

APPLICANTS GUIDE TO SUBMITTING A VALID PLANNING APPLICATION

Under section 62(3) of the Town and Country Planning Act 1990 local planning authorities have broad powers to request information that they consider necessary in support of planning applications, known as Local Lists.

From the 31st January 2013 The Town and Country Planning (Development Management Procedure) (England) (Amendment No. 3) Order 2012 (SI 2012/3109) (Order) came into force and this effectively requires that such lists are formally reviewed at least every two years. In anticipation of its requirements this guide was reviewed and republished on 8th January 2013.

This document sets out Wycombe District Councils requirements for a valid planning application and was produced in the light of the Government's publication 'Guidance on information requirements and validation' (March 2010).

Wycombe District Council welcomes and encourages discussion before a planning application is submitted. Such discussions can assist in better quality applications which stand a better chance of a successful outcome.

Planning Officers can advise on what additional **local list information** would be required to be submitted as part of a planning application at the **pre-application stage** depending on the circumstances of the particular proposal. There may still be circumstances where the need for additional information only becomes apparent during the consideration of an application.

Different types and scale of application will require different levels of information and supporting documentation to be submitted. The information required to make a valid application consists of:

- Mandatory national information specified in the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended), including a design & access statement where one is required,
- Information provided on the correct standard application form,
- Information to accompany the application as specified on the local list of information requirements (as set out in section 3 of this document), and,
- Your development may be liable for a charge under the Community Infrastructure Levy if it involves new build floor area, including extensions or a new dwelling. You must therefore submit the national CIL form entitled "**Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application, Additional Information Requirement Guidance**" at the same time as your planning application.

We are seeking to ensure that applications for planning permission contain all the information needed by the planning authority to make a decision from the point at which they are registered. This helps the planning authority to deal with the application efficiently.

When your application is received it will be checked for accuracy to ensure all relevant information is supplied.

Applications will not be registered if relevant information is missing and may be returned if information is not received within the timescale requested.

2. Statutory National Information Requirements 2010

Applications for planning permission are required to be accompanied by the following:

(1) The standard application form – scope of the 1 APP form

All planning applications will need to be presented on a standard application form, which will be available electronically Via the National Planning Portal website: www.planningportal.gov.uk) or via a link on [our website](#) This provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the General Development Management Procedure Order requires **three additional copies plus the original** of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than four copies, in order to assist with consultations, but three copies is the statutory requirement for a valid application. Applicants should answer all questions.

(2) The location plan

All applications must include copies of a location plan based on an **up-to date base map**. (3 copies plus original) A list of companies offering this service can be found at planningportal.gov.uk

- This should be at a scale of 1:1250 or 1:2500. wherever possible the plan should be scaled to fit onto A4 or A3 size paper
 - Plans should where possible identify sufficient roads and or buildings on land adjoining the application site to ensure the exact location of the application site is clear.
 - The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas.
 - A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
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(3) Site and Block Plans

Copies of a site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show;

- The direction of North;
- The **proposed development** in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

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

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- 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; and boundary treatment including walls or fencing where this is proposed.

(Local Note: The position of all hedgerows are also important landscape features especially when vision splays for new developments often require extensive hedgerow removal)

(4) Ownership Certificates

Under section 65 (5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the General Development Management Procedure Order (GDMPO), the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. Ownership certificates must also be completed for applications for listed building consent, and conservation area consent for demolition.

These ownership certificates are part of the standard application form.

(5) Notice(s)

A [notice to owners](#) of the application site must be completed and served in accordance with Article 6 of the GDMPO. (Site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired).

(6) Agricultural Land Declaration

All agricultural tenants on a site must be notified prior to the submission of a planning application. This is required by Article 7 of the GDMPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, works to trees protected by preservation orders (TPO's), or express consent to display an advertisement.

(7) Design & Access Statement where required by GDPO

A design and access statement must be submitted for some types of planning application, and in some designated areas. The statutory requirements for design and access statements are set out in Article 4C of the GDMPO, as amended. A [Design & Access Statement](#) includes requirements for Outline applications and Crime Prevention.

(8) Fees:

Planning applications incur a fee. These are described in CLG circular 04/2008, Planning-Related Fees and on the [website - link](#). The Planning Portal includes a fee calculator for applicants. Each local planning authority is also able to advise applicants on specific cases.

- Online payments can be made when applying directly through the **planning portal**
 - Credit and Debit card payments can be accepted – an officer will contact you for payment if required when the application is submitted
 - Cheques should be made payable to Wycombe District Council.
 - We **do not** accept cash payments
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Plan Requirement;

The following information although not a statutory requirement under the GDMPO **may be required** to illustrate clearly what the development proposal comprises and add to the understanding of the proposal

(1) Existing and proposed elevations

These should be drawn to a scale of 1:50 or 1:100 and clearly show the proposed works, **(by using colour or hatching)** in relation to the existing. All sides of the proposal, including blank elevations must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

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.

(2) Existing and proposed floor plans

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown (preferably by a dotted line). 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).

(3) Existing and proposed site sections and finished floor and site levels

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.

Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements

(4) Roof Plans

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

The mandatory national & local checklist and guidance requirements for all applications are listed on the following pages.

Local List of additional information which may be required to be submitted to validate a Full or Outline Application

All plans must include the following information:

- Paper size – A4 and A3 are preferred, however larger plans are acceptable where this is inappropriate, but must be labeled with paper size.
- The scale of the drawing (e.g. 1/50, 1/100), these should be of metric scale.
- Indication of North (layout, location and block plan only).
- Have a title to identify the development and subject of drawing.
- A unique reference number which also indicates any revisions (e.g. 1234 Rev B).
- Annotation against the drawing to indicate all key external dimensions and a scale bar.
- All documents and plans must be clear and legible, and therefore capable of being scanned.
- A requirement if you are submitting documents in CD form or in electronic format- **all documents must be under 10 MB in size, correctly orientated and in either Adobe pdf format or Microsoft Word .doc format**

NOTE: In publishing application details on our web site we will use our best endeavours to conceal signatures, **personal** e-mail addresses and phone numbers to protect your privacy. Please help us in doing this by not putting **personal** details or signatures on plans and other supporting documents when they are not required.

DOCUMENT	REQUIRED	RECEIVED
Design & Access Statement (mandatory National requirement)	Yes	
Affordable Housing Statement		
Agricultural Statement		
Air Quality Assessment		
Bin & Cycle Storage (Secure)		
Building for Life Assessment		
Community Needs Assessment		
Conservation Area Statement		
Cross-section Plan of Roof Accommodation		
Daylight/Sunlight Assessment		
Ecological Survey		
Ecology: Wildlife Checklist		
Economic and Regeneration Assessment		
Environmental Statement (screening opinion to be requested from LPA)		
Evidence of Marketing Statement (Employment only)*		
Flood Risk Assessment		
Heritage Asset Statement (including archaeology, conservation area, listed buildings, local list buildings, scheduled ancient monuments, registered park and garden)		
Land Contamination Assessment		
Landscape & Visual Impact Assessment		
Landscaping Strategy/Landscape Plan		
Lighting Assessment		
Listed Building Assessment		
Measured Floor Plan Survey		
Noise Assessment		
Open Space Assessment		
Planning Obligation(s)/Draft Heads of Terms		

Planning Statement		
Sequential Test Flood Risk (PPS25)		
Site Survey Drawing		
Site Survey and Levels Drawing		
Site Waste Management Plan		
Statement of Community Involvement		
Street Scene Drawing		
Structural/Building Condition Survey		
Sustainability Appraisal (Building)		
Sustainable Urban Drainage System Statement (SUDS)		
Town Centre Uses (retail and leisure): Sequential Assessment (town centre uses outside existing centres and not in accordance with the development plan: PPS4)		
Town Centre Uses (retail and leisure): Impact Assessment (town centre uses outside existing centres and not in accordance with the development plan: PPS4)		
Transport Assessment		
Travel Plan		
Tree Survey/Arboricultural survey		
Utilities Statement		
Ventilation/Extraction statement		
Viability Assessment		

3. Explanation of Local List Requirements.

➤ Affordable Housing Statement

What is it?

Sets out information regarding:

- (a) The type, number and size and tenure of affordable housing units in the scheme (for Full applications identify the units and their parking provision on the layout drawing).
- (b) The name of the Registered Social Landlord who is contracted to the site (if any).
- (c) Whether any public sector funding has been applied for or agreed with relevant dates.

When is it required?

Whenever the proposal exceeds the thresholds for requiring affordable housing (see Core Strategy) and whenever affordable housing is proposed.

Useful information sources

Wycombe Development Framework Adopted Core Strategy
Wycombe District Local Plan (as saved and extended).
Developer Contributions Supplementary Planning Document and associated Guide.
Standard planning obligation template (available from WDC Legal Services)

Agricultural Statement

What is it?

Details of the extent of the agricultural holding and the nature of the agricultural activity being carried out. Includes a detailed agricultural justification for the development sought.

When is it required?

To support all planning applications involving an agricultural holding and agricultural

notification applications.

➤ **Air Quality Assessment**

What is it?

It indicates the change in existing air quality resulting from the proposed development and outlines appropriate mitigation measures.

When is it required?

When developments are:

- (a) Likely to cause a measurable deterioration in local air quality, or
- (b) When a development is located within an Air Quality Management Area and is likely to cause an increase in pollution.

Useful information sources

Wycombe District Council web site
Wycombe District Council Environmental Services Department.
Wycombe Development Framework Adopted Core Strategy
Wycombe District Local Plan (as saved and extended).

➤ **Bin and Cycle Storage (Secure)**

What is it?

Details of bin and cycle storage identified on the layout, floor plan and elevation drawings to demonstrate how refuse and recycling bins and pedal cycles will be stored.

When is it required?

For residential development comprising flats and details of bin storage are also needed where terraced housing is proposed.
For commercial development.

Useful information sources

Building Regulations
Wycombe Development Framework Adopted Core Strategy
Wycombe District Local Plan (as saved and extended).
Waste Management Requirement Advice Note (available on the Council's web site)

➤ **Building for Life Assessment**

What is it?

This was the national standard for well designed homes and neighbourhoods. It includes 20 criteria which are assessed to provide a score for the development. A Building for Life Assessment can usefully be carried out at the pre-application stage in order to seek to raise the quality of the proposal. The Council's urban designers are accredited building for life Assessors and the Council still sees value in this measure of building quality

When is it required?

For residential development when requested by planning officers in consultation with the applicant.

Useful information sources

<http://www.buildingforlife.org> (see also CABE and HBF web sites)
WDC Urban Design Officers

➤ **Community Needs Assessment - An assessment of existing community facilities in a locality.**

What is it?

The Community Needs Assessment should set out:

- (a) Details of the community use(s) that would potentially be lost by the proposed development
- (b) Statistical evidence for different community needs in the area surrounding the development
- (c) Through consultations with relevant groups, organisations and individuals, to provide evidence of the particular perceived community needs of the community
- (d) Any other evidence of community needs that exist in the local area which could be met on the site

The methodology for the assessment must be clearly set out to show how the assessment was conducted.

When is it required?

When a development will result in the loss of an existing community facility or is of a major scale that could give rise to the need for an on - site community facility.

Useful information sources

Developer Contributions SPD and associated guide.
Wycombe District Council Community Facilities SPD.
Wycombe Development Framework Adopted Core Strategy
Wycombe District Local Plan (as saved and extended).

Conservation Area Statement

What is it?

For applications that require conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications for new development within a conservation area, an assessment of the impact of the development on the character and appearance of the area. This may also be required for applications adjacent to a conservation area.

When is it required?

For development within or adjacent to a conservation area.

Useful information sources

WDC Conservation Officer.
Buckinghamshire County Archaeologist.

➤ **Cross-section Plan of Roof Accommodation**

What is it?

Plan(s) showing cross-section(s) through roof where accommodation is being provided within a roof void in proposals for new dwellings or extensions to existing dwellings.

When is it required?

For all proposals which create new accommodation within the roof void of dwellings located in the Green Belt.

Useful information sources

Wycombe District Local Plan (as saved and extended).
Green Belt Extensions Advice Note (WDC)

➤ Daylight/Sunlight Assessment

What is it?

An assessment of the effect of a development on the sunlight and daylight received by the proposed development and neighbouring property. This should include an assessment of whether the property is making full use of sunlight and shade for warming and cooling buildings.

When is it required?

Applications where there is a potential adverse impact upon current levels of sunlight/daylight enjoyed by adjoining properties and buildings or where there is concern that the development will not receive adequate sunlight/daylight.

Useful information sources

Building Research Establishments (BRE) Guidelines on Daylights Assessments. (For example - Site Layout Planning for Daylight and Sunlight: a Guide to Good Practice. BRE Report 209, Sep 2011)

➤ Ecological Survey

What is it?

A report summarising

- (a) An investigation into wildlife that is present, or has potential to be present, on site with emphasis on protected species and habitats;
- (b) An assessment of the impact of the proposed development upon wildlife;
- (c) Proposals for the mitigation of the impact of the development upon wildlife. This may include mitigation or compensation measures including the provision of new habitats.

'Protected Species' are animals that are protected by law. In Wycombe District these include: Badgers, Bats, Nesting Birds, Dormice, Great Crested Newts, Otters, Reptiles and Water Voles. 'Habitats' are areas that are inhabited by particular plants and where animals live.

In order to ensure a suitable standard of the biodiversity survey and report, surveys should be carried out in accordance with recognised survey guidelines/ methods and use of professionally accredited ecologists.

When is it required?

Where a proposed development may have possible impacts on wildlife and biodiversity. Almost all applications will require the Wildlife Checklist to be completed and submitted as part of the application. Completing the Wildlife Checklist will indicate whether you will need to submit an Ecology Survey as part of your application.

Please note that even small scale developments (e.g. a small extension to a house) may give rise to a need for an Ecology Survey. Please note also that seasonal restrictions to surveys apply.

To access the Wildlife Checklist and for further information please see the Council's website at www.wycombe.gov.uk.

Useful information sources

Additional information on this topic is included on our web site at www.wycombe.gov.uk. Further sources of information are:

The Bucks and Milton Keynes Environmental Records Centre for local habitat and species information:

(<http://www.buckinghamshirepartnership.gov.uk/partnership/BucksMKERC/bmerc.page>).

Natural England have issued standing advice for Protected Species that assists when submitting a planning application to identify protected or priority species, designated sites, priority habitats or other ecological features on or adjacent to the development site

<http://www.naturalengland.org/ourwork/planningtransportlocalgov/spatialplanning/standingadvice/default.aspx>

'Biodiversity in Planning in Buckinghamshire' available on the Bucks Milton Keynes Biodiversity Partnership website:

<http://www.buckinghamshirepartnership.co.uk/partnership/bmkbp/home.page>

The Institute for Ecology and Environmental Management (IEEM) for survey methodologies and accredited ecological consultants: <http://www.ieem.net/>

Professional Wildlife Organisations such as the Bat Conservation Trust (BCT), Badger Trust, British Trust for Ornithology (BTO), Local Wildlife Groups etc

Wycombe Development Framework Adopted Core Strategy

Wycombe District Local Plan (as saved and extended)

Wildlife advice note (WDC)

➤ Ecology: Wildlife Checklist

What is it?

It is a checklist to determine whether Wildlife has the potential to be present on site with an emphasis on protected species and habitats.

When is it required?

Almost all applications will require a Wildlife Checklist to be completed.

Useful Information Sources

The Wildlife Checklist is available on the Councils website www.wycombe.gov.uk.

Further sources of information are:

The Bucks and Milton Keynes Environmental Records Centre for local habitat and species information:

(<http://www.buckinghamshirepartnership.gov.uk/partnership/BucksMKERC/bmerc.page>).

Natural England for national and international designated sites and details on protected plants and animals:

(http://www.naturalengland.org.uk/regions/south_east/ourwork/standingadvice/protectedspecies/species.aspx

'Biodiversity in Planning in Buckinghamshire' available on the Bucks Milton Keynes Biodiversity Partnership website:

<http://www.buckinghamshirepartnership.co.uk/partnership/bmkbp/home.page>

➤ Economic and Regeneration Statement

What is it?

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; any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal should be included.

When is it required?

When the economic and regeneration effects of a development are a material consideration.

Useful information sources

Buckinghamshire Business first (see www.bbf.uk.com)
Local enterprise partnership (see bucks-lep.com)

➤ **Environmental Impact Assessment (screening opinion to be requested from Local Planning Authority)**

What is it?

An Environmental Impact Assessment (EIA) is an assessment of the Environmental effects of a development that is carried out in accordance with the EIA Regulations. The type of development that is likely to require an EIA is set out in the regulations. However all developments over a certain size require screening to determine whether an EIA is required and a screening opinion should be sought from the Local Planning Authority in certain cases. Where an EIA is required, a scoping opinion may be requested from the Local Planning Authority identifying the scope of the Environmental Impact Assessment.

When is it required?

An Environmental Statement is required for certain types of development (as prescribed by the regulations). A screening opinion should be requested by the Local Planning Authority when a development exceeds the prescribed thresholds but there is still some uncertainty whether an EIA is required. The regulations set out the information to be submitted to seek a screening opinion.

Useful information sources

Town and Country Planning (Environmental Impact Assessment) Regulations

➤ **Evidence of Marketing Statement (employment only)**

What is it?

A statement identifying how a site and/or premises have been marketed for employment use including details of:

- (a) The date of the commencement of the marketing exercise
- (b) The names and addresses of the agents marketing the premises
- (c) The publicity material produced to market the premises
- (d) The availability of the marketing material
- (e) The terms on which the premises has been marketed
- (f) Details of all of the inquiries received in response to the marketing exercise

When is it required?

In relation to sites or buildings in an existing employment use (B Class use) where the developer wants the Local Planning Authority to take into account the marketing situation for the site and/or where the Local Planning Authority has identified that marketing will be a material consideration for a development proposal.

➤ **Flood Risk Assessment**

What is it?

The Flood Risk Assessment (FRA) 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. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

When is it required?

A Flood Risk Assessment (FRA) will be required for development proposals of 1

hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.

Useful information sources

The Environment Agency.
PPS25: Development and Flood Risk Practice Guide.

Heritage Asset Statement (including archaeology, conservation area, listed buildings, local list buildings, scheduled ancient monuments, registered park and garden)

What is it?

The NPPF defines a Heritage Asset as:

“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).”

The NPPF defines a Designated Heritage Asset as:

“A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.”

When is it required?

The local planning authority requires an applicant to provide a description of the significance of the heritage assets affected and the contribution of their setting to that significance. The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset. As a minimum the relevant historic environment record should have been consulted and the heritage assets themselves should have been assessed using appropriate expertise where necessary given the application’s impact. Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.

This information together with an assessment of the impact of the proposal should be set out in the application (within the design and access statement when this is required) as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted.

The planning authority will not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.

Useful information sources

WDC Conservation Officer.
Buckinghamshire County Archaeologist.
Buckinghamshire Environmental Centre Records.

➤ Land Contamination Assessment

What is it?

An assessment of existing contamination at a site. A desk-based assessment or a site based assessment will be required.

When is it required?

The planning authority advocates a precautionary approach and requires that where contamination is either known or suspected the applicant should produce and submit a preliminary risk assessment to support the application. (The use of conditions to obtain these assessments is no longer considered appropriate).

Useful information sources

A technical advice note entitled "Guidance on the development of potentially contaminated sites" is available from Wycombe District Council, Environmental Services.

Environment Agency Website – www.environment-agency.gov.uk

➤ Landscape & Visual Impact Assessment (LVIA)

What is it?

An assessment of the landscape or visual impact of a development.

When is it required?

A Landscape & Visual Impact Assessment (LVIA) may be required as part of planning applications for sites that are considered particularly sensitive in landscape or visual terms. As a general rule LVIA's will be required for large-scale developments, many developments in or adjacent to the Area of Outstanding Natural Beauty (AONB) and developments visible from important public advantage points.

Useful information sources

Guidelines for Landscape and Visual Impact Assessment, Second Edition (2002) by the Landscape Institute and the Institute of Environmental Management & Assessment.

➤ Landscape Strategy / Landscape Plan

What is it?

A Landscape Plan provides 'hard' and 'soft' landscape details and sets out how the landscape proposals will be implemented.

Landscape Strategies set out the general principles that a Landscape Plan will subsequently follow. They demonstrate how landscape will be integrated into the design.

When is it required?

Landscaping is a reserved matter at the outline planning stage. If an outline planning application reserves the details of landscaping, a landscape strategy may be required to indicate the general intentions for landscaping the site. Full applications should be accompanied by a Landscape Plan giving details of intended hard and soft landscape treatment.

Useful information sources

WDC Planning Advice note 'Landscaping'.

➤ Lighting Assessment

What is it?

Details of the number, type, location and intensity and intended hours of use of any external lighting installation proposed together with an assessment of resulting light pollution. The details may include a layout plan with beam orientation.

When is it required?

For all commercial and residential development that includes external lighting close to publicly accessible areas, in the vicinity of existing residential property, a listed building or a conservation area or open countryside.

Useful information sources

Lighting in the Countryside: Towards Good Practice (1997).

www.communities.gov.uk/archived/publications/planningandbuilding/lighting

➤ Listed Building Statement

What is it?

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, 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 may be required. A structural survey may be required in support of an application for listed building consent.

When is it required?

For development involving a listed building

Useful information sources

WDC Conservation Officer.

➤ Measured Floor Plan Survey

What is it?

A detailed measured and dimensioned survey plan of all floors of a dwelling, externally measured, to provide sufficient information for the percentage increase in floor area to be calculated. Survey must clearly identify existing and proposed.

When is it required?

For all proposals to extend or replace dwellings in the Green Belt.

➤ Noise Assessment

What is it?

An assessment of the existing noise environment and/or the noise generated by the proposed development.

When is it required?

Where a development could give rise to disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise.

Useful information sources

WDC Environmental Services Department

➤ Open Space Assessment

What is it?

An assessment of how the open space needs of a development will be met or a justification for the loss of an open space.

When is it required?

Where development is of a scale that gives rise to the need for open space by future occupiers or results in the loss of open space.

Useful information sources

Wycombe District Local Plan.

Developer Contributions SPD and associated guide.

Wycombe Open Space Framework 2010

<http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-guidance/topic-based.aspx>

➤ Planning Obligation(s)/Draft Head(s) of Terms

What is it?

The intended draft heads of terms for a Section 106 Agreement relating to the development. Applicants should have regard to the Council's policy for Developer Contributions set out in the Developer Contributions SPD and its associated guide. An on - line calculator is available on the Council's web site.

When is it required?

Where a contribution or other matters are required to be secured via a legal agreement in accordance with planning policies.

Useful information sources

Wycombe Development Framework Adopted Core Strategy

Developer Contributions SPD and associated guide.

➤ Planning Statement

What is it?

A statement setting out the proposal and an assessment of the proposal in relation to the relevant planning policy framework.

When is it required?

For most major planning applications.

Useful information sources

Wycombe Development Framework Adopted Core Strategy

Wycombe District Local Plan (as saved and extended).

➤ Sequential Test Flood Risk (the NPPF and PPS25 Practice guide)

What is it?

A test that accords with the guidance set out in the NPPF and PPS25 Practice guide

When is it required?

Where development is located on land within Flood Zone 2 and Flood Zone 3 as designated by the Environment Agency.

Useful information sources

Environment Agency

➤ Site Survey Drawing

What is it?

The Governments National list for Full Applications includes at (6) “Existing and proposed site sections and finished floor and slab levels”. This requires amongst other things “full information...to demonstrate how the proposed buildings relate to existing site levels and neighbouring development.” We will require the following information:

- (a) Existing ground levels on site including the level of the road outside the site as they relate to the Ordnance Survey Newlyn levels.
- (b) The location and crown spreads of trees on the site.
- (c) The extent and height of hedges on the site.

When is it required?

For full, outline and reserved matters applications where ground levels and tree/hedges are a consideration. Useful on sites that are generally level.

➤ Site Survey and Levels Drawing

What is it?

The Governments National List for Full Applications includes at (6) “Existing and proposed site sections and finished floor and slab levels”. This requires amongst other things “full information...to demonstrate how the proposed buildings relate to existing site levels and neighbouring development.” We will require the following information:

- (a) Existing ground levels on site (spot heights) including a datum point that is located off site. Levels should relate to the Ordnance Survey Newlyn levels.
- (b) The level of the road outside the site. (Ordnance Survey Newlyn).
- (c) The proposed levels on site following completion of the development (for each existing height a proposed height should be identified).
- (d) The location and type of any retaining structures needed to support ground level changes.
- (e) The slab level and finished floor level for every building that is proposed.
- (f) The level of all floors and ceilings within the building identified on a cross section drawing of the building. Also indicate voids under the building and their proposed use (if any).
- (g) Cross sections within the site taken up to the site boundaries. The information supplied should clearly identify if land levels are being raised or lowered.
- (h) The location and crown spreads of trees on the site
- (i) The extent and height of hedges on the site
- (j) In the case of residential development, sections showing the level of the proposed garden(s) and retaining structures.

When is it required?

For full, outline and reserved matters applications where ground levels and tree/hedges are a consideration. Particularly useful where site levels are expected to be changed as a result of the development.

➤ Site Waste Management Plan

What is it?

The identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

When is it required?

Where development would give rise to significant demolitions arising or excavation.

Useful information sources

Site Waste Management Plans: guidance for construction contractors and clients.

➤ Statement of Community Involvement**What is it?**

This sets out the consultation processes that the applicant has undertaken prior to submitting the application. This might be with neighbours, the Town /Parish Council, consultees, etc as well as for the largest applications, public exhibitions/meetings.

The SCI needs to set out the responses received and how the application has been modified to deal with concerns expressed. Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

When is it required?

In accordance with the local planning authority's adopted Statement of Community Involvement.

Useful information sources

Statement of Community Involvement, Wycombe District Council

➤ Street Scene Drawing**What is it?**

The Government's national list for Full Applications includes at (6) "Existing and proposed site sections and finished floor and slab levels". This requires amongst other things "full information...to demonstrate how the proposed buildings relate to existing site levels and neighbouring development". We will require a street scene drawing that includes:

- (a) Proposed slab level(s), proposed roof ridge height(s) and proposed roof eaves height(s). Levels should relate to the Ordnance Survey Newlyn levels.
- (b) For existing neighbouring houses existing slab levels, existing roof ridge height and existing roof eaves height
- (c) For the road outside the site, existing level
- (d) Please specify how the details of the adjoining property(ies) has/have been obtained. (e.g. measured survey, from photographs, by eye) and state whether these details been obtained as a result of having gained access to the adjacent site?
- (e) Please clearly certify the accuracy of the representation of the adjoining property(ies).

When is it required?

For Full and Reserved Matters applications where levels and tree/hedges are a consideration. It may be required for outline applications in relation to scale.

➤ Structural/Building Condition Survey**What is it?**

A survey of the existing structure of a building and the proposals of the development for that structure.

When is it required?

A structural survey may be required in support of an application if the proposal

involves substantial demolition/renovation, for example, barn conversion applications.

➤ Sustainability Appraisal (Building)

What is it?

(a) A statement giving details of how at least 10% of the energy demand of the development will be met through the generation of renewable or low carbon sources of energy. The calculation methodology to be used is given in the Living Within Our Limits SPD.

(b) In respect of commercial buildings in excess of 1000 sq. m. statement a BRE quality assurance certificate stating the design has been assessed and registered as meeting a standard of BREEAM.

(c) In respect of residential development of 10 dwellings or more, a statement confirming that the dwellings will be constructed to meet Code Level 3 of the Code for Sustainable Homes (or Code Level 4 if they are to be developed after 2013).

The statement may also include details of how natural resources will be used efficiently including the location of the development, layout and design, travel management, the use of sustainable building materials and acknowledgement that there will be a site waste management and waste minimisation plan. In the case of commercial development, whether the proposal has been planned over the lifetime of the development to limit carbon dioxide emissions, and minimise vulnerability and provide resilience to, climate change (PPS4).

When will it be required?

When major development is proposed of a scale referred to above.

Useful sources of information

Living within our Limits: Reducing the Environmental Footprint of New Development in the Wycombe District: Supplementary Planning Document

Sustainable Urban Drainage Systems Statement (SUDS)

What is it?

A sustainable drainage statement can be included within a Flood Risk Assessment and covers a range of sustainable approaches to surface water drainage management including:

- (a) Source control measures including rainwater recycling and drainage
- (b) Infiltration devices to allow water to soak into the ground (individual or communal)
- (c) Filter strips and swales
- (d) Filter drains and porous pavements to allow rainwater to run-off to infiltrate into porous material below ground and provide storage if needed
- (e) Basins and ponds to hold excess water after rain and allow controlled discharge to avoid flooding.

When is it required?

When development is likely to give rise to a risk of flooding.

Useful information sources

PPS25: Development and Flood Risk Practice Guide

➤ **Town Centre Uses (retail and leisure): Sequential Assessment (town centre uses outside existing centres and not in accordance with the development plan NPPF and PPS4: Practice Guide)**

What is it?

A Sequential Assessment provides a thorough assessment of all in centre sites and any sequentially preferable sites where these are not in centre in terms of their availability, suitability and viability.

The assessment should demonstrate that flexibility has been shown in terms of:

- (a) scale - reducing the floorspace of the development;
- (b) format - more innovative site layouts and store configurations such as multi- storey developments with smaller footprints;
- (c) car parking provision - reduced or reconfigured car parking areas; and

When is it required?

A Sequential Assessment) is required for planning applications for main town centres uses that are not in an existing centre and are not in accordance with an up to date development plan. This requirement applies to extensions to retail or leisure uses only where the gross floor space of the proposed extension exceeds 200 square metres.

Useful information sources

PPS4 Planning for Sustainable Economic Growth: Practice Guide
Wycombe Development Framework Adopted Core Strategy
Wycombe District Local Plan (as saved and extended).

➤ **Town Centre Uses (retail office and leisure): Impact Assessment (town centre uses outside existing centres and not in accordance with the development plan: NPPF and PPS4: Practice Guide)**

What is it?

An assessment that assesses the impact of a proposal on existing centres in terms of:

- (a) the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- (b) the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made

When is it required?

This requirement applies to retail and leisure developments over 2,500 square metres gross floorspace not in an existing centre and not in accordance with an up – to - date development plan.

Useful information sources

PPS4 Planning for Sustainable Economic Growth – Practice Guide
Wycombe Development Framework Adopted Core Strategy
Wycombe District Local Plan (as saved and extended).

➤ **Transport Assessment**

What is it?

Describes and analyses the existing transport conditions, how the development would be affected by those conditions and any measures proposed to overcome any problems.

When is it required?

When the proposed development has significant transport implications.

Useful information sources

County Highways Authority, Buckinghamshire County Council

➤ Travel Plan**What is it?**

Sets out 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 impact.

When is it required?

Development that would give rise to significant travel demand.

Useful information sources

County Highways Authority, Buckinghamshire County Council

'Using the planning process to secure travel plans; best practice guide ODPM and Department for Transport website, 2002.

➤ Tree Details**What is it?**

Details should be presented which show the quality of trees on a site, how the trees and proposed development would impact upon each other and how retained trees would be protected. These details must be produced in accordance with British Standard BS5837:2012 (Trees in relation to design, demolition and construction – Recommendations). Details will include a Tree Survey (containing, a colour coded plan, tree reference numbers, species, height, stem diameter, branch spread, retention category, and more), may also include an Arboricultural Impact Assessment (details of the Root Protection Areas of trees and shade they would cast should be shown on an accompanying plan, new or replacement trees should also be considered and be linked with any Landscape Plan produced) a Tree Protection Plan and an Arboricultural Method Statement (which will demonstrate how trees are to be retained unharmed). These should be prepared by an Arboricultural expert.

When is it required?

A Tree Survey will be required on all sites where trees are present which may be affected by any aspect of the development proposals. An Arboricultural Impact Assessment will be required where the proximity of proposals are likely to have an impact. A Tree Protection Plan and Arboricultural Method Statement will be required if any development activity could affect retained trees. The Arboricultural Method Statement will need to be more detailed where special consideration needs to be given to proposals close to trees, in these instances it may be necessary to link the details with designs of structures produced by a Structural Engineer.

➤ Utilities Statement**What is it?**

Details of the existing utilities serving a site and how utilities will be provided within the site.

When is it required?

Usually for the largest major development sites but also on sites where there may be a conflict between services and existing site features or proposed landscaping. Applications submitted in areas where there is no mains sewerage network must include a statement to demonstrate that the proposed means of foul sewerage system

is appropriate.

Useful information sources

The utility companies.

The requirements for a sewerage assessment are set out in DETR Circular 03/99.

➤ **Ventilation/Extraction Details**

What is it?

Details of the position, design and noise attenuation details of ventilation and extraction equipment.

When is it required?

For any development likely to require ventilation or extraction (e.g. for hot food takeaways, restaurant uses and launderettes)

➤ **Viability Assessment**

What is it?

An 'open book' approach to setting out the financial balance sheet for a development proposal. The Council would usually appoint an appropriately qualified consultant to check all the relevant viability information. The applicant would reimburse the Council's costs for the consultant. The applicant's viability report (including commercially sensitive information, as appropriate) would be forwarded to the consultant rather than the planning authority. The planning authority would receive a report from the consultant commenting on the viability case – this would be a public document, and would not usually contain commercially sensitive information.

When is it required?

When viability matters are put forward as a material consideration in the determination of a planning application or where enabling development is sought for a proposal.