

VALIDATION OF PLANNING APPLICATIONS – GUIDANCE NOTES FOR APPLICANTS

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February 2013

Introduction

The Government has introduced new information requirements for the validation of planning applications by Local Planning Authorities (*Guidance on Information Requirements and Validation* (March 2010)). In response to this, East Sussex County Council has produced this guidance note for use by anybody wishing to submit an application that falls to be determined by the County Council. The guidance note will be periodically updated to take account of changes in policy and other published guidance.

The information required to make a valid planning application consists of:

- Mandatory national information requirements specified in planning legislation (*The Town & Country Planning (Development Management Procedure) Order 2010*);
- Information provided on the standard application form; and
- Information to accompany the application as specified by the local planning authority on their local list of information requirements.

This document gives further guidance on these matters. It provides some suggestions for the types of applications for which the different items will be required. However, because every application potentially raises different issues, it is strongly recommended that all applicants contact the Planning Development Control team for pre-application advice before submitting any application. As well as providing assistance on the validation requirements, the team may also be able to provide informal advice on the likely success of your application.

The Planning Development Control team may be contacted in the following ways:

Telephone: 01273 481846

Email: devcon@eastsussex.gov.uk

Or by post: Planning Development Control Team
Economy, Transport & Environment Department
East Sussex County Council
County Hall
St. Anne's Crescent
Lewes
East Sussex BN7 1UE.

Please Note: Because of the vast range of potential issues arising from applications, it is not possible for this guidance note to cover every possible proposal. Whilst the guidance will cover the majority of applications the County Council reserves the right to require additional information as necessary prior to determining any application.

General Provisions relating to Applications

- Applicants are encouraged to make planning applications electronically, via the Planning Portal website. However, applicants do have the option of submitting hard-copy applications. Applicants who submit hard copies must provide the original plus three copies (a total of four sets).
- Applicants are encouraged to submit an electronic copy of any document that was prepared electronically, to help the determination process. For major applications, or files that are too large to upload via the Planning Portal, applicants should provide these on a CD or USB storage device.
- Applicants should submit information of a good standard and quality since this will greatly assist the determination process. The County Planning Authority has the right to request clarification or further information during the determination process
- Where an application is **not** accompanied by any of the Local Requirements that are relevant to that particular application, the applicant should provide a short written justification as to why the item(s) are not considered appropriate in the circumstances, for the consideration of the County Planning Authority.
- **If an applicant is in any doubt as to what information should be submitted to fulfil the validation requirements, he/she should contact the Planning Development Control Team to discuss the matter before any submission is made.**

National Requirements

The following items will be required for all applications unless otherwise stated.

1. The completed application form

All applications will need to be presented on the relevant standard application form (1App), which is available via the Planning Portal (www.planningportal.gov.uk), or to download from the County Council's website at <http://www.eastsussex.gov.uk/environment/planning/applications/making.htm>.

2. The location plan

The location plan must be based on an up-to-date map. It should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that 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 – including for

example, land required for access to the site from a public highway, visibility splays, landscaping, car parking, construction compounds and open areas around buildings.

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

3. Site plan

The site plan should be drawn at an identified standard metric scale. It should accurately show:

- a. the direction of North
- b. the proposed development in relation to the site boundaries and other existing buildings on the site

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

- c. all the buildings, roads and footpaths on land adjoining the site including access arrangements
- d. all public rights of way crossing or adjoining the site
- e. the position of all trees on the site, and those on adjacent land
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing

Note: The location plan and site plan may not be required for applications for extending the time limit to implement a planning permission or applications to carry out development without complying with 1 or more conditions).

4. Additional plans.

In addition, other plans may also be required (dependent on the type of application), if deemed necessary to describe the development. Any plans or drawings should be drawn to an identified scale and, in the case of plans, should show the direction of North. Plans that may be required include:

Block plan of the site, showing: site boundaries; the type and height of boundary treatment (e.g. walls, fences) where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.

Existing and proposed elevations, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. 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 to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.

Floor plans for new development, and for existing buildings altered by the proposed development. These should highlight any existing walls or buildings that are to be demolished, where applicable.

Existing and proposed site sections and finished floor and site levels, where a change is proposed. These should show: how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.

Roof plans for any roof that would be created or altered by the proposed development, showing the shape of the roof, its location, and specifying the roofing material to be used.

Phased working plans and Restoration plans (including cross sections). These plans are likely to be required for all applications for development involving mineral winning and working, land-filling and land-raising.

5. Ownership Certificates

All applications for planning permission must include the appropriate certificate of ownership (the standard planning application form includes the certificates ready for completion). An ownership certificate A, B, C or D must be completed stating the ownership of the property, and confirming that the relevant notice has been served on any other landowners (as necessary). 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 and conservation area consent.

6. Agricultural Land Declaration

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 (the standard planning application form includes the certificate ready for completion). Any agricultural tenants must be notified prior to the submission of the application.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, conservation area consent for demolition, listed building consent, a lawful development certificate, or a non-material amendment to an existing planning permission.

7. The correct fee (where one is necessary)

For guidance on planning fees please refer to the fees documents available on the County Council's website at: <http://www.eastsussex.gov.uk/environment/planning/applications/making.htm>
Or contact the Planning Development Control team for advice.

8. A Design and Access Statement

A Design and Access Statement is a concise report supporting a planning application that seeks to explain and justify the proposal in a structured way.

The Statement should explain the design principles and concepts that have been applied to the development, in terms of

(i) the amount of development, (ii) the proposed layout, (iii) scale, (iv) landscaping, and (v) appearance. It should include reference to crime prevention measures that have been considered in designing the development, and explain how issues relating to access to the development have been dealt with. In this context access means not only people having difficulties with mobility but also how the site is related in terms of transport accessibility

The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

A Design and Access statement must accompany all planning applications, other than in the circumstances set out at Article 8 of the Town & Country Planning (Development Management Procedure) Order 2010. Further details on applications which do not require a D&A Statement, together with advice on the content of the Statements, are available in *Guidance on Information Requirements and Validation* (CLG, March 2010), available at: <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1505220.pdf>.

Local Validation Requirements

Document title and Details of the Information that will be required	Drivers for including item on the list	Types of application that require this information	Where to look for further guidance
<p>A1 – Agricultural Land Assessment</p> <p>Depending on the proposal, some or all of the following should be provided: Information which demonstrates: (i) the quality of existing agricultural land; (ii) the quality of imported soils/ other waste materials, and how they would improve the land for agricultural purposes; (iii) the quality of any agricultural land which would be lost and the justification for its loss; (iv) the quality and benefits of any land to be restored to agriculture.</p>	<p>NPPF paragraphs 109, 112, 143.</p>	<ul style="list-style-type: none"> Proposals that involve the importation and use of soils or other waste materials, for agricultural purposes; Proposals, including those involving mineral extraction, which would result in the loss of agricultural land, either on a temporary or permanent basis. 	<p>Department for Environment, Food and Rural Affairs ; www.defra.gov.uk</p>
<p>A2 – Air Quality Report</p> <p>A report which contains such information as is necessary to allow a full consideration of the impact of the</p>	<p>NPPF paragraph 124</p>	<ul style="list-style-type: none"> Proposals that would be likely to impact on air quality through odour, dust, fumes, bio-aerosols, or significant traffic generation, (e.g. a composting site, asphalt plant, 	<p>Sussex Air Quality Partnership website (www.sussex-air.net) including the Planning and Air Quality Guidance document</p>

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<p>proposal on the air quality of the area.</p> <p>The report should include:</p> <ul style="list-style-type: none"> - An assessment of current air quality; - The predicted impact of the scheme on air quality, with all assumptions and timescales clearly identified; - An explanation of and justification for mitigation and/ or compensation measures proposed. <p>Contact the Planning Development Control team to discuss the requirements, particularly if the development could affect an environmentally sensitive area.</p>		<p>recycling operation, energy from waste plant).</p> <ul style="list-style-type: none"> • Proposals that are likely to reduce air quality within an existing Air Quality Management Area (AQMA) • Proposals where the development would result in the designation of an AQMA, or would conflict with or render unworkable a local authority's air quality action plan. • Proposals that would be likely to impact on the air quality of an environmentally sensitive area, e.g. a SSSI. 	<p>(currently in draft form)</p> <p>Previously shown as PPS23 Annex 1: Pollution Control, Air & Water Quality http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps2annex1.pdf</p> <p>Development Control: Planning for Air Quality 2010 Update, Environmental Protection UK http://www.environmental-protection.org.uk/assets/library/documents/Air_Quality_Guidance_2010_(final2).pdf</p>
<p>C1 – County Council Development Supplementary Information form</p>	<p>For ESCC's own legal and administrative purposes</p>	<p>All applications for development proposed by or on behalf of the County Council.</p>	<p>The form is available on the County Council's website: http://www.eastsussex.gov.uk/environment/planning/applications/making.htm</p>

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<p>D1 – Daylight/ Sunlight Assessment</p> <p>The information included should be sufficient to determine the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties, and any measures that will be taken to mitigate against any expected adverse impact.</p>	<p>NPPF paragraphs 56 – 64 (Good design)</p>	<p>Applications for development which could have an adverse impact upon the current levels of sunlight/ daylight enjoyed by adjoining properties, including associated gardens or amenity space.</p>	<p>Site Layout Planning for Daylight and Sunlight (Building Research Establishment (BRE)), (available to purchase at: http://www.brebookshop.com/details.jsp?id=326792)</p>
<p>E1 – Environmental Statement</p> <p>The Environmental Impact Assessment (EIA) Regulations set out set out the specific circumstances in which an EIA is required.</p> <p>Contact the Planning Development Control team at pre-application stage if you consider the proposal may be EIA development, to request a Screening Opinion.</p>	<p>Town & Country Planning (Environmental Impact Assessment) Regulations 2011</p>	<p>All proposals for EIA Development, as defined in the Town & Country Planning (Environmental Impact Assessment) Regulations 2011.</p>	<p>Circular 02/99 – Environmental Impact Assessments (http://www.communities.gov.uk/documents/planningandbuilding/pdf/155958.pdf)</p>

Document title and Details of the Information that will be required	Drivers for including item on the list	Types of application that require this information	Where to look for further guidance
<p>E2 – Ecological Appraisal</p> <p>A report which contains information on existing wildlife interests and possible impacts on them, to allow full consideration of those impacts.</p> <p>The report should include:</p> <ul style="list-style-type: none"> - Up to date, comprehensive information on protected/ notable species recorded in the area, and information on any areas designated for their biological/ geological importance on the site or on adjacent land - Ecological surveys as appropriate; - A full assessment of the likely effects of the development; - Avoidance or mitigation measures if applicable; - Information to support any proposals for mitigation/ compensation measures; <p>It should be noted that some ecological surveys are seasonally dependent and consequently, early</p>	<p>NPPF paragraph 118</p>	<ul style="list-style-type: none"> • Applications for development within or adjacent to or that could have an impact upon an internationally designated area (SAC, SPA or Ramsar site) or nationally designated area (SSSI) • Applications for development within or adjacent to or that could have an impact upon a locally designated area (e.g. SNCI, RIGGS, Local Nature Reserve) or an area of Ancient Woodland • Proposals that could affect protected or notable species or habitats. These could include (but are not limited to) proposals on brownfield sites, applications involving works to or demolition of an existing building, and proposals that involve the removal of trees, scrub or hedgerows or the alteration of watercourses. • For proposals at minerals sites or other sites with a geological interest, a <u>Geodiversity Survey</u> may be required. Advice should be sought 	<p>Natural England Standing Advice for Protected Species (www.naturalengland.org.uk/)</p> <p>Sussex Biodiversity Record Centre (http://sxbrc.org.uk/) for information on biodiversity, designated sites and important species and habitats in East Sussex</p> <p>Institute of Ecology and Environmental Management – Guidelines for Preliminary Ecological Appraisal (http://www.ieem.net/gpea.asp)</p> <p>Circular 06/2005 – Biodiversity and Geological Conservation – Statutory obligations and their impact on the planning system (http://www.communities.gov.uk/publications/planningandbuilding/circularbiodiversity)</p>

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<p><i>E2 – Ecological Appraisal (cont.)</i></p> <p>consideration and pre-application discussions are recommended.</p> <p>The Council has a duty to have regard to the conservation of biodiversity in exercising its functions. Therefore, the Appraisal should include a summary of how the proposed development will protect and/ or enhance biodiversity.</p> <p>If it is considered that a proposal may have a “likely significant effect” on a SAC, SPA or Ramsar site, an Appropriate Assessment will be required in accordance with the European Habitats Directive. Early advice should be sought from the Planning Development Control Team before submitting any planning application for such a proposal.</p>		<p>from the Planning Development Control Team at pre-application stage.</p> <ul style="list-style-type: none"> • In some cases (for example for very small scale development proposals), the Planning Development Control Team may be satisfied that the proposal would have no impact on the designated/ notable area/ feature, and in these cases a full Ecological Appraisal may not be required. Advice should be sought from the Planning Development Control Team at pre-application stage. 	<p>Association of Local Government Ecologists - Validation of Planning Applications: Template for Biodiversity and Geological Conservations (draft June 2007) (http://www.alge.org.uk/publications/index.php)</p> <p>For geodiversity information: GeoConservation UK (http://wiki.geoconservationuk.org.uk/)</p>

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<p>F1 – Flood Risk Assessment</p> <p>In general, a FRA should:</p> <ul style="list-style-type: none"> - Identify and assess the risks of all forms of flooding to and from the development; - Demonstrate how these flood risks will be managed; - Consider the possible impact of climate change; - Identify opportunities to reduce the probability and consequences of flooding; - Where appropriate, include surface water management systems such as Sustainable Drainage Systems (SUDs); - Address the requirement for safe access to and from the development. <p>The level of detail required within a FRA will depend on the scale, form and complexity of the proposed development.</p>	<p>NPPF paragraph 103</p>	<ul style="list-style-type: none"> • All proposals of 1 hectare or greater in Flood Zone 1. • All proposals for new development (including minor development and changes of use) in Flood Zones 2 and 3, • All proposals for new development (including minor development and changes of use) in an area within Flood Zone 1 which has critical drainage problems and/ or where a Surface Water Management Plan or an equivalent document is in place which indicates that the site may be subject to drainage problems; and/ or where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding. <p>The Flood Zones are defined by the Environment Agency, details are available on their website: http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx</p>	<p>Flood Risk Standing Advice, Environment Agency website (http://www.environment-agency.gov.uk/research/planning/82584.aspx)</p> <p>NPPF Technical Guidance (2012) (http://www.communities.gov.uk/publications/planningandbuilding/nppftechnicalguidance).</p>

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<p>H1 – Heritage Statement</p> <p>A Heritage Statement must be submitted for applications which could affect heritage assets. The scope and detail necessary in a Heritage Statement will vary for each application. However, all Statements should include:</p> <ul style="list-style-type: none"> - A full description of the affected heritage asset and an analysis of its archaeological, architectural, historical, artistic or other significance; - A schedule of works affecting the feature, its site and setting; - An assessment of the impact of the proposals on the special character of the feature, its setting and that of any adjacent heritage assets. The impacts to consider would include the scale and nature of development, the depths of foundations, landscaping, any demolition proposed, drainage, etc; 	<p>NPPF paragraphs 128-141</p>	<ul style="list-style-type: none"> • All applications for Listed Building Consent or Conservation Area Consent. • All applications for development relating to or impacting on a designated heritage asset (designated heritage assets in East Sussex are Conservation Areas, Listed Buildings, Registered Parks or Gardens, Registered Battlefields, Protected Wreck Sites, Scheduled Ancient Monuments). • All applications for development relating to or impacting on a locally listed heritage asset • All planning applications for development involving groundworks which affect land in or close to an Archaeological Notification Area as defined on the East Sussex Historic Environment Record (ESHER) • All planning applications for development (including all major development) outside any of the areas listed above that would involve significant groundworks, subject to 	<p>The Planning Development Control team/ the County Archaeologist and East Sussex Historic Environment Record (ESHER) should be contacted at pre-application stage for advice on requirements and information on known and potential heritage assets.</p> <p>Information on ESCC website, including the document “Standards for Archaeological Fieldwork, recording, and Post-excavation work in East Sussex” (2008) http://www.eastsussex.gov.uk/environment/archaeology/default.htm</p> <p>NPPF Annex 2: Glossary</p> <p>Understanding Historic Buildings – A Guide to Recording Good Practice</p>

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<p>H1 – Heritage Statement (cont.)</p> <ul style="list-style-type: none"> - Justification for the proposals together with any mitigation measures proposed. <p>For applications affecting a listed building or scheduled ancient monument the Statement should also include confirmation of the grade of the building and the text of the listing or ancient monument description.</p> <p>Where an application site includes or has the potential to include a heritage asset with archaeological potential, a desk based assessment should be submitted with the planning application.</p>		<p>advice from the Planning Development Control team/County Archaeologist.</p>	<p>(English Heritage, 2006) (http://www.english-heritage.org.uk/publications/understanding-historic-buildings/)</p> <p>A Guide to Heritage Protection in England (English Heritage, 2012) (http://www.english-heritage.org.uk/professional/advice/hpg/)</p>

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<p>H2 – Hydrogeological Report/ Hydrological Report</p> <p>The report should consider how the water table and any underground aquifers would be affected by the development, and any subsequent effects on matters such as salinity, the water level and the flow of water in nearby water bodies.</p>	<p>The EU Water Framework Directive, and as recommended by Natural England.</p> <p>NPPF paragraph 144.</p>	<p>Certain landfill proposals and mineral winning and working, as discussed with the Planning Development Control Team.</p> <p>A Hydrogeological Report should be submitted where de-watering below the water table or land-filling is proposed.</p> <p>A Hydrological Report may be required where mineral development is proposed above the water table.</p>	<p>British Geological Survey (http://www.bgs.ac.uk/research/groundwater/datainfo/dataInformation.html)</p>
<p>L1 – Land Contamination Assessment</p> <p>The Assessment would need to include sufficient information to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.</p>	<p>NPPF paragraphs 120-121</p>	<p>All planning applications involving groundworks on land where contamination is known or suspected, or where the proposed use would be particularly vulnerable.</p>	<p>BS10175:2011: Investigation of potentially contaminated sites - Code of practice (available to purchase at: http://shop.bsigroup.com)</p> <p>Previously shown as Planning Policy Statement 23: Planning and Pollution Control – Annex 2: Development on land affected by contamination.</p>

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<p>L2 – Landscape Details</p> <p>A <u>Landscape and Visual Impact Assessment</u> should demonstrate how landscape character and visual sensitivity has been taken into account from the initial consideration of the proposal, and how the development will be integrated into the landscape. The scale of the proposal will determine the nature of the details required. The <u>Landscape and Visual Impact Assessment</u> should help determine whether further details or mitigation measures will be required.</p> <p>A <u>Landscape Scheme</u> should include details of proposed materials and design details of all existing and proposed external landscape works, both hard (e.g. paving, benches, fencing) and soft (e.g. planting). Where relevant, it should include new landscape features to compensate for any that will be lost to the development.</p>	<p>NPPF paragraphs 109, 115.</p>	<ul style="list-style-type: none"> • All planning applications for operational development within the High Weald Area of Outstanding Natural Beauty or Sussex Heritage Coast • All planning applications for operational development outside these areas where the development could have an effect on the landscape or significant features. • All planning applications for development which could affect an existing landscaping scheme. 	<p>The Planning Development Control team/ the County Landscape Architect should be contacted at an early stage to discuss landscape requirements, particularly for larger scale developments or those in environmentally sensitive locations.</p> <p>East Sussex Landscape Character Assessment (http://www.eastsussex.gov.uk/environment/landscape/default.htm)</p> <p>High Weald AONB Management Plan (http://www.highweald.org/home/policy/aonb-management-plan.html)</p> <p>Guidelines for Landscape and Visual Impact Assessment 2nd Edition (The Landscape Institute and The Institute of Environmental Management</p>

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<p>L2 – Landscape Details (cont.)</p> <p>Depending on the proposal, a full landscape scheme may be required at validation stage. Alternatively, following the validation and consideration of the application, further landscape details may be required.</p> <p>For larger developments or those in environmentally sensitive locations, a <u>detailed site survey and Feasibility Study</u> may be required, which should assess the sensitivity of the site and include a detailed survey of existing topography and landscape features, an assessment of the impact of the scheme and a scheme of mitigation.</p>			<p>& Assessment).</p> <p>Design Manual for Roads and Bridges , DfT</p>
<p>L3 – Lighting Assessment</p> <p>A Lighting Assessment should include:</p> <ul style="list-style-type: none"> - Details of external lighting including the height and number of any lighting columns; 	<p>NPPF paragraph 125</p>	<p>All planning applications involving new external lighting:</p> <ul style="list-style-type: none"> - in the vicinity of a residential property; - in the vicinity of a listed building or conservation area; - in or close to open countryside; or 	<p>Lighting in the Countryside: Towards Good Practice (ODPM, 1997) (http://www.communities.gov.uk/archived/publications/planningandbuilding/lighting)</p>

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<p>L3 – Lighting Assessment (cont.)</p> <ul style="list-style-type: none"> - Details of the proposed hours when the lighting would be switched on; - A layout plan with beam orientation and a schedule of the equipment in the design; - An assessment of the potential landscape and visual impacts of the lighting. 		<ul style="list-style-type: none"> - at a location where bats and their roosts, or other protected species, are present <p>In some cases, where the proposed lighting is very minor or unlikely to have any impact, the Planning Development Control team may consider that a Lighting Assessment is not required. Pre-application advice should be sought.</p>	<p>Guidance Notes for the Reduction of Obtrusive Light (Institute of Lighting Engineers) http://www.britastro.org/dark-skies/pdfs/ile.pdf</p> <p><u>Guidance Notes for the Reduction of Light Pollution (Institute of Lighting Engineers)</u> www.britastro.org/dark-skies/pdfs/ile.pdf</p>
<p>M1 – Minerals Related Development Supplementary Form</p>	<p>To provide further technical information on minerals applications.</p>	<p>All planning applications relating to minerals or mineral extraction/processing sites.</p>	<p>The form is available on the Council’s website http://www.eastsussex.gov.uk/environment/planning/applications/making.htm.</p>

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<p>N1 – Noise Report</p> <p>A Noise Report should provide accurate and relevant information about the existing noise environment, and the likely impact of the proposed development.</p> <p>The Report should include:</p> <ul style="list-style-type: none"> - An assessment of current background and ambient noise levels; - The predicted noise impact of the proposed development, with all assumptions and timescales clearly identified; - Explanation and justification of mitigation measures proposed. - 	<p>NPPF paragraph 123 (Noise)</p> <p>NPPF Paragraph 118 (Designated sites)</p>	<ul style="list-style-type: none"> • Planning applications for development where a new noise source is being proposed, or an existing noise source exacerbated, which could affect sensitive receptors (e.g. residential properties, schools, hospitals) • Planning applications for new noise-sensitive development proposed near an existing source of noise. • Planning applications for development which is likely to result in increased noise at an environmentally designated site, such as a Special Protection Area (SPA), as advised by the Planning Development Control Team. 	<p>Planning Advice Document: Noise (currently in draft form), and guidance from the Sussex Pollution Working Group (contact the Planning Development Control Team for information).</p> <p>For minerals development: Technical Guidance to the National Planning Policy Framework (CLG, March 2012).</p> <p>For environmentally designated sites: www.naturalengland.org.uk.</p>
<p>O1 – Odour Assessment</p> <p>An Odour Assessment should include such information as is necessary to allow a full consideration of the potential odour impact of the proposal. It should include:</p>	<p>NPPF paragraph 120, Waste Local Plan Policy WLP35 (c)</p>	<p>An odour assessment will be required for applications for development of a type likely to result in an impact from odour (e.g. a facility managing biodegradable waste).</p>	<p>Odour Guidance for Local Authorities (Defra, 2010) (http://www.defra.gov.uk/publications/files/pb13554-local-auth-guidance-100326.pdf)</p> <p>Additional Guidance for H4 Odour Management - How to</p>

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<p>O1 – Odour Assessment (cont.)</p> <ul style="list-style-type: none"> - A description of the site and surrounding area, with any odour sensitive land uses identified; - A description of the proposed use and likely odour sources and emissions; - Details of any odour survey which has been undertaken, including assessment criteria and odour readings, assessment and calculations; - Any mitigation measures proposed; - Conclusions and recommendations. 			<p>Comply with your Environmental Permit (Environment Agency, 2011) (http://publications.environment-agency.gov.uk/PDF/GEHO0411BTQM-E-E.pdf)</p>
<p>O2 – Open Space Assessment</p> <p>An Open Space Assessment should include:</p> <p>(i) plans showing any areas of existing or proposed open space or</p>	<p>NPPF paragraph 74</p>	<p>All planning applications involving development within public open spaces, also other open spaces used for recreation and as playing fields, unless the development is very minor and the Planning Development Control team has confirmed in writing that the</p>	<p>Previously shown as PPG17 Companion Guide (http://www.communities.gov.uk/publications/planningandbuilding/assessingneeds)</p>

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<p>O2 – Open Space Assessment (cont.)</p> <p>playing fields within or adjoining the application site.</p> <p>(ii) an independent assessment to show whether the land or buildings are surplus to local requirements.</p>		<p>Assessment is not necessary.</p>	
<p>P1 – Planning Statement</p> <p>A planning statement should:</p> <ul style="list-style-type: none"> • explain the proposal, and identify the context and need for the development; • include a summary of likely impacts; • include a brief assessment of how the proposed development accords with relevant national, regional and local planning policies; • For larger or more complex proposals in particular, include details of consultations with the community which have been 	<p>NPPF paragraph 192</p> <p>Development Management Policy Annex: Information requirements and validation for planning applications (CLG, March 2010)</p>	<p>All planning applications.</p> <p>The level of detail in the Planning Statement should be proportionate to the scale of the proposal.</p> <p>For smaller developments which require a Design & Access Statement, the Planning Statement could be incorporated as part of the D&A Statement.</p> <p>The Planning Statement will need to be more detailed for larger or more complex proposals. Where the supporting information for any application exceeds 100 pages (excluding the application forms), applicants should provide a summary of</p>	<p>For guidance on community consultation: East Sussex County Council Statement of Community Involvement (http://www.eastsussex.gov.uk/environment/planning/development/mineralsandwaste/sci/default.htm)</p>

Document title and Details of the Information that will be required	Drivers for including item on the list	Types of application that require this information	Where to look for further guidance
<p>P1 – Planning Statement (cont.)</p> <p>undertaken;</p> <ul style="list-style-type: none"> For larger or more complex proposals in particular, include a summary of the proposal written in Plain English. <p>Photographs or illustrations may be included.</p>		<p>the whole scheme. The summary should be no longer than 20 pages and should provide an overview of the proposal and a clear description of its key impacts. Where the supporting information does not exceed 100 pages, the submission of a summary is still encouraged.</p>	
<p>S1 – Structural Survey</p> <p>An independent Chartered Structural Surveyor should undertake the structural survey.</p>	<p>NPPF paragraphs 128-141 (if related to a heritage asset), NPPF paragraph 121 (land instability)</p>	<p>Proposals involving substantial demolition works, as discussed with the Planning Development Control team.</p>	
<p>T1 – Transport Assessment/ Statement/ Report</p> <p>The coverage and detail should reflect the scale of the development and the extent of the transport implications of the proposal. For</p>	<p>NPPF Paragraph 32</p>	<p>Proposals which would have an effect on traffic generation, including those involving new or an increased number of traffic movements, either for a temporary period (e.g. during construction) or on a more permanent basis.</p>	<p>NPPF Paragraph 32</p> <p>Transport Assessments, Transport Statements and Transport Reports – Guidance for Development Proposals in East Sussex</p>

Document title and Details of the Information that will be required	Drivers for including item on the list	Types of application that require this information	Where to look for further guidance
<p><i>T1 – Transport Assessment/ Statement/ Report (cont.)</i></p> <p>smaller schemes the document should simply outline the transport aspects of the application, while for major proposals it should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p>			<p>(ESCC, Oct 2009) http://www.eastsussex.gov.uk/environment/planning/applications/developmentcontrol/roads.htm)</p>
<p>T2 – Travel Plan</p> <p>A travel plan is a strategy for managing multi-modal access to a site or development, focusing on promoting access by sustainable modes.</p> <p>A travel plan encourages the use of alternatives to single-occupancy</p>	<p>NPPF Paragraph 36</p>	<ul style="list-style-type: none"> • All developments for which a Transport Assessment or Transport Report is required (see above). • All planning applications for development which has traffic implications at a site which is subject to an existing Travel Plan should include an update to the Travel Plan. 	<p>Guidance on Travel Plans for New Development (ESCC, Sept 2008) http://www.eastsussex.gov.uk/environment/planning/applications/developmentcontrol/roads.htm)</p> <p>Good Practice Guidelines: Delivering Travel Plans</p>

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<p>T2 – Travel Plan (cont.)</p> <p>car-use. It could include (for example): car sharing schemes; a commitment to improve cycling facilities; a dedicated bus service or restricted car parking allocations. It might also promote flexible-working practices such as remote access and video conferencing.</p>			<p>through the Planning Process (CLG and DfT, April 2009) (http://www.dft.gov.uk/topics/sustainable/smarter-choices)</p>
<p>T3 – Tree Survey / Arboricultural Implications / Implications for Ancient Woodland</p> <p>Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should usually be prepared by a qualified arboriculturist. The significance of trees should be identified at the earliest possible opportunity, including their value as features in the wider landscape and any historic significance. For</p>	<p>NPPF paragraph 118 (for Ancient Woodlands and aged and veteran trees outside A.Ws.)</p>	<p>Proposals which have the potential to affect existing trees, including trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees).</p>	<p>BS 5837:2012 – Trees in Relation to Design, Demolition and Construction – Recommendations (available to purchase at: http://shop.bsigroup.com/en)</p> <p>Natural England Standing Advice for Ancient Woodland (May 2012) (http://www.naturalengland.org.uk).</p>

Document title and Details of the Information that will be required	Drivers for including item on the list	Types of application that require this information	Where to look for further guidance
<p><i>T3 – Trees, etc (cont.)</i></p> <p>development proposed close to Ancient Woodland, the effect on soils should be considered.</p>			
<p>W1 – Waste Minimisation Statement</p> <p>The WMS should identify the volume and type of waste material that will arise from the development (e.g. through demolition and excavation), and identify opportunities for the reuse, recycling and recovery of materials. It should also demonstrate how off-site waste disposal will be minimised and managed.</p>	<p>Waste Local Plan Policy WLP11</p>	<p>All planning applications for operational development which would result in construction waste, where the development is not subject to the Site Waste Management Plan Regulations 2008, unless the Planning Development Control team has confirmed in writing that a Statement is not necessary. (The Site Waste Management Plan Regulations apply where the construction costs for the project would be more than £300,000).</p>	<p>ESCC & BHCC Supplementary Planning Document on Construction & Demolition Waste (2006) (http://wastelocalplanescc.brighton-hove.gov.uk/index.cfm?request=c1144628)</p>