

# **South Holland District Council**

## **Local List**

### **A Guide to the Validation of Planning Applications**

**2019**



## Introduction

The Local List has been produced to clearly identify the information that the Council normally requires in order to validate and determine a planning application.

The purpose of the List is to provide greater certainty to applicants about the type and extent of information required as part of their application and to ensure that the process of validation and determining applications is more efficient by reducing the need to seek further information in most cases.

The List must be reviewed every two years and accord with [national planning guidance](#) which states that information requested must be:

- Reasonable having regard, in particular, to the nature and scale of the proposed development; and
- About a matter which it is reasonable to think will be a material consideration in the determination of the application.

This document consists of two sections:

- Section A, which relates to national mandatory requirements; and
- Section B, which relates to local requirements.

## **The Validation Process**

If you do not submit an application in accordance with the requirements of the checklist we are entitled to declare that there is something missing from the application and this will make it invalid. If this happens, we will set out our reasons for doing so and specify the information required in order to make the application valid. Wherever possible we will seek to do this via email and within 3 working days of receiving your application for minor and other applications and 5 working days for major developments. If you do not agree that a particular piece of information is required to accompany your application, please provide written justification with the application and this will be considered. The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Article 12) sets out the procedure if there is disagreement regarding the information required to make an application valid. If we do not hear from you within 21 days, or the requested information is not received, your submitted application and any associated documents will be returned to you.

If an apparently valid application is later found to be invalid because of a factual or legal inaccuracy or the planning fee is returned as unpaid, the original start date for processing the application will be disregarded. The time from application to decision will start again on the revised validation date.

The time period from application to decision begins the day after a valid planning application and the correct fee (where a fee is payable) has been received. If the application is submitted electronically it will be treated as having been delivered at 9am on the next working day following the date of its transmission. The day a valid application is received counts as day zero. Applications will be marked with the date of receipt from their valid date. We will send a letter to you confirming the validity of the application and the start date of the statutory period for determination.

## A. National Mandatory Requirements

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) sets out a number of mandatory requirements that apply to planning applications across England and Wales. Further information about these requirements is set out below.

### 1. The Application Form

All planning applications need to be made using the national standard application form. Applicants should ensure they select the correct forms for the type of application that is being made. If you are uncertain, please contact the Development Management team for confirmation (01775 764723 or [planningadvice@sholland.gov.uk](mailto:planningadvice@sholland.gov.uk)).

We recommend you submit your application electronically via the [Planning Portal](#) but applications will also be accepted by email ([planningadvice@sholland.gov.uk](mailto:planningadvice@sholland.gov.uk)). If, however, you would prefer to submit a paper copy, forms can be downloaded from the [Planning Portal](#).

### 2. The Correct Fee

The correct fee must accompany all applications (with the exception of those for works to a tree protected by a Tree Preservation Order and Listed Building Consent or unless an exemption applies) in order for them to be validated. An up-to-date schedule of fees can be viewed [here](#). Payment of application fees can also be made via the Planning Portal, by cheque or over the phone by credit or debit card (01775 764723).

### 3. Site Location Plan

All planning applications must be accompanied by a copy of a site location plan. This should:

- Be based on an up-to-date map;
- Be at a scale of 1:1250 or 1:2500;
- Show the direction of north;
- Show at least two named roads wherever possible;
- Show surrounding buildings which are named and numbered;
- Clearly identify the application site with a red edge. This should include all land necessary to carry out the proposed development – This means that the red line must link to a highway. It should also include any visibility splays, landscaping, car parking and open areas around buildings;
- Show any other land in the ownership of the applicant which is close to or adjoining the application site in blue; and
- Include a drawing number for identification purposes.

### 4. Site Layout Plan/Block Plan and Other Plans

A site layout plan is required for all applications. It should be drawn at a scale of 1:500 or 1:200 and accurately show:

- The direction of north;

- The proposed development in relation to the site boundaries and other existing buildings and features on the site, with written/annotated dimensions between new buildings and site boundaries;
- All the buildings, roads and footways 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.

Where elevation plans and/or floor plans are required, these should be drawn at a scale of 1:100 or 1:50. The specific requirements for these types of plans are set out in more detail in Table 1.

All plans should include a drawing number for identification purposes.

## 5. Ownership Certificate and Agricultural Holdings Certificate

All applications for planning permission, listed building and conservation area consent must be accompanied by a completed ownership certificate.

The following certificates must be completed depending on the circumstances:

- Certificate A – if the applicant owns the application site;
- Certificate B – if part of the site is owned by someone other than the applicant;
- Certificate C - if part of the site is owned by persons unknown;
- Certificate D - if the entire site is owned by persons unknown.

Notice must be served on any owners of the site (other than the applicant) in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO).

An 'owner' is considered to be anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

An Agricultural Holdings 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, tree preservation orders, or express consent to display an advertisement.

Please ensure that the date given at the Declaration section at the end of the application form does not pre-date the date of submission of the application.

## 6. Design and Access Statement

A Design and Access Statement is required for:

- All major applications (as defined in the DMPO) (whether outline or full);

- All development within a conservation area where the development is for one or more dwellings, or for a building where the new floor space is 100m<sup>2</sup> or more, or where any part of a dwellinghouse or its curtilage falls within a conservation area; and
- All applications for Listed Building Consent.

However, it is not required for applications for:

- Householder developments or minor applications for dwellings other than those within a conservation area;
- The removal or modification of conditions (material minor amendment applications under s73 of the Town and Country Planning Act 1990);
- Engineering or mining operations;
- Change of use of land and/or buildings;
- Advertisement consent,
- Works to trees,
- Storage of hazardous substances;
- Prior approvals;
- Non-material amendments and
- Reserved Matters.

A Design and Access Statement should take the form of a report and must:

- Explain the design principles and concepts that have been applied to the proposed development; and
- Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application. It should be noted that the level of detail required will not be determined at validation stage but there may be a request from the case officer (once allocated) for further information at a later date.

### **Outline Planning Applications**

An application for outline planning permission requires all of the information set out in the previous section, but the scope of the information that needs to be submitted is different to a full application. This means that certain details (called 'reserved matters') can be decided later. The matters that may be reserved are appearance, layout, scale, access and landscaping. Outline applications may reserve some or all of these matters for later consideration.

Where access is a reserved matter, outline applications must still provide indicative or illustrative details of the intended access arrangements. However, where appearance, landscaping, layout and scale are reserved, no further information needs to be submitted in respect of these matters.

### **Requirements for Additional Information**

If the local planning authority decides that it is unable to determine an outline application without details of any or other reserved matters, it shall notify the

applicant within one month from the receipt of the application that further details must be submitted. The further details required shall be specified.

## **B. Local Requirements**

In addition to the mandatory national requirements, planning applications must include information specified in the Council's Local List where it is relevant to the development proposed.

Table 1 below constitutes the Council's Local List for the purpose of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and captures the majority of types of documents and additional information that may be required to accompany a planning application. The information that needs to be submitted with an application will depend on the type of development, its scale and the nature of any constraints relating to its location. The list is not exhaustive and there may be occasions where further information is required. Pre-application advice should be sought if the applicant is unsure of what information is required for validation.

Applicants should note that the national and local requirements are used in conjunction to determine whether an application has sufficient information to enable the Council to proceed to the determination stage. If it is considered there is insufficient information then the Council will be unable to validate the application and further information will be requested.

An Information Checklist must be completed and submitted with all planning applications. This is to enable you to self-certify that your submission complies with the validation requirements set out in the List and to help the checking process once we receive your application.

### **General Advice and Guidance**

Where a technical report is required, this should be prepared by a suitably qualified competent person/organisation with acknowledged experience in undertaking this type of work. Surveys/assessments should be up-to-date and no more than 2 years old.

When completing the application form, please ensure that the information provided is correct. Where relevant, accurate information relating to floorspace and number/type of dwelling must be provided. For monitoring purposes, we ask that it is clearly indicated if custom or self build units are to be provided.

All submissions required by the Local List should be proportionate to the development and its impacts; a large scale development will have a greater impact than a smaller proposal therefore it is reasonable to expect a greater level of detail in the information submitted with the application.

Where reference is made to 'major development' in the Local List, this relates to the definition contained within the Town and Country Planning (Development Management Procedure)(England) Order 2015:-

*"major development" means development involving any one or more of the following—*

*(a) the provision of dwellinghouses where—*

- (i) the number of dwellinghouses to be provided is 10 or more; or*
- (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);*
- (b) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or*
- (c) development carried out on a site having an area of 1 hectare or more.*

## **Pre-application Discussions**

The Council encourages applicants to contact the Development Management team as early as possible and to engage in pre-application discussions. This can be beneficial in helping applicants to choose the correct type of application to make, to avoid unsuccessful applications, to improve the quality of their schemes and to ensure the correct plans and documents are submitted with their application. This can also save considerable time and avoid the need for repeat applications or appeals.

For some larger developments, applicants may also like to contact the Environment Agency or other statutory consultees who may have their own policies and procedures on giving pre-application advice. The Environment Agency can provide local flood risk data to assist with the preparation of Flood Risk Assessments (FRAs) and offers a pre-application FRA advice and review service.

When pre-application advice is sought and given, the applicant will be expected to show how regard has been made to that advice in the formal application.

**Table 1 – Local List**

Requirement	Type of application	What is required
<b>Plans</b>		
<b>Existing and proposed elevations</b>	Required for all applications where: <ul style="list-style-type: none"> <li>- New elevations are proposed; and/or</li> <li>- Existing elevations are altered.</li> </ul>	These should: <ol style="list-style-type: none"> <li>a. Be drawn to a recognised metric scale, preferably 1:50 or 1:100;</li> <li>b. Include written/annotated external dimensions of new buildings/extensions</li> <li>c. Explain the proposal in detail;</li> <li>d. Show details of the existing building and those for the proposed development;</li> <li>e. Show all sides of the property (including any blank elevations) and indicate where possible the building materials and the style, materials and finish of windows and doors;</li> <li>f. Correspond exactly with the plan drawings; and</li> <li>g. Clearly show the relationship with any adjoining buildings or buildings in close proximity and provide details of the positions of any window or door openings on each building.</li> </ol>
<b>Existing and proposed floor plans</b>	Required for all applications where: <ul style="list-style-type: none"> <li>- New floor space is proposed; and/or</li> <li>- A change in the use of the floor space is proposed.</li> </ul>	These should: <ol style="list-style-type: none"> <li>a. Be drawn to a recognised metric scale, preferably 1:50 or 1:100;</li> <li>b. Include written/annotated external dimensions of new buildings/extensions;</li> <li>c. Explain the proposal in detail;</li> <li>d. Clearly show any existing walls or buildings to be demolished; and</li> <li>e. Show the development in context with any adjacent buildings (including property numbers where applicable).</li> </ol>
<b>Existing and proposed site sections and finished floor and site levels</b>	Required for all full and reserved matters applications: <ul style="list-style-type: none"> <li>- Where a change in ground levels is proposed; and/or</li> <li>- On sloping sites.</li> </ul>	Where a change in ground levels is proposed, drawings should be submitted to show both existing and finished site and floor levels.  On sloping sites, information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed land and buildings.  These should: <ol style="list-style-type: none"> <li>a. Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;</li> <li>b. Show a cross section through the proposed building(s);</li> <li>c. Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development;</li> <li>d. Ensure that levels relate to a fixed datum point off site;</li> <li>e. Provide a full Topographical Survey for major proposals; and</li> <li>f. Include a section of existing/proposed access onto the local road network where applicable.</li> </ol>
<b>Roof plans</b>	Required for all applications where new roof details are proposed.	These should: <ol style="list-style-type: none"> <li>a. Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; and</li> <li>b. Include details of roofing materials, vents etc.</li> </ol>

Requirement	Type of application	What is required
<b>Statements, Assessments and Surveys</b>		
<b>Affordable Housing Statement</b>	Required for all major residential developments.	<p>Policy 18 of the South East Lincolnshire Local Plan (March 2019) requires 25% of the total number of units on a development (which meets the threshold for affordable housing) to be affordable. If less than this is proposed, the Council will expect to see viability evidence which supports this (please see Financial Viability Assessment section for further information).</p> <p>The Affordable Housing Statement should clearly indicate:</p> <ol style="list-style-type: none"> <li>What type of units will be affordable (e.g. houses, apartments), including the number of bedrooms and floor space;</li> <li>What tenure of affordable housing is being proposed (a split of 70% rent and 30% affordable home ownership is preferred);</li> <li>How the affordable units will be distributed across the site (plot numbers should be identified if it is a full or reserved matters application); and</li> <li>If a Registered Provider has been confirmed.</li> </ol> <p>N.B. All affordable housing will be secured by way of a s.106 planning obligation and early engagement with this process is encouraged to ensure timely determination of the application.</p>
<b>Agricultural Workers Statement</b>	Required for applications for: <ul style="list-style-type: none"> <li>- New agricultural workers dwellings; and</li> <li>- The removal of an agricultural habitation clause.</li> </ul>	<p>For new agricultural workers dwellings, a statement should include:</p> <ol style="list-style-type: none"> <li>Details of the agricultural enterprise, including information about how long the enterprise has been established, its financial accounts for the enterprise over the preceding three year period and its sustainability, the scale of activities, numbers and types of crops and livestock, breeding activities etc.;</li> <li>Precise details of how the proposed dwelling is to be used and why it is needed; and</li> <li>Justification of the size, design and siting of the proposed dwelling within the site.</li> </ol> <p>For the removal of an agricultural habitation clause, a statement should include:</p> <ol style="list-style-type: none"> <li>Details of all employment on the agricultural unit (if any); and</li> <li>Details of a comprehensive property marketing exercise at a price which adequately reflects the existence of the agricultural occupancy condition (normally over 12 months but could be longer depending on circumstances).</li> </ol>
<b>Air Quality Assessment</b>	Required for applications that falls within the classification of minor, medium or major (where relevant) in Table 2 of the draft East Midlands Air Quality Network- Air Quality and Emissions Mitigation – Guidance for Developers, June 2017: <a href="http://www.southeastlincslocalplan.org/wp-content/uploads/2017/11/ED054-Draft-East-Midlands-Air-Quality-Network-PLANNING-GUIDANCE-v3.pdf">http://www.southeastlincslocalplan.org/wp-content/uploads/2017/11/ED054-Draft-East-Midlands-Air-Quality-Network-PLANNING-GUIDANCE-v3.pdf</a>	<p>The purpose of an air quality assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development.</p> <p>The applicant should refer to the draft East Midlands Air Quality Network- Air Quality and Emissions Mitigation – Guidance for Developers, June 2017 and subsequent updates via the following link: <a href="http://www.southeastlincslocalplan.org/wp-content/uploads/2017/11/ED054-Draft-East-Midlands-Air-Quality-Network-PLANNING-GUIDANCE-v3.pdf">http://www.southeastlincslocalplan.org/wp-content/uploads/2017/11/ED054-Draft-East-Midlands-Air-Quality-Network-PLANNING-GUIDANCE-v3.pdf</a></p> <p>This document details a staged approach to the air quality assessment process:</p> <ol style="list-style-type: none"> <li>Using the 'Screening checklist' to determine whether the proposal qualifies as a 'minor', 'medium' or 'major development';</li> <li>Determining whether the development requires an air quality assessment or emissions</li> </ol>

Requirement	Type of application	What is required
		<p>assessment using the 'Air quality and emission mitigation assessment checklist';</p> <p>3. Determining whether additional assessment is required to assess the impact on public health and/or the local environment as well as the significance of a development on local air quality; and</p> <p>4. Determining whether an application should be refused on air quality grounds or what mitigation measures are required to make the development acceptable on air quality grounds.</p> <p>The approach in this document is to seek to minimise or offset road transport emissions wherever practicable, by securing reasonable emission mitigation while also seeking to counter the cumulative impacts arising from all developments and maximise potential benefits to health and the environment.</p> <p>The assessment is undertaken to inform the decision making with regard to the development.</p> <p>Advice should be sought from the Council's Environmental Protection Team.</p>
<b>Archaeology Assessment</b>	<p>The Council will consult with archaeological advisors at Lincolnshire County Council on certain applications where the operational development is deemed close to designated heritage assets such as Scheduled Ancient Monuments or areas of known archaeological significance identified in the Lincolnshire Historic Environment Record.</p>	<p>As a minimum, an Archaeological Assessment must include a description of archaeological potential based on evidence obtained from the Lincolnshire Historic Environment Record, using appropriate expertise where necessary.</p> <p>In addition, the following may be required as part of the Archaeological Assessment:</p> <ol style="list-style-type: none"> <li>a. Statement of the archaeological, architectural, historical significance of the building, site and setting, including any pre-application research and evaluation;</li> <li>b. Schedule of works affecting the building, site and setting;</li> <li>c. Assessment of the impact of the proposals on the special interest and character of the building, its site and setting and any adjacent heritage assets affected.</li> </ol>
<b>Contaminated Land Assessment</b>	<p>Required when the land is known or suspected of contamination or if the site is adjacent to land which is or is suspected of being contaminated. Contamination may be suspected where the land, or that adjacent, has had a potentially polluting past use, or where backfilled land is present in the surrounding area. This can range from petrol filling stations &amp; gas works through to barn conversions &amp; builders yards. The requirement applies to all brownfield sites and can also include agricultural land.</p> <p>A contaminated land assessment should be undertaken as standard for major developments.</p> <p>For extensions, if remediation was undertaken or protective measures installed as part of the original build, then the same level of protection must be afforded to the extension.</p>	<p>Land affected by contamination may pose an unacceptable risk to human health, groundwater, surface water, the wider environment and economic activities.</p> <p>A contaminated land assessment should include the necessary information to meet the criteria outlined in Planning Practice Guidance 'Land affected by contamination' published at GOV.UK and as set out in the National Planning Policy Framework (July 2018) paragraphs 178 and 179.</p> <p>As a minimum, a Phase I desk study and walkover should be collated to form a conceptual site model and in the majority of cases, a phase II intrusive site investigation and chemical analysis will be required. Any remediation should be detailed in a remediation method statement, which must clearly set out the verification required.</p> <p>The information should be prepared by a competent person and ensure that after remediation, as a minimum, the site should not be capable of being determined contaminated land under Part IIA of the Environmental Protection Act 1990.</p> <p>Further guidance can be found in the Yorkshire &amp; Lincolnshire Pollution Group (YALPAG) document 'Development on Land Affected by Contamination'. Consideration could be given to</p>

Requirement	Type of application	What is required
		<p>using the National Quality Mark Scheme for Land Contamination Management which involves the use of competent persons to ensure that land contamination risks are appropriately managed.</p> <p>For very small developments and barn conversions, the YALPAG 'Screening Assessment Form' may be sufficient, but applicants are advised this will not always be the case. For extensions, the applicant is advised to check the original planning file for details of remedial measures, and to submit plans that are in accordance with those measures already installed.</p> <p>Advice should be sought from the Council's Environmental Protection Team.</p>
<p><b>Daylight/Sunlight Assessment</b></p>	<p>Required where there is the potential for significant loss of sunlight/daylight enjoyed by adjoining properties or building(s), including habitable rooms and associated gardens/amenity space.</p> <p>Please note that the requirement will normally only apply when buildings (or extensions in certain circumstances) are proposed in close proximity to each other or where tall buildings are proposed.</p>	<p>The assessment should cover the impact of proposals on adjoining properties or buildings in respect of potential loss of daylight and sunlight.</p> <p>It should be demonstrated that the proposal complies with BS EN 17037:2018 Daylight in buildings.</p>
<p><b>Ecological Assessment</b></p>	<p>Required for all developments which may, directly or indirectly affect:</p> <ul style="list-style-type: none"> <li>- International Sites (SAC/SPA/ Ramsar);</li> <li>- Sites of Special Scientific Interest (SSSI);</li> <li>- National Nature Reserves (NNR);</li> <li>- Sites of Nature Conservation Interest (SNCI);</li> <li>- Regionally Important Geological Sites (RIGS);</li> <li>- Local Nature Reserves (LNR);</li> <li>- Local Wildlife Sites (LWS); and/or</li> <li>- Priority Habitats (i.e. Those listed under Section 41 of the Natural Environment and Rural Communities Act 2006</li> </ul> <p>Development that could affect protected species or priority habitats, includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>- Applications for the conversion of redundant rural buildings;</li> <li>- Applications involving demolition works to an existing building;</li> <li>- Changes of use or alterations that affect roof spaces;</li> <li>- Proposals involving lighting of listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water;</li> <li>- Development within the curtilage of a church;</li> <li>- Proposals affecting woodland or field hedgerows and/or lines of trees with obvious connectivity to woodland or</li> </ul>	<p>Any survey should:</p> <ul style="list-style-type: none"> <li>• Be based on up-to-date information and no more than three years old (as stated in the BS 42020:2013 Biodiversity. Code of practice for planning and development)</li> <li>• Accurately identify and record the presence of habitats or biodiversity features and the presence of plants, invertebrates, amphibians, reptiles, birds or mammals (including bats). A Local Environmental Records Centre search should be undertaken;</li> <li>• Assess the impact of the proposed development on any species or habitats identified and demonstrate that any significant impacts (direct or indirect) can be avoided, adequately mitigated, or, as a last resort, compensated for;</li> <li>• Make recommendations for biodiversity net gain.</li> </ul> <p>Depending on the results of the initial survey, further surveys may be required and where protected or priority species are known or have a reasonable likelihood of occurring, a detailed Protected Species Survey must be carried out by a suitably qualified person.</p> <p>All reports must comply with BS42020: 2013 Biodiversity (Code of practice for planning and development).</p>

Requirement	Type of application	What is required
	<p>water bodies;</p> <ul style="list-style-type: none"> <li>- Proposed tree work (felling or lopping) and/or development affecting: old and veteran trees that are older than 100 years; trees with obvious holes, cracks, cavities; trees with girth greater than 1m at chest height;</li> <li>- Major proposals within 500m of a pond or lake or minor proposals within 100m of a pond or lake;</li> <li>- Proposals affecting or within 20m of rivers, streams or other aquatic habitats;</li> <li>- Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.</li> </ul> <p>Where a proposed development is likely to affect species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2017, the Protection of Badgers Act 1992, and / or species of principal importance listed under Section 41 of the Natural Environment and Rural Communities Act 2006 the applicant should submit an up-to-date Protected Species Survey and assessment.</p> <p>Where a proposed development is likely to affect designated sites and priority habitats, the applicant must submit an Ecology Survey and Assessment.</p>	
<b>Economic Statement</b>	<p>Required for applications for:</p> <ul style="list-style-type: none"> <li>a. New major development falling within Use Classes B1, B2 or B8; and</li> <li>b. Where it is proposed to develop existing employment land/buildings within Use Classes B1, B2 or B8 for an alternative use outside these use classes.</li> </ul>	<p>a. New major development falling within Use Classes B1, B2 or B8</p> <p>These applications should be accompanied by a supporting statement outlining any regeneration benefits that may be derived from the proposed development; 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 and wellbeing strategies that might lie behind or be supported by the proposal either on site or in the wider community.</p> <p>Applications may also need to demonstrate the means by which the proposed development addresses, minimises and mitigates the effects of climate change by, amongst others, high quality design, water and energy efficiency including the use of renewable energy, and protection of the natural environment.</p> <p>b. Applications to develop existing employment land/buildings within Use Classes B1, B2 or B8 for an alternative use outside these use classes.</p> <p>These applications should be accompanied by a supporting statement covering:</p> <ul style="list-style-type: none"> <li>• Details of existing floorspace to be lost for each use;</li> <li>• Any marketing evidence which demonstrates there is a lack of demand for the land/building in its current use class; and</li> </ul>

Requirement	Type of application	What is required
		<ul style="list-style-type: none"> <li>An explanation of why an alternative mix of uses offers greater potential benefits to the community, why the site is not required to meet economic development or local employment needs and, if relevant, why the site is no longer capable of offering accommodation for employment uses.</li> </ul>
<b>Environmental Impact Assessment</b>	<p>Required for developments that are listed under Schedule 1 and Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.</p> <p>Where it is uncertain whether an Environmental Impact Assessment (EIA) is required, an outline of the proposal should be submitted to the Council in sufficient detail for an officer to determine whether an EIA is required.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required.</p> <p>The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. e.g. air quality assessment.</p> <p>Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations.</p> <p>Applicants are advised to discuss the scope of the information to be gathered with the LPA in order to ensure that all issues are appropriately addressed. Formal scoping opinions can be requested at any stage but is advisable at the pre-application stage.</p>
<b>Financial Viability Assessment</b>	<p>Required for all applications that do not offer the full range of planning obligations required by policy.</p>	<p>Sufficient financial information will need to be provided to enable a full assessment to be made. This should be supported by a statement justifying why the full range of planning obligations are unable to be provided.</p> <p>Any assessment should include the following:</p> <ul style="list-style-type: none"> <li>Assumed sales values</li> <li>Land value</li> <li>Acquisition fees including stamp duty and legal fees</li> <li>Build costs</li> <li>Contingency</li> <li>Abnormal costs</li> <li>Other s.106 contributions</li> <li>Professional fees</li> <li>Sales fees</li> <li>Finance rates</li> <li>Profit</li> </ul> <p>The Council will seek an independent appraisal of the viability evidence and the applicant is required to pay the Council's costs.</p>
<b>Flood Risk Assessment</b>	<p>Required for most developments within one of the flood zones.</p> <p>This includes for developments:</p> <ol style="list-style-type: none"> <li>In flood zone 2 or 3 (including minor development and change of use); or</li> <li>Of 1 hectare (ha) or more in flood zone 1.</li> </ol>	<p>The Flood Risk Assessment (FRA) should identify and assess the risks of all forms of flooding (which may include tidal, fluvial, ground water, drainage systems, reservoirs, canals or ordinary watercourse) 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. Further information is available within the South East Lincolnshire Strategic Flood Risk Assessment (SFRA) and associated flood risk standing advice (link below) which should be consulted when undertaking an FRA. The FRA should</p>

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	<p>A flood risk assessment will also be required on sites of less than 1 ha (including a change of use in development type to a more vulnerable class (for example from commercial to residential)), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs); or where the Environment Agency has indicated that there are critical drainage problems.</p>	<p>investigate the ability of the scheme to include Sustainable Urban Drainage Systems (SuDS) as part of the surface water drainage strategy identified; and address the requirement for safe access to and from the development in areas at risk of flooding. The requirements of a site-specific Sustainable Drainage Strategy should be agreed with Lincolnshire County Council Highways at pre-application stage.</p> <p>Evidence should be submitted to demonstrate, that where required, the Sequential and Exception Test of the NPPG have been met.</p> <p>SFRA: <a href="https://www.sholland.gov.uk/article/5307/Planning-Policy">https://www.sholland.gov.uk/article/5307/Planning-Policy</a></p>
<p><b>Foul Drainage Assessment</b></p>	<p>Required for developments that would result in the disposal of trade waste and/or foul sewage effluent.</p>	<p>When connection is proposed to the public sewer system, details of the existing system should be shown on the application drawing(s).</p> <p>For proposals that <b>will not</b> be connected to the public sewer system, a Foul Drainage Assessment form (FDA1) should be completed providing details of:</p> <ol style="list-style-type: none"> <li>Evidence/reasons why connection to the public sewer system is not possible;</li> <li>Details of method of storage, treatment and disposal, including capacity and suitable location within the site; and</li> <li>In the case of proposed septic tanks and cesspools, why a package sewerage treatment plant is not being proposed.</li> </ol> <p>FDA1 form: <a href="https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1">https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</a></p> <p>Further guidance is available and advisable from the following:          Anglian Water: <a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>          Environment Agency: <a href="http://www.gov.uk/government/organisations/environment-agency">www.gov.uk/government/organisations/environment-agency</a></p>
<p><b>Habitats Regulations Assessment (Project-Level)</b></p>	<p>Required for all housing development within the following Sustainable Urban Extensions:</p> <ul style="list-style-type: none"> <li>Spalding (sites Pin024 and Pin045 as indicated on Inset Map 2 of the South East Lincolnshire Local Plan, March 2019); and</li> <li>Holbeach West (site Hob048 as indicated on Inset Map 5 of the South East Lincolnshire Local Plan, March 2019).</li> </ul> <p>Furthermore, all major housing proposals within 10km of The Wash and the North Norfolk Coast European Marine Site should be the subject of a project-level Habitats Regulations Assessment (HRA).</p>	<p>At project level, the HRA should identify locations where there are sensitive features, such as bird roost sites and key feeding areas, and ensure there are no risks from increased access and disturbance. This should include all access points and footpaths leading from the access points, current measures to manage access and sensitive features. Avoidance and mitigation measures should be designed in response to the project level HRA.</p>
<p><b>Heritage Statement</b></p>	<p>Required for all applications:</p> <ol style="list-style-type: none"> <li>For Listed Building Consent;</li> <li>In Conservation Areas (excluding changes of use where there is no operational development); and/or</li> <li>That have a material impact on the setting of a listed</li> </ol>	<p>The degree of detail provided in the Assessment should be proportionate to the importance of the heritage asset(s) that may be affected and the works proposed. For example, works to listed buildings or demolition of a building/structure in a conservation area will require greater detail than for example, the replacement of a boundary wall in a conservation area. Paragraph 187 of the NPPF states that as a minimum, the relevant historic environment record, held by</p>

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	<p>building, a locally listed building or other designated or non-designated heritage asset (such as a Registered Park and Garden or Scheduled Ancient Monument).</p>	<p>Lincolnshire County Council, should have been consulted and the heritage assets assessed using appropriate expertise where necessary.</p> <p>A Heritage Statement should include:</p> <ol style="list-style-type: none"> <li>a. An assessment of significance of the heritage asset including any contribution made to its setting. The assessment should identify and describe all the heritage assets that may be affected by the proposed development and assess their heritage significance, and in particular, assess the significance of those parts of the building/site affected by the proposed works. The description of the asset(s) should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the potential impact of the proposals on the significance. Well captioned photographs and other illustrations are very useful as a substitute for text and can help to keep a statement concise and to the point.</li> <li>b. A clear description of the proposed development. In particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting. Where appropriate, this could include a schedule, method statement and/or specification of works.</li> <li>c. An objective evaluation of the impacts of the proposals on the significance of the heritage asset and/or its setting</li> <li>d. Justification for the proposed works and any mitigation measures. Explain why the proposed works are desirable or necessary and what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset. If the works include any elements which result in harm to heritage, the assessment provides an opportunity to explain what issues you consider weigh in favour of the proposal(s).</li> <li>e. Photographs comprising: a general image showing the building in context (incl. neighbours, streetscene or landscape); single image of each elevation where practical; detailed images of items/areas to be altered/removed/demolished. (This is especially relevant to window replacement applications).</li> <li>f. Details should be provided of any changes to the internal layout. e.g. new doors or staircases. Drawings of new doors or windows will need to be provided at a scale of not less than 1:20</li> </ol> <p>Listed Building Works will require a written justification to demonstrate that there will be no unacceptable adverse impacts and why the works are necessary/desirable for the preservation of the building.</p>
<p><b>Landscape and Visual Impact Assessment</b></p>	<p>Required for EIA development and/or proposed developments that are likely to have a significant impact on the surrounding landscape or visual amenity. For example, applications for large scale development in the countryside, wind turbines and solar farms.</p>	<p>A Landscape and Visual Impact Assessment (LVIA) should include:</p> <ul style="list-style-type: none"> <li>• Baseline description of the site and landscape context - This should include a description of the landscape character of the application site and its surroundings, including the landform, drainage, vegetation, land use, landscape condition, aesthetic and perceptual factors that contribute to landscape character. The landscape baseline should be evaluated in relation to its sensitivity and importance. The sensitivity evaluation of each landscape element should reflect its quality value, contribution to landscape character and the degree to which the particular element or characteristic can be replaced or substituted;</li> <li>• Visual assessment - There should be a description of views from key receptors including</li> </ul>

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		<p>residential properties, public rights of way, public amenity space and roads;</p> <ul style="list-style-type: none"> <li>• Predictions of landscape and visual effects - There should be an assessment of the scale, or magnitude of change to the landscape and visual elements as a deviation from the baseline conditions for each phase of the proposal. Consideration should be given to visitor and resident populations, and seasonal variations;</li> <li>• Significance of effects - This should clearly describe the judgements which underpin the attribution of significance. The assessment of significance should consider the impact's deviation from the established landscape baseline condition, the sensitivity of the landscape and receptors and the extent to which the impact will be mitigated or is reversible;</li> <li>• Measures that would avoid or minimise adverse effects - There should be an indication given of the effectiveness of the stated measures and a clear indication of how the mitigation measures will be implemented;</li> <li>• Where significant adverse effects are unavoidable, consideration of alternatives and why rejected.</li> </ul>
<b>Landscaping Proposals</b>	<p>Details of landscaping proposals are normally required to be submitted (by planning condition) after permission has been granted. However, in some cases, it is helpful if information about landscaping and planting proposals is provided with an application. This will most often be the case where:</p> <ul style="list-style-type: none"> <li>- Large scale development is proposed;</li> <li>- Development is proposed in prominent locations in the open countryside; or</li> <li>- Development is proposed that will form a new edge to a settlement.</li> </ul>	<p>Details of landscaping proposals including:</p> <ol style="list-style-type: none"> <li>a. A detailed plan of all hard and soft landscaping;</li> <li>b. Plant species, planting heights, planting densities, seeding mixes;</li> <li>c. Details of how any existing planting will be protected (where relevant);</li> <li>d. Implementation programme outlining the time and stage of the development when planting/landscaping will be carried out; and</li> <li>e. Management plan for landscaped areas and the period of aftercare, including arrangements for replacement of plant failures.</li> </ol>
<b>Lighting Assessment</b>	<p>Required for applications involving external lighting (such as floodlighting) near sensitive areas such as residential properties, a listed building or a conservation area, protected wildlife or open countryside.</p>	<p>A lighting assessment should include:</p> <ol style="list-style-type: none"> <li>a. Details of the positioning, heights, beam orientation, intensity (measured in lux) and the design of the lights;</li> <li>b. The proposed hours the lighting would be switched on; and</li> <li>c. An explanation of how the lighting scheme has been designed to avoid light spillage, glare and nuisance into or onto surrounding properties or sensitive areas.</li> </ol>
<b>Noise Impact Assessment</b>	<p>Required for applications for:</p> <ol style="list-style-type: none"> <li>a. A new noise sensitive use (e.g. residential) near to an existing noise generating use (e.g. industrial and commercial uses, a waste site, a mineral site, a road, railway or aerodrome.);</li> <li>b. A new noise generating use (as described above) near to a noise sensitive use; or</li> <li>c. An alteration to an existing industrial or commercial site (alteration can take many forms including introduction of a new noise source such as fixed plant, a change to the layout or a change to working hours).</li> </ol>	<p>The impact of the sound levels needs to be considered on both the internal and external spaces.</p> <p>An assessment should normally be carried out by a qualified acoustician who is registered with the Institute of Acoustics (IOA) and/or the Association of Noise Consultants (ANC).</p> <p>The following matters should be detailed within a Noise Assessment:</p> <ol style="list-style-type: none"> <li>a. The existing (baseline) noise environment;</li> <li>b. Information about noise-sensitive receptors;</li> <li>c. Information about the proposed (or existing) source;</li> <li>d. The likely noise impacts upon the sensitive receptor;</li> <li>e. Proposed mitigation measures;</li> <li>f. Residual noise impacts following mitigation.</li> </ol>

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		<p>As well as providing numerical information about the source and the context, appropriate descriptions of both should be provided. For example a description of the noise from a source should include: the distance of the noise source from the receptor, the time of day the noise occurs, the duration and number of noise incidents, the frequency content of the noise and whether it has any tonal or impulsive characteristics. Noise survey and assessment methodologies should be clearly set out and accord with relevant British Standards.</p> <p>Further guidance may be obtained from the following sources:</p> <ul style="list-style-type: none"> <li>- National Planning Policy Framework</li> <li>- Planning Practice Guidance: Noise.</li> <li>- BS 4142:2014 Methods for rating and assessing industrial and commercial sound.</li> <li>- BS8233:2014 Guidance on sound insulation and noise reduction for buildings</li> <li>- ProPG: Planning &amp; Noise</li> </ul>
<b>Open Space, Sport and Recreation Assessment</b>	Required for all applications that involve the redevelopment or change of use of open space, sporting facilities (including playing fields), recreational facilities and/or green infrastructure.	<p>Where a proposed development would involve the loss of open space, sporting facilities, recreational facilities and/or green infrastructure, the assessment should show that:</p> <ul style="list-style-type: none"> <li>• The facility is EITHER surplus to requirements, not economically viable or unfit for purpose AND in the case of recreational open space, does not make an important contribution in amenity, visual or nature conservation terms; OR</li> <li>• The loss resulting from the proposed redevelopment or change of use will be replaced by equivalent or better provision (in terms of quantity and quality) in a suitable nearby location; OR</li> <li>• In the case of sports facilities or recreational open space, the redevelopment or change of use is for alternative sports or recreational provision, the need for which clearly outweighs the loss.</li> </ul> <p>For applications affecting playing fields, please refer to Sport England's Checklist of Recommended Information Requirements:  <a href="https://www.sportengland.org/media/10204/information-requirements-checklist.docx">https://www.sportengland.org/media/10204/information-requirements-checklist.docx</a></p>
<b>Parking Arrangements</b>	Required for all applications that generate a need for parking provision or will result in the loss of existing parking provision.	Details of existing and proposed vehicle and cycle parking arrangements. To include information on number and type of spaces to be provided.
<b>Planning Obligations/Draft Heads of Terms</b>	Required for all major developments.	<p>A draft Section 106 Agreement based on the Local Planning Authority's standard template. Please contact the Authority for a copy of the relevant template.</p> <p>An undertaking should also be provided that the Local Planning Authority's legal fees in dealing with the matter will be met by the applicant.</p>
<b>Sequential Test and Retail Impact Assessment</b>	<p>A Sequential Test is required for all applications for main town centre uses (as defined in the National Planning Policy Framework, 2019) which are either outside town centres or are not in accordance with an up-to-date plan.</p> <p>A Retail Impact Assessment is required where the floorspace</p>	<p>Retail Impact Assessments should include an assessment of:</p> <ol style="list-style-type: none"> <li>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</li> <li>b. The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).</li> </ol>

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	that would be created exceeds the local threshold. The local threshold (as set out in the South East Lincolnshire Local Plan, 2019) is over 250m <sup>2</sup> of floorspace (gross figure) where the proposal is not in Spalding or the District and Local Centres as defined in Policy 24: The Retail Hierarchy.	Where a sequential test is required, details of the availability of other sites closer to a centre for the development will be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.
<b>Structural Survey</b>	Required for any applications that involve: <ul style="list-style-type: none"> <li>a. The change of use or conversion of rural buildings (e.g. barn conversions); and/or</li> <li>b. Any listed building or structure where works are proposed that involve demolition or would affect the structural integrity of the building or structure.</li> </ul>	A structural survey should be compiled by a suitably qualified surveyor and should detail the existing structural condition of the building and any remedial works necessary to improve its condition or to allow for its change of use or conversion.
<b>Surface Water Drainage Strategy</b>	Required for all major developments.	<p>Lincolnshire County Council is the Lead Local Flood Authority and is responsible for managing 'local' flood risk within their area. In summary, the following details must be provided:</p> <ul style="list-style-type: none"> <li>- Outline applications: Level 2 Outline Whole Site Drainage Strategy including a Level 2 Ground Investigation.</li> <li>- Reserved Matters and Full applications: Level 3 Detailed Whole Site Drainage Strategy including a Level 3 Detailed Geotechnical Interpretive Report.</li> </ul> <p>For the detailed requirements of the above please see pages 14-17 of Lincolnshire County Council's 'Lincolnshire Development Roads and Sustainable Drainage Design Approach': <a href="https://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1&amp;keywords=section+38&amp;x=0&amp;y=0">https://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1&amp;keywords=section+38&amp;x=0&amp;y=0</a></p>
<b>Transport Assessment</b>	Required for applications which would result in the development of: <ul style="list-style-type: none"> <li>a. 80 or more dwellings;</li> <li>b. 1000m<sup>2</sup> and above gross retail floor space;</li> <li>c. 2500m<sup>2</sup> and above gross office floor space;</li> <li>d. 5000m<sup>2</sup> and above gross industrial floor space; and</li> <li>e. 10000m<sup>2</sup> and above gross warehousing floor space.</li> </ul>	<p>The detailed scope of a Transport Assessment should be discussed and agreed with a Highway and Lead Local Flood Authority (HFA) Development Management Officer prior to preparation and submission in support of a development proposal.</p> <p>In principle, Transport Assessments and Statements should:</p> <ul style="list-style-type: none"> <li>a. Be proportionate to the size and scope of the proposed development to which they relate and build on existing information wherever possible;</li> <li>b. Be established at the earliest possible practicable stage of a development proposal;</li> <li>c. Be tailored to particular local circumstances (other locally-determined factors and information may need to be considered in these studies provided there is robust evidence for doing so locally);</li> <li>d. Be brought forward through collaborative ongoing working between the Local Planning Authority/Transport Authority, transport operators, Rail Network Operators, Highways England (where there may be implications for the strategic road network) and other relevant bodies; and</li> <li>e. Refer to, and where necessary, use output from existing transport models which the HFA maintain and operate for the larger urban centres in the County.</li> </ul> <p>Transport Assessments and Transport Statements should primarily focus on evaluating the potential transport impacts of a development proposal. They may consider those impacts net of any reductions likely to arise from the implementation of a Travel Plan, though producing a</p>

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		<p>Travel Plan is not always required. The Transport Assessment or Transport Statement may propose mitigation measures where these are necessary to avoid unacceptable or “severe” impacts. Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development.</p> <p>The required contents of a Transport Assessment is shown in Table 4.1 of Lincolnshire County Council’s ‘Lincolnshire Development Roads and Sustainable Drainage Design Approach’ document which can be accessed at:  <a href="https://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1&amp;keywords=section+38&amp;x=0&amp;y=0">https://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1&amp;keywords=section+38&amp;x=0&amp;y=0</a></p>
<b>Tree Survey</b>	<p>Required for all applications where there are trees within the application site, or on land adjacent to it, that could influence or be affected by development (including street trees), including works such as site access, service routes and site compounds.</p>	<p>You will need to provide information about:</p> <ol style="list-style-type: none"> <li>The species, spread, roots and position of trees;</li> <li>Which trees you are proposing to fell and which are to be retained;</li> <li>Which trees will be affected in any way by the proposed development; and</li> <li>The measures that will be used to protect them during construction.</li> </ol> <p>The information will need to be provided in accordance with the current edition of British Standard BS5837 and should include:</p> <ol style="list-style-type: none"> <li>A tree survey;</li> <li>A tree constraints plan;</li> <li>An arboricultural implications assessment; and</li> <li>An arboricultural method statement including a tree protection plan.</li> </ol> <p>This information should be prepared by a qualified arboriculturalist using the methodology set out in the British Standard. This should help to ensure that development is suitably integrated with trees and the potential conflicts are avoided.</p>
<b>Ventilation/Extraction Statement</b>	<p>Required for all applications for:</p> <ul style="list-style-type: none"> <li>- The use of premises for the cooking of food (Use Classes A3, A4 and A5);</li> <li>- Operations falling within Use Classes B1 and B2 that generate odour; and</li> <li>- Significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</li> </ul>	<p>Details of the position and design of ventilation and extraction equipment should be shown on the submitted plans and details of odour abatement techniques and likely noise generated by the equipment should be included in the statement.</p>