



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

April 2014

Contents

<u>Section 1: Introduction</u>	3
Why such information is needed	3
Data protection & the internet	3
The validation process	4
<u>Section 2: Information Requirements</u>	5
PART A General Requirements	5
PART B Local Requirements (Additional Plans & Drawings)	8
PART C Local Requirements (Supporting Information)	10
<u>Section 3: Validation Checklist</u>	35

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)¹

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 making². 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

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

² 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) 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?

Alternatively, applications for development other than for mineral extraction developments can also be submitted via the Planning Portal at: 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?

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?

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

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

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"> • Sites within or adjacent to Air Quality Management Areas (AQMA); • Development proposals with possible high levels of air pollution; • Development proposals that may result in an area being designated as an AQMA • 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. 	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 www.apis.ac.uk
Bio-Aerosol Assessment	NPPF LDF documents Environmental Protection Act 1990	<ul style="list-style-type: none"> • Waste development proposals (composting in particular) within 250 metres of sensitive receptors; • Other development proposals that would be likely to generate high levels of odour emissions. • 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. 	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: http://www.planningofficers.org.uk/POS-Library/POS-Publications/ Information about critical loads and levels of air pollutants on different habitat

				types can be found at: www.apis.ac.uk
Ecological Assessment	<p>NPPF</p> <p>LDF documents</p> <p>The Conservation of Habitats & 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 & Countryside Act 1981 (as amended)</p> <p>Circular 06/2005</p>	<ul style="list-style-type: none"> Proposals affecting internationally, nationally and/or locally designated nature conservation sites (e.g. SACs, SPAs, RAMSARs, SSSIs, LNRs and/or LWSs). 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. Proposals which would result in the loss or deterioration of irreplaceable habitats including ancient woodland and aged or veteran trees Proposals affecting UK Biodiversity Action Plan habitats and species (now listed under Section 41 of the NERC Act (2006)) Proposals affecting natural or semi-natural vegetation/habitat (e.g. woodland, hedgerows, ponds, grassland, etc). Proposals identified via Natural England's Standing Advice flow chart for protected species. 	<p>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.</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: www.buckscc.gov.uk/bcc/biodiversity/biodiversity_page</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: http://www.buckinghamshirepartnership.co.uk/assets/content/Partnerships/BMKBP/docs/Bucks_planning_online_FIN_AL.pdf</p> <p>Natural England Standing Advice: http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/</p> <p>The Planning Practice Guidance website: http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/</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 http://www.bucksmkerc.org.uk , 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. N.B. Absence of species records does not preclude species presence.</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: https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005</p> <p>Preliminary Ecological Appraisal best practice guidance from CIEEM: http://www.cieem.net/data/files/Resource_Library/Technical_Guidance_Series/GPEA/GPEA_April_2013.pdf</p> <p>Ecological Impact Assessment (EclA) best practice guidance from CIEEM where an EIA is required: http://www.cieem.net/ecia-guidelines-terrestrial-</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"> • All previous uses of the site and adjacent sites; • Potential contaminants associated with those uses; 	<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"> • A conceptual model of the site indicating sources, pathways and receptors (pollutant linkages); • Potentially unacceptable risks arising from the contamination at the site <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>http://www.environment-agency.gov.uk/research/planning/default.aspx</p>
<p>Details of Methods for Control of Litter, Vermin & 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>http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement10</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 http://www.legislation.gov.uk/uksi/2011/1824/contents/made; or</p> <p>The National Planning Practice Guidance website at: http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/</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"> that following consultation with the service provider, the availability of utility services 	<p>More information can be obtained from:</p> <p>The National Planning Practice Guidance website: http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/water-supply-wastewater-and-water-quality-considerations-for-planning-applications/</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"> • that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; • that service routes have been planned to avoid as far as possible the potential damage to trees and archaeological remains. • Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. 	
Flood Risk Assessment	<p>NPPF & 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"> • whether the proposed development is likely to be affected by current or future flooding from any source • whether it will increase flood risk elsewhere • whether the measures proposed to deal with these effects and risks are appropriate • whether the development will be safe <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 http://www.environment-agency.gov.uk/research/planning/82584.aspx/</p> <p>The Environment Agency Flood Map which shows the flood zones can be viewed at: www.environment-agency.gov.uk/subjects/flood</p>

			<p>the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p>/?lang= e</p> <p>Flood management section of Buckinghamshire County Council website: www.buckscc.gov.uk/flooding</p> <p>Strategic Flood Risk Assessments (SFRA) for each District administrative area:</p> <p>Aylesbury Vale District Council SFRA available at: http://www.aylesburyvaledc.gov.uk/planning-policy/withdrawn-policy-documents/withdrawn-core-strategy/avldf-evidence-base/environment-evidence/strategic-flood-risk-assessment20/</p> <p>Chiltern District Council SFRA available at: http://www.chiltern.gov.uk/article/3017/Strategic-Flood-Risk-Assessment</p> <p>South Bucks District Council SFRA available at: http://www.southbucks.gov.uk/article/3706/Background-Documents (under 'Environment and Flood Risk')</p>
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				Wycombe District Council SFRA available at: http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-policy/delivery-and-site-allocations-plan-examination/technical-reports.aspx (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"> • ground conditions • geology • topography • existing overland flow routes • surface water management <ul style="list-style-type: none"> ○ runoff ○ pollution control • storage volumes; and • ground water levels and impact 	Further information can be obtained from the following as well as the District Strategic Flood Risk Assessments (see links above under 'Flood Risk Assessment'): http://www.environment-agency.gov.uk/business/default.aspx www.buckscc.gov.uk/flooding
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"> • Details of the geological/geomorphological feature on and/or in the vicinity of, the application site. • Details of how the protection and/or 	

			<p>enhancement of the feature has been incorporated into the overall design of the development.</p> <ul style="list-style-type: none"> 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"> a) Demonstrating how alternative designs or locations have been considered. b) Demonstrating the measures proposed to mitigate the risks that have been identified. 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. 	
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"> • Listed Buildings • Conservation Areas • Scheduled Monuments Ancient • Registered Historic Parks and Gardens • Areas of archaeological interest • Undesignated heritage assets • Landscapes of artistic, architectural or historic interest. 	<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>http://www.buckscc.gov.uk/bcc/archaeology/Historic_environment_record.page?</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>http://www.buckscc.gov.uk/bcc/archaeology/archaeology_and_development.page?</p> <p>A Practice Guide on Mineral Extraction and Archaeology can be found at:</p> <p>http://www.english-heritage.org.uk/publications/mineral-extraction-and-archaeology/</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.	Landscape and Visual Impact Assessments should include the following: <ul style="list-style-type: none"> • 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). • An assessment of the extent to which the proposed development may alter the fabric, quality and character of the landscape. • An identification of feasible and appropriate measures which could be introduced to mitigate any negative impacts that have been identified. <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: http://www.buckscc.gov.uk/environment/landscape/

			<p>The visual assessment should:</p> <ul style="list-style-type: none"> • Identify where the proposed development can be seen from (and record this information on a map with accompanying photographs /photomontages from the various viewpoints). • Assess the extent to which those views would be occupied by the proposed development (degree of visual intrusion). • 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. • Identify feasible opportunities to mitigate negative visual impacts, whilst retaining compatibility with the landscape character of the area. <p>Reference should be made to:</p> <p>Guidelines for Landscape and Visual Impact Assessment 3rd 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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			http://www.landscapeinstitute.org/PDF/Contribute/LIPhotographyAdviceNote01-11.pdf Visual Assessment of Windfarms: Best Practice http://www.snh.org.uk/pdfs/publications/commissioned_reports/f01aa303a.pdf	
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"> • Identify any echoes in planting design from species in surrounding area. • Locations, Latin names of species, species variety. • Number of trees/plants to be lost • Species mix of proposed planting (unless an ornamental planting scheme, species should be of local provenance and appropriate to the local area) • Plant size, height, spread, girth, pot size • Planting layout • Planting spacing /plant densities • Topsoil/planting medium (depth and specification and finished level adjacent to paving). • Service Lines • As required, provide evidence to show imported subsoil/topsoil is free from contamination (including pernicious weeds). • A Management Plan including: <ul style="list-style-type: none"> - Design concept and objectives for all 	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 NOTE: Until further notice, imports are not permitted of trees of Castanea and Fraxinus from EU member states and non EU countries. http://www.fera.defra.gov.uk/plants/plantHealth/document

			<p>parts of the site;</p> <ul style="list-style-type: none"> - Mechanisms to ensure effective long-term management of new and retained plants; - Land ownership and boundary responsibilities; - Identification of a management agency (or agencies); - Arrangements for quality control, monitoring, inspection and handover; and - Maintenance regimes. <ul style="list-style-type: none"> • A commitment to replace any plants that die or become diseased within the first five years following initial planting. 	<p>s/defraTradeLetterTreeImports0113.pdf</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"> • Walls, fences, gates and rails • Surfaces (soft, hard, step, ramps and drainage falls) • Play equipment • Seating, litter bins, bollards, cycle parking, lighting, signing, post boxes bus stops and other street furniture. • Construction details and specification with any use of local building techniques/materials highlighted and safety and design standards adhered to identified. • Relationship to building form and materials. • Services (above and below ground, existing and proposed), routing (depth, height, type, markers) • Substations, junction boxes or similar structures. • Structures for building services e.g. ventilation outlets, inlets, cooler, bin and refuse stores. • Public Art 	<p>Further information can be obtained from:</p> <p>Management and maintenance of Sustainable Drainage Systems (SuDS) landscapes Interim Technical Guidance Note: 01/2014 http://www.landscapeinstitute.co.uk/PDF/Contribute/SUDSmanagementMar2014.pdf</p> <p>Public Health and Landscape; Creating Healthy Places (Landscape Institute Position Statement) http://www.landscapeinstitute.org/PDF/Contribute/PublicHealthandLandscape_CreatingHealthyPlaces_FINAL.pdf</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: http://planningguidance.planningportal.gov.uk/blog/guidanc</p>

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

			<ul style="list-style-type: none"> • Identification of the receptors that could be affected by noise arising from the proposed operation. • Recommended mitigation measures. • Recommended proposals to monitor and report on noise and enable effective response to any complaints. 	b13750-noise-policy.pdf
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"> • All major developments • 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. 	<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"> • Describe the proposed development in an appropriate level of detail. • Identify the context and need for the proposed development. • Provide any relevant site history. • Assess how the proposed development accords with relevant national and local planning policies. • Provide details of consultations with the local planning authority, the wider community and statutory consultees undertaken prior to submission (see 'Statement of Community Involvement'). • Provide justification for the development where it conflicts with development plan policies. <p>Applications for development at schools should additionally include:</p> <ul style="list-style-type: none"> • Existing pupil numbers and future pupil projections for school/college developments <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"> • The need for the development especially where there is conflict with any development plan policies; • Description of the existing site including any designations; 	
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			<ul style="list-style-type: none"> • Planning history including relevant planning permission reference numbers; • Reason for the location proposed and what other options, alternatives and/or locations were considered; • The source and type of the waste (percentage by geographical area); • How the waste will be handled / treated; • Capacity of the site; • Total quantity of the waste as an annual throughput and/or quantity required for restoration purposes; • Quantity of mineral to be won from the site; • Any ancillary operations for the process of recycling, recovery or pre-treatment of the waste on site; • Proposed hours of operation; • Proposed maximum daily vehicle movements, particularly HGV (over 3.5 tonnes unladen weight) movements; • Detail of all plant and equipment; • Details of external lighting; • Site preparation works details; • Method of working; • Timescale for the development; • Soil handling strategy details; • Proposals for managing dust and litter; • Predicted noise levels and measures to be taken for their control; • Proposals for preventing the deposit of mud and debris on the highway; • Proposals for controlling vermin and birds; 	
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			<ul style="list-style-type: none"> • Where necessary, methods to mitigate the risk of bird strike; • Existing pre-settlement and post-settlement levels for landfill sites / mineral extraction / infill sites including depths; • Proposals for controlling landfill gas and leachate at landfill sites including details of gas flaring and power generation; • An assessment of likely odour issues and measures to control odour; • A phasing programme in the case of mineral extraction and landfill sites; • Details of surface water management measures; • Details of possible impact to the local amenity, local area, features of biodiversity interest, access and highway safety; • Restoration, aftercare and after-use proposals in the case of mineral extraction and landfill sites. 	
Playing Field Assessment		<ul style="list-style-type: none"> • All developments that may result in the loss or degradation of designated playing field space. 	<p>An assessment should be submitted to show:</p> <ul style="list-style-type: none"> • Existing playing field space • The impact of the development on playing field space, including proposed pitch provision • 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. 	<p>Further information can be obtained from:</p> <p>Sport England Development Control Guidance Note http://www.sportengland.org/facilities_planning/putting_policy_into_practice/determining_applications.aspx</p>
Assessment of	NPPF	<ul style="list-style-type: none"> • All developments that may impact 	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"> All developments that propose enhancements to the green infrastructure and rights of way network. 	<ul style="list-style-type: none"> The locations and routes of any public rights of way or green infrastructure networks that may be affected by the development. How the public right of way and green infrastructure networks would be affected by the proposals 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 How the impact of the development on these networks can be minimised How the networks can be enhanced, including providing disabled access, greater widths for paths and dedicating higher rights. 	<p>obtained from:</p> <p>Rights of Way: http://www.buckscc.gov.uk/bcc/row/improvement_plan.page?</p> <p>http://www.buckscc.gov.uk/assets/content/bcc/docs/row/BCC_RoWIP_2008_2018_Web.pdf</p> <p>Green Infrastructure: http://www.buckscc.gov.uk/bcc/strategic_planning/green_infrastructure.page?</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"> Waste during construction Local sourcing of materials and re-use of materials on site. Waste during occupation. Provision of recycling facilities in the built development. <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) http://www.legislation.gov.uk/ukxi/2008/314/contents/made</p> <p>Department for Trade and Industry (DTI) in 2004 Site Waste Management Plans: guidance for construction, contractors and clients. http://www.wrap.org.uk/downloads/site_waste_management</p>

			managed. The plan is updated during the construction process.	nt_plan.d922fef6.2323.pdf DEFRA Non-Statutory guidance for site waste management plans: April 2008 http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-guidance.pdf Environment Agency guidance for site waste management plans: http://www.environment-agency.gov.uk/netregs/businesses/construction/62359.aspx
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: http://www.buckscc.gov.uk/sites/bcc/waste_mineral_plans/statement_of_community_involvement.page
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: http://www.environment-

	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.	agency.gov.uk/business/default.aspx
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"> • The energy efficiency of the proposed development, covering both operational energy and CO2 issues and consideration of options for renewable energy. • The environmental implications of the use of the building materials (and use of recycled materials) proposed in the development. • Use of sustainable drainage systems and water efficiency and use. • Water management – promoting resource efficiency. • Use of brownfield sites. • How features of the site, such as topography and orientation have informed sustainable design principles. <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: http://www.breeam.org/</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. http://www.bre.co.uk/page.jsp?id=42
Transport Assessment/ Statement	NPPF LDF Documents	<ul style="list-style-type: none"> • All developments that may have significant transport implications. • Indicative thresholds for Transport Statements or Assessments are set out at Appendix B of the DfT Guidance on Transport Assessment 2007. http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobe/pdf/165237/202657/guidanceontaappendixb • Any development that generates more than 30 two-way movements in any hour. • Any development that generates more than 100 two-way vehicle movements per day. • Any development that generates significant HGV movements. • Please consult the Highway Authority for advice if in doubt. 	<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>	Further guidance can be found in the Department for Transport (DfT) publication titled 'Guidance on Transport Assessment' (March 2007). http://www.dft.gov.uk/pgr/regional/transportassessments/
Travel Plan	NPPF LDF Documents	<ul style="list-style-type: none"> • All developments that are likely to have significant transport implications; 	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"> • All developments proposing more than 50m² additional floor space; • All new schools or significant extensions to existing schools. 	<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>Minimum requirements for existing schools:</p> <p>Prior to application:</p> <ul style="list-style-type: none"> • Register for STARS • Complete the Introduction section on STARS <p>Prior to commencement:</p> <ul style="list-style-type: none"> • Conduct pupil and staff surveys • Provide details of travel and transport issues • Populate 'Planned Actions' section on STARS <p>Prior to occupation:</p> <ul style="list-style-type: none"> • STARS Bronze level accreditation authorised by Sustainability Team <p>Minimum requirements for new schools:</p> <p>Prior to application:</p> <ul style="list-style-type: none"> • Register for STARS <p>Prior to occupation:</p> <ul style="list-style-type: none"> • Framework Developer Travel Plan submitted and approved by Sustainability Team. • Complete the Planning section on STARS 	<p>School Travel Plans: www.schooltravelplanning.com</p> <p>Developer Travel Plans: http://www.buckscc.gov.uk/environment/sustainability/sustainable-travel/travel-plans/developer-travel-plans/</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"> • A plan to show the locations, species and maturity of trees in and around the development site including root 	<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"> • The identification of any trees that would be lost or affected by the development. • 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”. • Details of proposed avoidance/mitigation/compensation measures proposed as part of the development. 	<p>relation to design, demolition and construction – Recommendations”; or</p> <p>The National Planning Practice Guidance website:</p> <p>http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/tree-preservation-orders-general/</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"> • An assessment of the existing water environment at and in the vicinity of the site. • Identification of the risk posed by the proposed development on the water environment. • The measures proposed to mitigate the potential risks that have been identified. • Proposals for the ongoing monitoring and reporting to ensure that there is no impact on the water environment during proposed operations. 	

<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"> • The function and design of buildings to reduce the potential for crime and militate against the fear of crime. • Access controls and use of alarm systems. • Use of CCTV. • 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. • The measures proposed against the potential risk to mitigate against illegal fly tipping. 	<p>Further information can be obtained from:</p> <p>The Association of Chief Police Officers at: http://www.securedbydesign.com/index.aspx</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.