscape; Creating Healthy Places (Landscape Institute Position Statement)  <a href="http://www.landscapeinstitute.org/PDF/Contribute/PublicHealthandLandscape_CreatingHealthyPlaces_FINAL.pdf">http://www.landscapeinstitute.org/PDF/Contribute/PublicHealthandLandscape_CreatingHealthyPlaces_FINAL.pdf</a></p>
Lighting Impact Study/Lighting Scheme	LDF Documents	All developments where proposed external lighting may affect the local amenity, a Listed Building or Conservation Area, open countryside, or where the presence of bats or other nocturnal animals has been identified.	Details should be provided of proposed external lighting (including types of light, shading, height of fixings, LUX) and the proposed hours of use. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design.	<p>Further advice can be obtained from:</p> <p>The National Planning Practice Guidance website: <a href="http://planningguidance.planningportal.gov.uk/blog/guidanc">http://planningguidance.planningportal.gov.uk/blog/guidanc</a></p>

				<a href="#">e/light-pollution/</a>
Scheme for the Mitigation & Monitoring of Emissions (Dust, Odour & Vibration)	NPPF & Technical Guidance to the NPPF  LDF Documents  PPS10 Planning for Sustainable Waste Management	All developments that involve processes that generate dust, odours and vibrations that may impact the local amenity, biodiversity, or other features of the natural or built environment.	A management strategy should be included that sets out the measures proposed for the control and mitigation of dust, odour and vibrations as appropriate. The strategy should include: <ul style="list-style-type: none"> <li>• Details of the baseline of the existing climate around the site.</li> <li>• Identification of the operations that could lead to the generation of the emissions.</li> <li>• An assessment of the change in baseline conditions that may result from the proposed development.</li> <li>• Identification of the receptors that could be affected by the emissions arising from the proposed operation.</li> <li>• Recommended mitigation measures.</li> <li>• Recommended proposals to monitor and report on emissions and enable effective response to any complaints.</li> </ul>	Further information can be obtained from:  PPS 10: Planning for Sustainable Waste Management. <a href="http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement10">http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement10</a> ; or  The National Planning Practice Guidance website: <a href="http://planningguidance.planningportal.gov.uk/">http://planningguidance.planningportal.gov.uk/</a>  More information about critical loads and levels of air pollutants on different habitat types can be found at: <a href="http://www.apis.ac.uk">www.apis.ac.uk</a>
Noise Assessment	NPPF  LDF Documents	<ul style="list-style-type: none"> <li>• All developments that may cause high levels of noise disturbance to the local amenity, biodiversity or other features of the natural and built environments.</li> <li>• All noise-sensitive developments</li> </ul>	A noise assessment should be produced to include: <ul style="list-style-type: none"> <li>• Details of the baseline of the existing noise environment around the site.</li> <li>• Identification of the operations/uses that could lead to the generation of noise.</li> <li>• An assessment of the change in baseline conditions that may result from the proposed development.</li> </ul>	Further information can be obtained from:  DEFRA's Noise Policy Statement for England (March 2010)  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69533/p">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69533/p</a>

			<ul style="list-style-type: none"> <li>• Identification of the receptors that could be affected by noise arising from the proposed operation.</li> <li>• Recommended mitigation measures.</li> <li>• Recommended proposals to monitor and report on noise and enable effective response to any complaints.</li> </ul>	<a href="#">b13750-noise-policy.pdf</a>
Open Space Assessment	LDF Documents	All developments within designated open spaces.	<p>Planning applications should be accompanied by plans showing any areas of existing and/or proposed open space within or adjoining the application site.</p> <p>An assessment should be carried out to evaluate the impact of the development on designated open space and should include mitigation/compensation measures where appropriate.</p>	
Details of Parking and Access Arrangements	NPPF LDF Documents	<ul style="list-style-type: none"> <li>• All major developments</li> <li>• Minor developments where a new/altered access is proposed or where additional vehicle movements are proposed or may result from an increase in floor space.</li> </ul>	<p>Applicants will be required to show details of existing and proposed parking provision and access arrangements on site layout plans.</p> <p>Details should also be provided of provisions for parking of bicycles, motorbikes, lorries, and minibuses/buses as appropriate.</p> <p>Proposals for significant building works should include provision for the parking and manoeuvring of contractors' vehicles and the delivery of materials during the construction process as well as the measures to be taken to prevent the deposit of mud or other debris on the public highway.</p>	
Planning		All development proposals.	The planning statement should:	

Statement			<ul style="list-style-type: none"> <li>• Describe the proposed development in an appropriate level of detail.</li> <li>• Identify the context and need for the proposed development.</li> <li>• Provide any relevant site history.</li> <li>• Assess how the proposed development accords with relevant national and local planning policies.</li> <li>• Provide details of consultations with the local planning authority, the wider community and statutory consultees undertaken prior to submission (see 'Statement of Community Involvement').</li> <li>• Provide justification for the development where it conflicts with development plan policies.</li> </ul> <p>Applications for development at schools should additionally include:</p> <ul style="list-style-type: none"> <li>• Existing pupil numbers and future pupil projections for school/college developments</li> </ul> <p>Applications for mineral and/or waste development should additionally include the following, as appropriate, in the planning statement:</p> <ul style="list-style-type: none"> <li>• The need for the development especially where there is conflict with any development plan policies;</li> <li>• Description of the existing site including any designations;</li> </ul>	
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			<ul style="list-style-type: none"><li>• Planning history including relevant planning permission reference numbers;</li><li>• Reason for the location proposed and what other options, alternatives and/or locations were considered;</li><li>• The source and type of the waste (percentage by geographical area);</li><li>• How the waste will be handled / treated;</li><li>• Capacity of the site;</li><li>• Total quantity of the waste as an annual throughput and/or quantity required for restoration purposes;</li><li>• Quantity of mineral to be won from the site;</li><li>• Any ancillary operations for the process of recycling, recovery or pre-treatment of the waste on site;</li><li>• Proposed hours of operation;</li><li>• Proposed maximum daily vehicle movements, particularly HGV (over 3.5 tonnes unladen weight) movements;</li><li>• Detail of all plant and equipment;</li><li>• Details of external lighting;</li><li>• Site preparation works details;</li><li>• Method of working;</li><li>• Timescale for the development;</li><li>• Soil handling strategy details;</li><li>• Proposals for managing dust and litter;</li><li>• Predicted noise levels and measures to be taken for their control;</li><li>• Proposals for preventing the deposit of mud and debris on the highway;</li><li>• Proposals for controlling vermin and birds;</li></ul>	
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			<ul style="list-style-type: none"> <li>• Where necessary, methods to mitigate the risk of bird strike;</li> <li>• Existing pre-settlement and post-settlement levels for landfill sites / mineral extraction / infill sites including depths;</li> <li>• Proposals for controlling landfill gas and leachate at landfill sites including details of gas flaring and power generation;</li> <li>• An assessment of likely odour issues and measures to control odour;</li> <li>• A phasing programme in the case of mineral extraction and landfill sites;</li> <li>• Details of surface water management measures;</li> <li>• Details of possible impact to the local amenity, local area, features of biodiversity interest, access and highway safety;</li> <li>• Restoration, aftercare and after-use proposals in the case of mineral extraction and landfill sites.</li> </ul>	
Playing Field Assessment		<ul style="list-style-type: none"> <li>• All developments that may result in the loss or degradation of designated playing field space.</li> </ul>	<p>An assessment should be submitted to show:</p> <ul style="list-style-type: none"> <li>• Existing playing field space</li> <li>• The impact of the development on playing field space, including proposed pitch provision</li> <li>• Evidence to show that the development would provide sufficient benefit to the development of sport to compensate for the loss/degradation of playing field space.</li> </ul>	<p>Further information can be obtained from:</p> <p>Sport England Development Control Guidance Note  <a href="http://www.sportengland.org/facilities_planning/putting_policy_into_practice/determining_applications.aspx">http://www.sportengland.org/facilities_planning/putting_policy_into_practice/determining_applications.aspx</a></p>
Assessment of	NPPF	<ul style="list-style-type: none"> <li>• All developments that may impact</li> </ul>	An assessment should be provided to show:	Further information can be

Effects on Public Rights of Way & Green Infrastructure	LDF Documents	<p>upon a public right of way, open access land, common land, or other public green space.</p> <ul style="list-style-type: none"> <li>All developments that propose enhancements to the green infrastructure and rights of way network.</li> </ul>	<ul style="list-style-type: none"> <li>The locations and routes of any public rights of way or green infrastructure networks that may be affected by the development.</li> <li>How the public right of way and green infrastructure networks would be affected by the proposals</li> <li>Any legal requirements arising from the need to close or divert paths (temporarily or permanently) including providing enough time to officially divert a path before the development commences</li> <li>How the impact of the development on these networks can be minimised</li> <li>How the networks can be enhanced, including providing disabled access, greater widths for paths and dedicating higher rights.</li> </ul>	<p>obtained from:</p> <p>Rights of Way:  <a href="http://www.buckscc.gov.uk/bcc/row/improvement_plan.page?">http://www.buckscc.gov.uk/bcc/row/improvement_plan.page?</a></p> <p><a href="http://www.buckscc.gov.uk/assets/content/bcc/docs/row/BCC_RoWIP_2008_2018_Web.pdf">http://www.buckscc.gov.uk/assets/content/bcc/docs/row/BCC_RoWIP_2008_2018_Web.pdf</a></p> <p>Green Infrastructure:  <a href="http://www.buckscc.gov.uk/bcc/strategic_planning/green_infrastructure.page?">http://www.buckscc.gov.uk/bcc/strategic_planning/green_infrastructure.page?</a></p>
Site Waste Management Plan	Site Waste Management Plan Regulations (2008) LDF Documents	<p>Site waste management plans are encouraged for all developments, however are a legal requirement for all construction projects over £300,000.</p>	<p>Details of waste management and minimisation plans/statements, covering issues such as:</p> <ul style="list-style-type: none"> <li>Waste during construction</li> <li>Local sourcing of materials and re-use of materials on site.</li> <li>Waste during occupation.</li> <li>Provision of recycling facilities in the built development.</li> </ul> <p>They do not require the formal approval of the County Council, but the aim of the plan is to improve resource efficiency and reduce and recover waste and demonstrate how off-site disposal of waste will be minimised and</p>	<p>Further information can be obtained from:</p> <p>Site Waste Management Plan Regulations (2008)  <a href="http://www.legislation.gov.uk/ukxi/2008/314/contents/made">http://www.legislation.gov.uk/ukxi/2008/314/contents/made</a></p> <p>Department for Trade and Industry (DTI) in 2004 Site Waste Management Plans: guidance for construction, contractors and clients.  <a href="http://www.wrap.org.uk/downloads/site_waste_management">http://www.wrap.org.uk/downloads/site_waste_management</a></p>



			managed. The plan is updated during the construction process.	<a href="http://www.environment-agency.gov.uk/netregs/businesses/construction/62359.aspx">nt_plan.d922fef6.2323.pdf</a>  DEFRA Non-Statutory guidance for site waste management plans: April 2008 <a href="http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-guidance.pdf">http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-guidance.pdf</a>  Environment Agency guidance for site waste management plans:  <a href="http://www.environment-agency.gov.uk/netregs/businesses/construction/62359.aspx">http://www.environment-agency.gov.uk/netregs/businesses/construction/62359.aspx</a>
Statement of Community Involvement (SCI)		All major developments and developments with substantial community interest.	Applications may need to be supported by a statement setting out how the applicant has engaged in pre-application consultation, as encouraged by the County Council's SCI, and include evidence to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.	Further information can be obtained from:  Buckinghamshire County Council's Statement of Community Involvement: <a href="http://www.buckscc.gov.uk/sites/bcc/waste_mineral_plans/statement_of_community_involvement.page">http://www.buckscc.gov.uk/sites/bcc/waste_mineral_plans/statement_of_community_involvement.page</a>
Surface Water Drainage Strategy	NPPF & accompanying Technical Guidance	Development that is likely to significantly increase surface water run off from the application site and its wider impact in terms of groundwater,	A surface water drainage strategy should include measures to show how surface water runoff will be dealt with within the application site area. The Council welcomes and encourages the	Further information can be obtained from:  <a href="http://www.environment-">http://www.environment-</a>

	LDF documents	controlled waters & flood risk.	inclusion of sustainable drainage schemes. It is essential to consider sustainable development early in the development process, as there may be implications for land acquisition or design or the layout of the site.	<a href="http://agency.gov.uk/business/default.aspx">agency.gov.uk/business/default.aspx</a>
Sustainability Statement	NPPF LDF Documents	A sustainability statement is encouraged with all developments but is a local validation requirement for all major development proposals.	<p>The statement should outline all the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. It should set out, among other things:</p> <ul style="list-style-type: none"> <li>• The energy efficiency of the proposed development, covering both operational energy and CO2 issues and consideration of options for renewable energy.</li> <li>• The environmental implications of the use of the building materials (and use of recycled materials) proposed in the development.</li> <li>• Use of sustainable drainage systems and water efficiency and use.</li> <li>• Water management – promoting resource efficiency.</li> <li>• Use of brownfield sites.</li> <li>• How features of the site, such as topography and orientation have informed sustainable design principles.</li> </ul> <p>Where appropriate a BREEAM (Building Research Establishment Environmental Assessment Method) rating should be provided for the development. The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient</p>	<p>Further information can be obtained from:</p> <p>Information regarding BRE Environmental Assessment Method: <a href="http://www.breeam.org/">http://www.breeam.org/</a></p>

			standards.	
Sunlight/ Daylight Assessment	LDF Documents	All proposals that may impact the existing levels of sunlight/daylight enjoyed by neighbouring properties or buildings including gardens and amenity space.	Adequate information should be submitted to show site levels and the heights and positions of relevant existing and proposed buildings. An assessment of the impact of the development on existing levels of sunlight / daylight enjoyed by adjoining properties should be provided.	Further guidance can be obtained from BRE guidelines on daylight assessments. <a href="http://www.bre.co.uk/page.jsp?id=42">http://www.bre.co.uk/page.jsp?id=42</a>
Transport Assessment/ Statement	NPPF LDF Documents	<ul style="list-style-type: none"> <li>• All developments that may have significant transport implications.</li> <li>• Indicative thresholds for Transport Statements or Assessments are set out at Appendix B of the DfT Guidance on Transport Assessment 2007. <a href="http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobe/pdf/165237/202657/guidanceontaappendixb">http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobe/pdf/165237/202657/guidanceontaappendixb</a></li> <li>• Any development that generates more than 30 two-way movements in any hour.</li> <li>• Any development that generates more than 100 two-way vehicle movements per day.</li> <li>• Any development that generates significant HGV movements.</li> <li>• Please consult the Highway Authority for advice if in doubt.</li> </ul>	<p>Transport Statements and Assessments should accord with the principles set out in the DfT Guidance on Transport Assessment.</p> <p>The coverage and detail of the TA should reflect the scale of the development and extent of the transport implications of the proposal. For smaller schemes, the TA should simply outline the transport aspects of the application, while for major proposals the TA should illustrate accessibility to the site by all modes of transport. It should give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>The TA should specify the maximum and average daily vehicle movements generated by the development.</p>	<p>Further guidance can be found in the Department for Transport (DfT) publication titled 'Guidance on Transport Assessment' (March 2007). <a href="http://www.dft.gov.uk/pgr/regional/transportassessments/">http://www.dft.gov.uk/pgr/regional/transportassessments/</a></p>
Travel Plan	NPPF LDF Documents	<ul style="list-style-type: none"> <li>• All developments that are likely to have significant transport implications;</li> </ul>	The travel plan should outline the way in which the transport implications of the development are going to be managed by whom, and over what	Further information can be obtained from:

		<ul style="list-style-type: none"> <li>• All developments proposing more than 50m<sup>2</sup> additional floor space;</li> <li>• All new schools or significant extensions to existing schools.</li> </ul>	<p>timescale in order to minimise environmental, social, and economic impacts. It should also state how the plan would be promoted, implemented, monitored and maintained.</p> <p><b>Minimum requirements for existing schools:</b></p> <p>Prior to application:</p> <ul style="list-style-type: none"> <li>• Register for STARS</li> <li>• Complete the Introduction section on STARS</li> </ul> <p>Prior to commencement:</p> <ul style="list-style-type: none"> <li>• Conduct pupil and staff surveys</li> <li>• Provide details of travel and transport issues</li> <li>• Populate 'Planned Actions' section on STARS</li> </ul> <p>Prior to occupation:</p> <ul style="list-style-type: none"> <li>• STARS Bronze level accreditation authorised by Sustainability Team</li> </ul> <p><b>Minimum requirements for new schools:</b></p> <p>Prior to application:</p> <ul style="list-style-type: none"> <li>• Register for STARS</li> </ul> <p>Prior to occupation:</p> <ul style="list-style-type: none"> <li>• Framework Developer Travel Plan submitted and approved by Sustainability Team.</li> <li>• Complete the Planning section on STARS</li> </ul>	<p>School Travel Plans: <a href="http://www.schooltravelplanning.com">www.schooltravelplanning.com</a></p> <p>Developer Travel Plans: <a href="http://www.buckscc.gov.uk/environment/sustainability/sustainable-travel/travel-plans/developer-travel-plans/">http://www.buckscc.gov.uk/environment/sustainability/sustainable-travel/travel-plans/developer-travel-plans/</a></p>
Tree Survey/ Arboricultural Impact Assessment	NPPF LDF Documents	All developments that may result in the loss or adverse impact to significant numbers of trees or trees with particular landscape, biodiversity, or arboricultural value.	<p>The survey/assessment should include:</p> <ul style="list-style-type: none"> <li>• A plan to show the locations, species and maturity of trees in and around the development site including root</li> </ul>	<p>Further information can be obtained from:</p> <p>The British Standard Institute BS5837: 2012 – "Trees in</p>

			<p>protection areas and canopy spreads.</p> <ul style="list-style-type: none"> <li>• The identification of any trees that would be lost or affected by the development.</li> <li>• A statement of the measures to be taken to protect retained trees during works in line with the British Standard BS5838:2005 “Trees in Relation to Construction - Recommendations”.</li> <li>• Details of proposed avoidance/mitigation/compensation measures proposed as part of the development.</li> </ul>	<p>relation to design, demolition and construction – Recommendations”; or</p> <p>The National Planning Practice Guidance website:</p> <p><a href="http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/tree-preservation-orders-general/">http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/tree-preservation-orders-general/</a></p>
Water Environment Assessment	NPPF LDF Documents	All developments that may result in adverse impacts to the water environment (the quality and quantity of ground and surface water resources including aquifers).	<p>Assessments should focus on:</p> <ul style="list-style-type: none"> <li>• An assessment of the existing water environment at and in the vicinity of the site.</li> <li>• Identification of the risk posed by the proposed development on the water environment.</li> <li>• The measures proposed to mitigate the potential risks that have been identified.</li> <li>• Proposals for the ongoing monitoring and reporting to ensure that there is no impact on the water environment during proposed operations.</li> </ul>	

<p>Crime Prevention Design</p>	<p>NPPF</p>	<p>All developments where there will be changes or additions to the highway and verges network.</p> <p>All major developments where landscaping is proposed or where planting is required to enhance an area or to mitigate the loss of trees and plants.</p> <p>All developments where new buildings are proposed</p>	<p>Where applicable, assessments should focus on:</p> <ul style="list-style-type: none"> <li>• The function and design of buildings to reduce the potential for crime and militate against the fear of crime.</li> <li>• Access controls and use of alarm systems.</li> <li>• Use of CCTV.</li> <li>• An assessment over the potential for the site to be capable of being used as an area for illegal fly tipping including defensive and in defensive spaces and public vehicular assess points.</li> <li>• The measures proposed against the potential risk to mitigate against illegal fly tipping.</li> </ul>	<p>Further information can be obtained from:</p> <p>The Association of Chief Police Officers at: <a href="http://www.securedbydesign.com/index.aspx">http://www.securedbydesign.com/index.aspx</a></p>
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### Section 3: Validation Checklist

TO BE SUBMITTED WITH THE PLANNING APPLICATION

#### **PART A: General Requirements**

**Documents that MUST be included with your application [*please tick boxes to confirm inclusion*]**

- 1APP Form OR Minerals Application Form
- Notices
- Location Plan
- Site Plan
- Correct Fee
- Design & Access Statement

#### **PART B: Local Requirements (Additional Plans & Drawings)**

**Documents that MAY be required to be included with your application [*please tick boxes to confirm inclusion*]**

- Proposed Block Plans/Site Layout Plans
- Existing & Proposed Elevations
- Existing & Proposed Floor Plans
- Existing & Proposed Site Sections and Finished Floor and Site Levels
- Roof Plans

#### **PART C: Local Requirements (Supporting Information)**

**Documents that MAY be required to be included with your application [*please tick boxes to confirm inclusion*]**

- Air Quality Assessment
- Bio-aerosol Assessment
- Biodiversity Assessment
- Contaminated Land Assessment
- Details of Methods for Control of Litter, Vermin & Birds
- Environmental Impact Assessment
- Foul Water Drainage Strategy
- Flood Risk Assessment
- Geo-Diversity Assessment
- Green Belt Justification
- Heritage Statement
- Landscape Character & Visual Impact Assessment
- Landscape & Planting Schemes
- Lighting Impact Study/Lighting Scheme
- Scheme for the Mitigation & Monitoring of Emissions (Dust, Odour & Vibration)
- Noise Assessment
- Open Space Assessment
- Details of Parking and Access Arrangements
- Planning Statement
- Playing Field Assessment
- Assessment of Effects on Public Rights of Way & Green Infrastructure

- Site Waste Management Plan
- Statement of Community Involvement
- Surface Water Drainage Strategy
- Sustainability Statement
- Sunlight/Daylight Assessment
- Transport Assessment/Statement
- Travel Plan
- Tree Survey/Arboriculture Report
- Water Environment Assessment
- Crime Prevention Design Assessment

Notes:

Should we need further information to process your application, we will contact you and hold the application as invalid until that further information is submitted. Note that we may still request additional information following validation if it is necessary to enable proper determination of your application.

**If you tell us that you do not think that the information listed above is required, and give us your reasons, we will not declare it invalid. However, if insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.**

***Note that failure to submit any of the requirements will result in the application not being registered.***



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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