

AYLESBURY VALE DISTRICT COUNCIL

Planning Services

66 High Street, Aylesbury, Buckinghamshire, HP20 1SD

Web address: www.aylesburyvaledc.gov.uk

Email: devcon@aylesburyvaledc.gov.uk



Details of information we need to validate your planning application

National requirements

To validate your planning application we will need

- an application submitted either electronically or in writing on the correct national standard application form (1App)
- for written applications, the original forms plus 3 copies
- plans which show the proposal and the direction of north
- a certificate of ownership
- the correct fee

Each form has a set of notes that gives you more information to help you meet these requirements.

In addition to these requirements, a Design and Access statement is needed for all applications for full or outline planning permission unless they relate to one of the following:

- a material change of use of land and buildings unless other development is involved
- engineering works
- householder applications unless the site is within a conservation area or the Chilterns Area of Outstanding Natural Beauty

In some cases an Environmental Impact Assessment (EIA) will be required but this usually relates to large scale development likely to have significant effects on the environment.

Local requirements

We will also need information, which is relevant to your application, to meet our local requirements. These local requirements help ensure that development takes account of local circumstances and meets AVDC's policies and requirements.

These notes explain what information you should provide with your application. Not all requirements apply to every application. If there is any doubt as to whether a specific item is required and you believe it is not necessary to provide this information, please explain why you believe this to be the case.

Information Required to Validate Planning Applications

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Section 4 Large and online applications

How you can help us when submitting electronic or large applications.

Section 1 National requirements

1.1 Minimum requirements for all applications

The GDPO requires, as a minimum, that an application for planning permission should:

- be made in writing (paper or electronic application) to the Local Planning Authority on a form published by the Secretary of State (or a form which is substantially the same)
- include the particulars specified in the form and be accompanied by a plan identifying the land to which it relates
- include any other plans and drawings or information necessary to describe the development which is the subject of the application; which must be drawn to an identified scale and, in the case of plans, show the direction of north
- for paper applications, include three copies of the form plus the original (or fewer if the Local Planning Authority so indicates). No copies are required if the application is made electronically.
- be accompanied by a certificate or documents required by the Town and Country Planning Act 1990 or the GDPO
- include any fee required to be paid in respect of the application. Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment
- be accompanied by a Design and Access Statement, if required

1.2 Design and Access Statement

Required for Applications for full or outline planning permission unless they relate to one of the following:

- a material change of use of land and building (unless it also involves operational development)
- engineering
- most householder applications. However, householder applications for dwellings in a conservation area or area of outstanding natural beauty will require a Design and Access Statement

Requirement Design and Access Statements explain the design thinking behind a planning application. E.g. they show the applicant has thought carefully about how everyone, including the disabled, older people and young children will be able to use the places they want to build.

Statements should:

- include a written description and justification of the application
- use photos, maps or drawings where appropriate to illustrate the points made
- avoid jargon or overly technical language so they can be understood by members of the public
- be written specifically for the application
- contain sufficient detail to reflect how complex the application is: a statement for a major application is likely to be much longer than for a single building

1.2 cont. *Further information/policy background*

- Refer to AVDC's *Design and Access Statements for planning applications: notes for applicants*
www.aylesburyvaledc.gov.uk/planning-building/planning-applications/applying-planning-permission/design-access-statements/

1.2 cont. **Design and Access Statement for Listed Building consent**

Required for All applications for listed buildings consent.

When a planning application is submitted in parallel with an application for Listed Building Consent, a single, combined statement should address the requirements of both.

Requirement Where there is no parallel planning application, information on use, amount and landscaping is not required. Otherwise, scale, layout and appearance are broadly the same as set out above.

In addition, the statement should explain and justify the approach to ensuring that the listed building preserves or enhances its special architectural importance. Where an aspect of design may impact on this, the statement should explain why this is necessary and what measures have been taken to minimise the impact.

The statement should address:

- the special architectural or historic interest of the building
- the particular features of the building that justify its listed designation
- the building's setting

Further information/policy background

- The requirements of a Design and Access Statement to accompany an application for listed building consent are set out in our *Design and Access Statements for planning applications: notes for applicants* www.aylesburyvaledc.gov.uk/planning-building/planning-applications/applying-planning-permission/design-access-statements/

1.3 **Environmental Impact Assessment (EIA)**

Required for Development in sensitive areas and development likely to have significant effects on the environment. Examples include development relating to industry, tourism, intense agriculture, extraction/mining, water management projects and major infrastructure such as energy, roads, rail, and inland waterways.

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where an EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a 'screening opinion' (i.e. to determine whether an EIA is required) from the planning authority before submitting the application. We recommend you contact us at an early stage for clarification if there is any question of an EIA being required.

1.3 cont. *Requirement* Where an EIA is required, an Environmental Statement in the form set out in parts 1 and II of Schedule 4 to the regulations must be provided. As a minimum you should:

- describe the development including information on the site, design and size of the development
- describe the measures envisaged in order to avoid, reduce and if possible remedy significant adverse effects
- show data required to identify and assess the main effects which the

development is likely to have on the environment

- outline the main alternatives studied and indicate the main reasons for your choice, taking into account the environmental effects
- summarise the document in non-technical terms

In addition you should provide as much of the following information as is reasonably required to assess the environmental impacts:

- describe the physical characteristics and land use requirements; main characteristics of the production processes; estimate of expected residues and emissions
- describe the aspects of the environment likely to be significantly affected by the development
- describe the likely significant effects of the development on the environment (including any indirect, secondary, cumulative, short, medium and long term, permanent and temporary, positive and negative), resulting from the development itself, the use of natural resources and the emission or pollutants, creation of nuisances and elimination of waste. Describe the forecasting methods used to assess these effects.
- indicate any difficulties (technical or lack of know-how) compiling the required information

Further information/policy background

- Planning portal www.planningportal.gov.uk
- Department of Communities and Local government www.communities.gov.uk/planningandbuilding/planning/
- *Environmental impact assessment: guide to procedures* www.communities.gov.uk/documents/planningandbuilding/pdf/157989.pdf

1.4 **Plans**

Required for

Applications for full planning permission (including householder applications)

Requirement

4 (original plus 3) copies, unless submitted online, of each of the following.

Location plan:

- based on an up-to-date map
- at a scale of 1:1250 or 1:2500
- plans should, wherever possible show at least 2 named roads and surrounding buildings together with any public rights of way: in exceptional circumstances, plans of other scales may also be required to meet this requirement
- the properties shown should be numbered or named to ensure that the exact location of the application site is clear
- draw a red line clearly around the edge of the application site. Include within the red line all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings
- draw a blue line clearly around any other land owned by the applicant, close to or adjoining the application site.

Site and other plans:

- at a scale of 1:500 or 1:200
- accurately showing the direction of north *and*
- the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- all the buildings, roads and footpaths on land adjoining the site including access arrangements
- the position of all trees on the site and those on adjacent land that could influence or be affected by the development
- the extent and type of any hard surfacing
- boundary treatment including walls or fencing where this is proposed

2 Local Requirements

2.1 Plans

Required for Applications involving new buildings, engineering works or extensions

Requirement 4 (original plus 3) copies, unless submitted online, of each of the following:

Block plan of the site:

- at a scale of not less than 1:500
- including north point
- clearly showing the proposed development and all adjoining and nearby properties together with public rights of way and an indication of the way in which they will be affected by the proposed development

Existing and proposed elevations:

- at a scale of not less than 1:100
- with key overall dimensions annotated on the plan
- 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:

- at a scale of not less than 1:100
- explaining the proposal in detail
- you should clearly show any existing buildings or walls which are to be demolished
- the drawing(s) 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:

Required for sloping sites or where buildings are proposed to be set below or above existing ground levels.

- at a scale of not less than 1:100
- showing cross section(s) through the proposed building(s)
- in all cases where a proposal involves a change in ground levels, you should submit illustrative drawings to show both existing and finished levels, including details of foundations and eaves and how encroachment onto adjoining land is to be avoided
- you should also submit full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.
- in case of householder development, the levels may be evident from floor plans and elevations but, particularly in the case of sloping sites, you must show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. You should also take levels into account when formulating design and access statements.

Site survey plan (existing features):

- at a scale of not less than 1:200
- Showing existing features of the site e.g. walls, trees, buildings, ditches, ponds, levels and contours.

Site layout proposals (proposed features):

- at a scale of not less than 1:200
- Showing proposed features e.g. changes in levels, contours.

2.2 Local Requirements – Reports/Statements

LR1 Affordable housing statement

Required for Applications proposing 15 or more dwellings

Requirement A supporting statement setting out how the proposal accords with advice contained in Planning Policy Statement 4 (PPS3) – Housing; policies in the Development Plan¹ and advice in the supplementary planning document “Affordable Housing”.

The statement should include information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units, this should be clearly explained. The statement should also include details of any registered social landlords acting as partners in the development.

¹ The Development Plan comprises the Milton Keynes and South Midlands Regional Plan and the saved policies in the Buckinghamshire County Structure and Aylesbury Vale District Local Plans.

- Further information/policy background*
- *Planning Policy Statement 4 (PPS3): Housing; policies in the Development Plan:*
www.planningportal.gov.uk/england/professionals/en/1020432883668.html
 - *Our Affordable housing supplementary planning document (Nov 2007)* is available to download from
www.aylesburyvaledc.gov.uk/planning-building/planning-policy/publications-list/avldf-publications/

LR2 **Agricultural/other rural dwelling appraisal**

Required for Applications for agricultural or other rural dwellings

Requirement An appraisal demonstrating the essential need for such a dwelling having particular regard to the functional and financial tests outlined in PPS7: Sustainable Developments in Rural Area, Annex A Agricultural, Forestry and other Occupational Dwellings

- Further information/policy background*
- *Planning Policy Statement 7 (PPS7): Sustainable Developments in Rural Area, Annex A Agricultural, Forestry and other Occupational Dwellings*
www.planningportal.gov.uk/england/professionals/en/1020432885091.html

LR3 **Air quality assessment**

Required for Where the proposed development is inside or adjacent to an air quality management area (AQMA), or where the development could itself result in the designation of an AQMA, or where the grant of planning permission would conflict with, or render unworkable, elements of the local authority's air quality action plan. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.

Requirement Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

- Further information/policy background*
- Details of AQMAs within the district are available from
www.aylesburyvaledc.gov.uk/avdc/content/index.jsp?contentid=-2056064759
 - Further advice is available in *Planning Policy Statement 23: Planning and Pollution Control (November 2004)*
www.planningportal.gov.uk/england/professionals/en/1021020428470.html

LR4 **Archaeology, scheduled ancient monuments and other historic features**

Required for All major developments and infrastructure projects, and any other development proposals likely to affect a scheduled ancient monument or its setting or an Archaeological Notification Area.

Requirement Assessment of the impact of the proposal in accordance with the guidance within *Planning Policy Guidance 16 (PPG16): Archaeology and Planning*. In these cases, the County Archaeological Service should be

consulted and an archaeological statement from them submitted together with any additional information recommended by them. Where significant impacts are likely then the archaeology service will normally recommend the submission of a report on an archaeological assessment and field evaluation with the planning application.

Further information/policy background

- *Planning Policy Guidance 16 (PPG16): Archaeology and Planning* www.planningportal.gov.uk/england/professionals/en/1021020427943.html
- Information and advice on archaeological matters can be obtained from the County Archaeological Service at www.buckscc.gov.uk/bcc/content/index.jsp?contentid=-1290260767
- Archaeological notification areas can be viewed on <http://ubp.buckscc.gov.uk/> (click on ‘general user’, ‘map search’, ‘show’, ‘designations’ and zoom to the relevant location).

LR5 **Biodiversity survey and report**

Required for

Proposed development which may have possible impacts on wildlife and biodiversity e.g. demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows, alterations to water courses.

Requirement

Information on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures, you should include information to support those proposals. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for the biodiversity interests are likely to require assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals. Consideration should also be given at this stage to the importance of existing trees/hedgerows for wildlife and bird habitats and the timing for any works to remove trees/hedgerows to preclude damage or disturbance to wildlife/birds and their habitats.

Further information/policy background

- Government planning policies for biodiversity are set out in *Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)* (August 2005). PPS9 is accompanied by a Government circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005), Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice* www.planningportal.gov.uk/england/professionals/en/1020432885185.html

- AVDC has also produced a leaflet and advice note *Biodiversity and the planning process* regarding planning and biodiversity, or see our website at www.aylesburyvaledc.gov.uk/planning-building/planning-applications/applying-planning-permission/biodiversity-planning-process/
- Local Government Ecologists, in collaboration with DEFRA and Natural England, have issued a guidance template for Biodiversity and Geological Conservation, which is available at www.alge.org.uk/publications/index.php This gives details of the information that may be required as part of the validation checklist.

LR6 **Structural survey**

Required for Development proposals which include the proposed conversion or adaptation of historic buildings or applications where the adaptation of re-use of a building is essential to meet policy requirements.

Requirement Structural surveys and a schedule of works including clear details of building fabric to be retained/lost and details of precautions to safeguard the integrity of buildings.

Further information/policy background

- Applications for barn conversions should have regard to advice in our Design Guide *The Conversion of Traditional Farm Buildings* available to download from www.aylesburyvaledc.gov.uk/planning-building/planning-applications/applying-planning-permission/design-guides/

LR7 **Town centre uses (retail/leisure) – assessment of need**

Required for Development that would be in an edge of centre or out of centre location and where it is not in accordance with an up-to-date development plan document strategy. It is not necessary to demonstrate the need for retail proposals within the primary shopping area or other main town centre uses located within the town centre.

Requirement Applications should be accompanied by an assessment of the need for the proposal. Evidence should be provided to show that there are no sequentially preferable sites.

Further information/policy background

- Policy advice on the policy tests for town centre uses is provided in *Planning Policy Statement 6: Planning for Town Centres (March 2005)* www.planningportal.gov.uk/england/professionals/en/1020432884848.html

LR8 **Town centre impact assessment**

Required for All retail and leisure developments over 2,500 square metres gross floor space. May be required for smaller developments such as those likely to have a significant impact on smaller centres.

Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.

<i>Requirement</i>	<p>Applicants need to demonstrate:</p> <ul style="list-style-type: none"> • the need for the development <i>and that</i> • the development is of an appropriate scale • there are no more centre sites for development • there are no unacceptable impacts on existing centres • locations are accessible
<i>Further information/policy background</i>	<ul style="list-style-type: none"> • Policy advice can be found in <i>Planning Policy Statement 6: Planning for town centres (March 2005) (Chapter 3: Development Control)</i> www.planningportal.gov.uk/england/professionals/en/1020432884848.html

LR9 Transport assessment

<i>Required for</i>	Major developments with significant transport implications.
<i>Requirement</i>	<p>The coverage and detail of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal. For simple schemes, the transport assessment should simply outline the transport aspects of the application. For major applications, the assessment should illustrate accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. These assessments enable us to evaluate the application and provide a basis for discussion on details of the scheme such as the level of parking, siting of buildings and entrances and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly when included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development.</p>
<i>Further information/policy background</i>	<ul style="list-style-type: none"> • Policy advice can be found in <i>PPG13 – Transport</i> www.planningportal.gov.uk/england/professionals/en/1020432885932.html

LR10 Travel plan

<i>Required for</i>	Applications which are likely to have significant transport implications.
<i>Requirement</i>	A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.
<i>Further information/policy background</i>	<ul style="list-style-type: none"> • Policy advice can be found in <i>PPG13 – Transport Para 87-91</i> www.planningportal.gov.uk/england/professionals/en/1020432885932.html

LR11 Tree and hedgerow survey/arboricultural statement

<i>Required for</i>	Applications which include works that affect trees or hedges in or adjacent to an application site
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Requirement The position, species, root protection areas and crown spreads of existing and proposed trees/hedgerows should be shown accurately on the site plan, along with any to be removed.

Arboricultural Implications Assessment and Method Statements are described in British Standard 5837 clauses 6 & 7. You should clearly explain the impact of the proposals on existing trees, including level changes and services, measures to be taken to protect trees to be retained, any proposals for long term maintenance and management of the retained trees as well as for new planting. Any proposals should clearly assess how retained/new trees will impact on the development, e.g. living conditions, property maintenance and risk management. Survey information should be provided using *BS5837:2005: Trees in relation to construction – recommendations*.

Further information/policy background

- For information on *BS5837:2005: Trees in relation to construction – recommendations* see the Woodland Trust website at www.woodland-trust.org.uk/woodsunderthreat/guide/planning/cguidecoll20.htm

LR12 **Landscaping**

Required for Applications requiring mitigation or integration into the surrounding area, to define a sense of place and local character where green space and public areas are provided and in schemes where sustainability principles can be achieved through landscape design.

Requirement Show the context of adjacent buildings and landscape features; levels (existing and proposed); existing site features which are to be retained or removed; means of temporary protection for existing site features during the construction period; means of enclosure with construction/specification details of each type; sections through banks, bunding, mounding, watercourses and water bodies; proposed topsoil depths; details of type, location and finish of all street furniture, lighting and signage; details of type and extent of all surfacing materials together with construction details and finishes; sight lines at road junctions or entrances; below and above ground service runs etc. Planting details should typically be shown at a scale of 1:200 although, for simple, extensive mass planting, 1:500 may suffice. Clearly define the full extent of each area of planting: the locations, botanical names, type, height, girth (trees), densities/spacing/numbers must be shown for all proposed planting, as should means of protection from vehicles, stock, rabbits/deer. Specify all plant material and planting in accordance with the relevant British Standards. Where topsoil is to be imported it must also be in accordance with the British Standard. Type and depth of mulch should also be defined. You should also submit an indicative management plan.

Further information/policy background

- *By Design – Urban Design in the planning system: towards better practice (DETR/CABEZOW)*
www.cabe.org.uk/default.aspx?contentitemid=446
- *Better places to live by design: a companion guide to PPG3 (DTLR 2001)*
www.communities.gov.uk/publications/planningandbuilding/betterplaces

LR13 Utilities statement

Required for Major developments where improvements to existing power, drainage and water supply infrastructure is required.

Requirement Include how an application connects to existing utility infrastructure systems.

LR14 Parking and access arrangements

Required for Applications which generate additional floor space or bedrooms.

Requirement Information to demonstrate that the development accords with AVDC's Supplementary Planning Guidance "Parking Provision". Plans should demonstrate the location, size and layout of parking areas and access arrangements.

Further information/policy background

- download our "Supplementary Planning Guidance: Parking Guidelines" from www.aylesburyvaledc.gov.uk/planning-building/planning-policy/publications-list/spg-publications/
- PPG13 – Transport www.planningportal.gov.uk/england/professionals/en/1020432885932.html

LR15 Photographs and photomontages

Required for You should provide photographs if the proposal involves the demolition of an existing building or affects a conservation area or a listed building. Photographs provide useful background information and can help show how large developments can be satisfactorily integrated within the street scene.

LR16 Planning obligations – draft head(s) of terms

Required for Development Plan policies give details of likely section 106 requirements, a statement of the proposed Heads of Terms may be submitted with the application.

Requirement Any person interested in land in the area of a local planning authority may, by agreement or unilaterally, enter into an obligation (commonly known as a section 106 planning obligation) to:

- restrict the development or use of land in any specified way
- require specified operations or activities to be carried out on the land
- require the land to be used in a specific way
- require a sum or sums to be paid to the authority on a specified date for an agreed purpose

Government policy, as expressed in Circular 05/05, requires planning obligations to meet 5 tests. They must be:

- necessary
- relevant to planning
- directly related to the proposed development
- fairly and reasonably related in scale & kind to the proposed development
- reasonable in all other respects

Further information/policy background

- Planning obligations (or “section 106 agreements”) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Further advice is available in government *Circular 05/2005, Planning Obligations* and the model section 106 agreement www.communities.gov.uk/publications/planningandbuilding/circularplanningobligations

LR17 **Planning statement**

Required for

Generally but not exclusively for more complex applications. A planning statement can provide an overview and explanation of a proposal. It can include details of consultations that have been carried out before the application is made.

Requirement

Identify the context and need for a proposed development and include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultations undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

Further information/policy background

- Aylesbury Vale *Local Development Framework Statement of Community Involvement* is available for download from www.aylesburyvaledc.gov.uk/planning-building/planning-policy/publications-list/avldf-publications/

LR18 **Statement of Community Involvement**

Required for

Major applications where there are issues of scale and controversy or conflict with adopted planning policies

Requirement

A statement to demonstrate how the application meets the requirements for community involvement in planning applications as set out in the Statement of Community Involvement (SCI)

Further information/policy background

- Aylesbury Vale *Local Development Framework Statement of Community Involvement* is available for download from www.aylesburyvaledc.gov.uk/planning-building/planning-policy/publications-list/avldf-publications/

LR19 **Sustainability appraisal**

Required for

Major applications involving demolition of existing buildings and new commercial, residential or leisure development

Requirement

Outline the elements of the scheme that address sustainable development issues, including the positive and negative environmental, social and economic implications, location, accessibility and building construction issues.

- Further information/policy background*
- *PPS1 – Delivery Sustainable Development*
www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf
 - *Planning Policy Statement: Planning & Climate Change – Supplement to Planning Policy Statement 1*
www.communities.gov.uk/documents/planningandbuilding/pdf/ppsclimatechange.pdf

LR20 **Surface water disposal and treatment of foul sewage**

Required for Most applications, with the exception of small residential extensions.

Requirement Applications must be accompanied by details of Sustainable Urban Drainage Systems (SUDS). In areas with no mains sewerage, applications will need to show that non-mains sewerage systems are suitable for the development proposed and that there are no significant environmental and amenity problems.

- Further information/policy background*
- *Planning Policy Statement: Planning & Climate Change – Supplement to Planning Policy Statement 1*
www.communities.gov.uk/documents/planningandbuilding/pdf/ppsclimatechange.pdf
 - *PPS23: Planning & Pollution Control*
www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps23/
 - *PPS25: Development and Flood Risk*
www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk

LR21 **Crime Prevention**

Required for All applications should include details of measures taken to ensure the security of property and prevention of crime. If the applicant for a major planning application does not address crime prevention in their Design and Access Statement, they must address it as a separate document.

Requirement Major schemes should take into account the advice and guidance in “Secured by Design”

Points to be included:

- integrated approach
- environmental quality & sense of ownership
- natural surveillance
- access & footpaths
- open space provision & management
- lighting

- Further information/policy background*
- Visit the Secured by Design website at www.securedbydesign.com/

LR22 **Employment and regeneration statement**

Required for Major applications proposing the redevelopment of brownfield sites

Requirement A supporting statement of any regeneration benefits from the proposed development including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known) any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

LR23 **Energy statement (carbon emissions)**

Required for Major applications proposing renewable energy generating development

Requirement The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficiency standards. In putting forward a planning application, developers should be able to demonstrate that the project:

- meets the requirements of applicable development plan policies
- does not compromise the reasons behind any relevant area designation, or if it does, provides a substantive case for allowing the project to proceed (e.g. by demonstrating that any economic, social or environmental benefits clearly outweigh the reasons for the designation)
- addresses the issue of visual impact, and cumulative visual impact, where relevant (see below for further details)

Points to remember:

- analysis of the site
- identify the baseline energy consumption of the buildings
- identify the energy efficient measures that are to be used to reduce the energy requirements of the buildings
- assess the feasibility of the different renewable energy technologies available for the site
- calculate the amount of on site renewable energy that will be generated
- identify the renewable energy technology to be used in the proposal

Further information/policy background

- Further advice is available in *PPS22: Renewable Energy* www.communities.gov.uk/index.asp?id=1143908

LR24 **Flood risk assessment (FRA)**

Required for Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3.

Requirement Demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. This should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

The FRA should be prepared by a developer in consultation with the local planning authority. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

Further information/policy background

- *Planning Policy Statement 25: Development and Flood Risk (December 2006)* provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. www.planningportal.gov.uk/england/professionals/en/1021020428593.html

LR25 **Land contamination assessment**

Required for Applications where contamination is known or suspected or the proposed use would be particularly vulnerable.

Requirement Include an extended assessment of contamination in line with *Planning Policy Statement 23: 'Planning and pollution control' (November 2004)*. You should provide such information with the application as is necessary to determine whether the proposed development can proceed. A land contamination assessment should include an extended assessment of contamination in line with ***Planning Policy Statement 23: Planning and Pollution Control*** (November 2004). Sufficient information is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Here are a few pointers as to what the Environmental Protection Service (and similarly the Environment Agency or other consultees) expect in a land contamination scheme:

- the investigation should be carried out by an appropriate person/company with suitable qualification and/or experience to meet the requirements of the condition
- the scheme should be founded on well informed desktop background research and information
- any investigation should be tailored to the types of contaminants associated with the particular previous use(s) of the site and the proposed end use, based on the desktop research/information

Further information/policy background

- *Planning Policy Statement 23: Planning and pollution control (November 2004)* www.planningportal.gov.uk/england/professionals/en/1021020428470.html

LR26 **Lighting assessment**

Required for Proposals involving the provision of publicly accessible developments, including floodlit sports facilities, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development

Requirement Details of external lighting and the proposed hours when it would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. The applicant must also supply an illuminance plot showing horizontal illuminance levels in lux over the lit area and extending out to a level of 1.0 lux.

Further information/policy background

- *Lighting in the countryside: towards good practice (1997)* is a valuable guide for local planning authorities, planners, highways engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable to towns as well as the countryside www.communities.gov.uk/publications/planningandbuilding/lighting

LR27 **Listed building, historic parks and gardens and conservation area appraisal (heritage statement)**

Required for Proposals involving development or affecting a building or area that is of historic importance

Requirement A written statement which includes: a schedule of works to the listed building(s) and an analysis of the significance of archaeology, history and character of the building/structure, historic park or garden or conservation area; and the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings, or upon the character of the historic park or garden or conservation area. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or historic buildings officer before any application is made.

Similarly, statements regarding development which affects the setting of a listed building, historic park or garden or conservation areas will also be required.

Further information/policy background

- Further advice can also be found in *Planning Policy Guidance note 15: Planning and the Historic Environment, paragraphs 3.16 to 3.19 and 4.25 to 4.49* www.planningportal.gov.uk/england/professionals/en/1021020427913.html

LR28 **Noise impact assessment**

Required for Proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas.

Requirement Noise impact assessment prepared by a suitably qualified acoustician.

Further information/policy background

- Further guidance is provided in *Planning Policy Guidance note 24: Planning and Noise (September 2004)*. www.planningportal.gov.uk/england/professionals/en/1021020428537.html

LR29 **Open space assessment**

- Required for* Development within open spaces. Planning consent is not normally given for development of existing open spaces which local communities need.
- Requirement* Plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application.
- Further information/policy background*
- Government planning policy is set out in *Planning, Policy and Guidance note 17: planning for open space, sport and recreation (July 2002)*
www.planningportal.gov.uk/england/professionals/en/1021020428004.html

LR30 **Refuse and waste disposal**

- Required for* New residential and commercial development.
- Requirement* Identify what provision has been made for storage and collection of waste and recycling materials in line with Council policy as outlined in our Refuse and Recycling Advice Note. This note is to inform developers or agents of our policy on refuse and recycling to ensure that it is taken into account in planning for new residential and commercial development.
- Further information/policy background*
- *Refuse and recycling: advice note for developers* is available to download from our website at www.aylesburyvaledc.gov.uk/planning-building/planning-policy/publications-list/miscellaneous/

4 **Large and online applications**

You can submit your application online via the planning portal at www.planningportal.gov.uk

For large applications, it is helpful if you provide electronic files on a CD, in addition to paper documents. When submitting online applications or electronic files on CD, please help us by:

- Attaching files in pdf format
- Keeping individual files sizes as small as possible to speed up loading. Maximum file size 15mb
- Providing an individual file for each document, unless too large
- Breaking very large documents down into clearly labelled chapters/sections: not separate files for each page or appendix
- Providing any colour coded drawings no larger than A3 size