



PLANNING APPLICATION REQUIREMENTS CHECKLIST

National Requirement List Item	Where to go for technical help/Tips
<p>Application Forms There are different application forms depending on the type of application you are submitting, these have been grouped into categories on our website. In some cases the application form combine consent types, so there is no longer the need to complete multiple forms for the same development. Please ensure you select the form relevant to your proposal, as completion of the wrong form may result in your application being returned to you for amendment. Using the Planning Portal online submission route will assist with selecting the correct form. Planning Application forms can be found here on the South Gloucestershire Council website. It is helpful to include with your application a covering letter giving details of the background of the site, the submitted proposal and key considerations.</p>	<p>Go online with the Planning Portal and submit a planning application electronically. The intelligent nature of the online forms will assist customers in identifying the correct planning consent and ensure all sections are completed. If applying using paper forms, remember to download the help guidance that accompanies the forms. These notes provide information on how to complete the forms correctly. Tip: Have you signed the application form</p>
<p>Ownership Certificates For most planning applications an ownership certificate must be completed stating the ownership of the land to which the application relates. (Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010). Where required ownership certificates will form part of the application form pack. Please note that in some cases a certificate B will be required as the development (including foundations or eaves) encroach onto land outside the ownership of the applicant(s). Where the plans show encroachment onto other land and a certificate A has been submitted, we will contact you to confirm details.</p>	<p>For further information and details refer to the help guidance that accompanies the application forms on our website. Tip: Have you signed the correct certificate of ownership? This needs to be signed in all cases.</p>
<p>Notice(s) A notice to owners of the application site must be completed (where necessary) and served in accordance with Article 11 of the DMPO. Hard copies can be downloaded from the planning website or in the technical help column of this page.</p>	<p>Notice number 1 Notice number 2</p>
<p>Agricultural Holdings Certificate This certificate is required to be completed and submitted regardless of whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. Please note: 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.</p>	<p>Tip: Have you signed agricultural holdings certificate? A declaration must be made in all cases, regardless of whether the land relates to agricultural development. The help guidance provide further details of what information is required.</p>
<p>Where submitting an application in paper format, 2 copies of all plans and details will be required. For major applications we may request further copies for consultation purposes.</p>	
<p>The Site Location Plan All applications must include copies of a site location plan (also known as a location plan) based on an up-to date Ordnance Survey map and show direction of North. This should be at a metric scale of 1:1250 or 1:2500 for larger sites, it should be scaled to fit on A4. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and the relationship of the proposed development to surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land (not subject to the planning application) owned by the applicant, close to or adjoining the application site.</p>	<p>A link to a Site Location Plan Creator can be found on the South Gloucestershire Council webpage in the “read more” section.</p>

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<p>Detailed site layout plan or block plan</p> <p>The site plan should be drawn at a scale of 1:200 (in some case 1:500 may be accepted) and should accurately show:</p> <ul style="list-style-type: none"> • the direction of North; • the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries; • The following details may also be required to be shown on the plans, unless these would NOT influence or be affected by the proposed development; • all the surrounding buildings, roads and footpaths on land adjoining the site including access arrangements; • clearly marked existing and proposed buildings and structures within the site in relation to the site boundaries • show the proposed works shaded • Identify any buildings to be demolished • indicate the type and height of boundary treatment (e.g. walls, fences etc); • Parking arrangements • all public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site; • the position and canopy spread of all trees and mature hedges on the site, and those on adjacent land that could influence or be affected by the development; • Identify trees to be felled • Show the position and size of existing and proposed hard surfaced areas eg parking spaces, turning areas, paths etc. • Boundary treatment including walls or fencing where this is proposed. • Where appropriate, any existing/proposed provisions for cycle sheds and bin stores • Site plans and other plans should show relationship of the development to adjacent properties. <p>In the case of minor and major applications cases a site survey will also be required.</p>	<p>A link to a Site Location Plan Creator can be found on the South Gloucestershire Council webpage in the “read more” section</p> <p>When the application is validated, officers will check that the details contained with the application, plans and drawings match.</p> <p>Tip: Have you shown details of any walls, gates or fences, and access arrangement to the site</p>
<p>Existing and proposed plans</p> <p>In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is now and “proposed” elevations showing how the building will look, after the works have been carried out. The clearest way to present your proposal is to group “existing” and “proposed” drawings side by side using the same scale for both. It is good practice to include relevant measured dimensions on plans/drawings.</p>	<p>Tip: Each plan should be clearly labelled existing and proposed.</p> <p>The scale should be clearly indicated on all plans Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.</p>
<p>Existing and proposed elevations</p> <p>These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. They must be sufficiently detailed to show width & appearance of window frames, overhang of eaves etc. Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. In all instances show the property boundary and parts of the adjoining properties.</p>	<p>Tip: Each plan should be clearly labelled existing and proposed.</p> <p>The scale should be clearly indicated on all plans Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.</p>
<p>Existing and proposed floor plans</p> <p>These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable), on land adjoining the site.</p> <p>Existing and proposed plans should either be on separate drawings or new works should be clearly indicated. Clearly label each floor and state the use of each room and include position of windows, doors, walls and partitions.</p>	<p>Tip: Each plan should be clearly labelled existing and proposed.</p> <p>The scale should be clearly indicated on all plans Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted</p> <p>State whether or not there will be encroachment (e.g. foundations) onto any adjoining property if the proposed building is sited on a boundary.</p>

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<p>Existing and proposed site sections and finished floor and site levels</p> <p>Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Identify existing and proposed ground levels where significant cut and fill operations are proposed, or where slopes in excess of 1 in 20 exist (or will exist).</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.</p>	<p>Tip: Each plan should be clearly labelled existing and proposed.</p> <p>The scale should be clearly indicated on all plans Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.</p>
<p>Street Scene or context plan</p> <p>Usually required for works that will be visible from the road- especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.</p> <ul style="list-style-type: none"> • these should be of a scale of 1:100 or 1:200 • as a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors • accurately show any differences in levels • include written dimensions for gaps between buildings • state the direction in which the street scene faces (e.g. view from the road) 	<p>Tip: Each plan should be clearly labelled existing and proposed.</p> <p>The scale should be clearly indicated on all plans Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.</p>
<p>Roof plans</p> <p>These should be drawn to a scale of 1:50 or 1:100 and is used to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.</p>	<p>Tip: Each plan should be clearly labelled existing and proposed.</p> <p>The scale should be clearly indicated on all plans Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.</p>
<p>Design and Access Statements</p> <p>A Design and Access Statement must accompany applications for both outline and full planning permission <u>unless</u> they relate to one of the following:</p> <ul style="list-style-type: none"> • A material change of use of land and buildings, (unless it also involves operational development); • Engineering or mining operations; • Householder developments. <p>However, statements are required for householder applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:</p> <ul style="list-style-type: none"> • Conservation area • World Heritage Site <p>Applications for listed building consent must also be accompanied by a design and access statement. Such a statement should address:</p> <ul style="list-style-type: none"> • The special architectural or historic interest of the building; • The particular physical features of the building that justify its designation as a listed building; • The building's setting. <p>A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale</p>	<p>For further information on Design and Access Statement please see CABE website for advice on how to use, read and write Design & Access Statements CABE website and the South Gloucestershire Design Checklist SPD South Gloucestershire Design Guide</p>

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<p>and complexity of the application, and the length of the statement will vary accordingly.</p> <p>The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long.</p> <p>What is required in a design and access statement is set out in the Department for Communities and Local Government Circular 01/06 – Guidance on Changes to the Development Control System. In this guidance it sets out the following information that should be included:-</p> <ul style="list-style-type: none"> • <u>Use</u> (what the proposed development would be used for). • <u>Amount of development</u> (e.g. number of residential units or floor area). • <u>Layout</u> (how the proposed development would be arranged on the site and what the relationship would be with adjacent properties and spaces). • <u>Scale</u> (the height, width and length of the proposed buildings in relation to its surroundings). • <u>Appearance</u> and how it would relate to surrounding area (e.g. architectural style, materials, decoration and lighting). • <u>Landscaping</u> (the hard and soft treatment of both public and private space). • <u>Vehicular and transport links</u> (explanation of why certain access points have been chosen and how the site responds to the surrounding road layout and availability of public transport). 	

ADOPTED SOUTH GLOUCESTERSHIRE LOCAL PLANNING APPLICATION REQUIREMENTS

Local Requirement List Item	Justification, which should include details of policy driver (national, regional or adopted local policy)	Thresholds and Triggers		Where to find further information & help
		Type of application or development/and or	Constraint – geographical or built	Web links
<p>Affordable Housing Statement</p>	<p>Planning Policy Statement 3 – Housing South Gloucestershire Local Plan – policy H6 South Gloucestershire Affordable Housing Supplementary Planning Document Emerging Core Strategy CS18 – Affordable Housing CS19 – Housing Exception Sites</p> <p>Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. Local Plan policy H6 states the Council will seek 33.3% affordable housing on all new housing developments of 15 or more dwellings or 0.5 hectare or more, irrespective of the number of dwellings, (except in rural areas where the threshold will be 5 or more or 0.2 hectare).</p> <p>If this policy threshold applies the local authority will expect the applicant to give details of the affordable housing provision through the submission of an affordable housing statement.</p> <p>The statement must contain</p> <ul style="list-style-type: none"> • the total number of dwellings proposed • the number of affordable dwellings proposed • the tenure split (rent or intermediate) of the affordable dwellings (with an explanation if the split does not meet the Council's preferred terms see link below) • the type and number of bedrooms of the market dwellings 	<p>Residential or mixed use development</p>	<p>Triggers set out in policy H6 15 dwellings or 0.5 hectare or more except in rural areas (defined in SGLP) where threshold is 5 dwellings or 0.2 hectares</p>	<p>Affordable Housing Supplementary Planning Document See appendix 2 of the Draft SPD For pre application advice please contact the Enabling Team on housingenabling@southglos.gov.uk</p>

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	<ul style="list-style-type: none"> a layout plan with the location of each affordable housing dwelling highlighted, with a key showing the unit type an affordable housing schedule detailing - ▪ plot number ▪ unit type ▪ number of bedrooms ▪ size per m2 ▪ tenure information of the build standards the dwellings are being built to e.g. Level 3 of Code for Sustainable Homes delivery method i.e. through a Homes West or South Gloucestershire Partnership RSL information on the affordability of any intermediate affordable housing including type of product, level of equity share sold, any interest charged on remaining share, open market value Details of any phasing plans if the site is to be built out over more than 1 phase Any service charges which would be charged (landscaping, unadopted roads, communal areas, management and maintenance) <p>For further information please see the Appendix 2 of the Supplementary Planning Document on Affordable Housing link below Affordable Housing guidance - Draft Supplementary Planning Document For pre application advice please contact the Enabling Team housingenabling@southglos.gov.uk or telephone number 01454 865599</p>			
Air Quality Assessment	Planning Policy Statement 23 – Planning and Pollution Control South Gloucestershire Local Plan – policy EP1 Emerging Core Strategy CS9 – Environmental Resources and Built Heritage	All Major operational development Unlikely to be required for householder applications	Inside or adjacent to an AQMA (Air Quality Management Area)	Planning Policy Statement 23: Planning & Pollution DEFRA - Air Quality Management Areas SGC Air Quality Management Advice SGC Environmental Protection
	Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.			
Biodiversity Survey and Report	Planning Policy Statement 9 – Biodiversity and Geological Conservation South Gloucestershire Local Plan policies L7, L8 and L9. Biodiversity Action Plan Supplementary Document. 06/2005 ODPM Circular 01/2005 DEFRA Circular Wildlife and Countryside Act 1981 NERC Act 2006 Emerging Core Strategy CS2 – Green Infrastructure	Likely requirement for rural building conversions. Major operational development	In or adjacent to <ul style="list-style-type: none"> SSSI National Nature reserve Site of Nature Conservation Interest (SNCI) Regionally Important Geological Sites (RIGS) Local Nature Reserve (LNR) Where the site will affect a nationally or internationally protected species or their habitat (listed in national, regional or local biodiversity action plans)	Bristol Regional Environmental Records Centre Biodiversity & the Planning Process SPG NERC Act 2006 Natural England Association of Local Government Ecologists website
	Where a proposed development is for substantial conversion or demolition of a building which may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term			

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	maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005), PPS9 is accompanied by a Government Circular: <i>Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system</i> (ODPM Circular 06/2005, Defra Circular 01/2005 and <i>Planning for Biodiversity and Geological Conservation</i> :			
Environmental Impact Assessment	Town and Country Planning (Environmental Impact Assessment) Regulations 1999	In accordance with the 1999 Regulations (Schedules 1 and 2 type development)	No constraints	EIA circulars and further information EIA Regulations
	The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.			
Evidence to accompany applications for town centre uses	Planning Policy Statement 4 - Planning for Sustainable Economic Growth, policy EC14 Emerging Core Strategy CS12 – Safeguarded Areas for Economic Development CS14 – Town Centres and Retail	Retail and Leisure development not proposed in a town centre comprising 2500 square metres of floor space and not in accordance with an up-to-date development plan; or less than 2500 square metres where this is likely to have a significant effect upon a town centre.	No constraints	Planning Policy Statement 4: Planning for Sustainable Economic Growth Planning for Town Centres: Practice guidance on need, impact and the sequential approach
	To assess the availability of sequentially preferable sites and the impact of retail and other town centre developments on matters including the vitality and viability of town, district and local centres and travel demand. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. The scope of work should be agreed with officers before commencement. The assessment should include the capacity/need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible. Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.			
Flood Risk Assessment	Planning Policy Statement 25 – Development and Flood Risk South Gloucestershire Local Plan – policy EP2 Emerging Core Strategy CS1 – High Quality Design	In line with matrix issued by Environment Agency – See Environment Agency Flood Risk Matrix	Flood zones	Policy Statement and Practice Guide to PPS25 FRA & general advice to applicants and agents Environment Agency - Planning resources Flood Risk Standing Advice
	A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development			

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	<p>located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.</p> <p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. <i>Planning Policy Statement 25: Development and Flood Risk (December 2006)</i> and its associated <i>Practice Guide</i> provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.</p>			
Foul Sewerage Assessment	<p>Circular 03/99 South Gloucestershire Local Plan – policy L17 Emerging Core Strategy CS9 - Environmental Resources and Built Heritage</p>	<p>Where non-mains sewerage is proposed and all major residential development</p>	<p>No constraints</p>	<p>Circular 03/99 Environment Agency - Planning resources</p>
	<p>All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers*. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in <i>DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297</i>.</p> <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.</p> <p>The applicant should demonstrate:</p> <ul style="list-style-type: none"> (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. <p>*It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of</p>			

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	the Water Industry Act 1991.			
Statement of significance	<p>Planning Policy Statement 5 – Planning for the Historic Environment South Gloucestershire Council Local Plan – policies L11, L12, L13, L14, L15 Local List Supplementary Planning Document South Gloucestershire Design Checklist Supplementary Planning Document Emerging Core Strategy CS9 - Environmental Resources and Built Heritage</p>	<ul style="list-style-type: none"> • Applications affecting a nationally or locally listed building (including applications for listed building consent)* • Applications in and affecting a conservation area* • Application affecting a registered Historic Battlefield* • Applications affecting nationally and locally designated parks and gardens* • Application affecting a Scheduled Ancient Monument* • Applications affecting archaeological sites –including Scheduled Ancient Monument* <p>*And their settings Excludes: Change of Use. Advertisements and Householder applications unless adjoining or adjacent.</p>	<ul style="list-style-type: none"> • Listed Buildings • Locally Listed Buildings • Conservation Areas • Scheduled Ancient Monuments • Nationally and locally designated parks and gardens • Historic Battlefields <p>*PPS5 states that a statement of significance will be required where the proposal affects a heritage asset or its setting. This should be submitted as part of the design and access statement where one is required. In some cases, whether the proposal affects the setting of a heritage asset or not, can only be determined following further investigation or a site visit by a conservation officer. It is likely this assessment will take place following validation of the application</p>	<p>Policy Statement & Practice Guide to PPS5 SGC - Local List SPD SGC - Historic Environment Heritage Gateway SGC Local Connection English Heritage</p>
<p>Statements of significance are required for applications affecting heritage assets – whether designated or not - and their settings. Heritage assets include listed, curtilage listed and locally listed buildings, scheduled monuments, registered parks and gardens, battlefields and Conservation Areas, as well as sites and structures recorded on the South Gloucestershire HER or the Heritage Gateway.</p> <p>PPS 5 requires that any application (including planning permission, listed building consent or conservation area consent) affecting a heritage asset or its setting is accompanied by an assessment of the significance of the asset(s) affected by the proposals, and detailed proposals for mitigation of any adverse impacts. The scope and degree of detail necessary for the Statement of significance will vary according to the particular circumstances of each application and applicants are advised to discuss proposals with the Council's Conservation officers or archaeologists before any application is made. The following is a guide to the sort of information that may be required for different types of application, and the assessment should be proportionate to the development/works proposed.</p> <p>For applications for development affecting heritage assets (including applications for works to listed buildings and conservation area consent, a written statement that includes a schedule of works, an analysis of the significance of the heritage asset and its setting (including where appropriate assessments of archaeology, history, historic fabric and character), and a justification for the proposed works and their impact on the heritage asset or its setting. A structural survey may be required in support of an application where substantial demolition or demolition of a principal feature is involved, or structural works to listed buildings.</p> <p>For all applications affecting Scheduled Ancient Monuments and all other applications for development (excluding householder applications), involving ground disturbance within historic settlements (recorded on the 1st edition Ordnance Survey Map c1881) and archaeological heritage assets recorded on the South Gloucestershire HER, an assessment of the archaeological potential of the development site may be required. Applicants are advised to discuss proposals with the Council's Conservation team before any application is made. The applications should be accompanied by the results of any assessment including any proposed mitigation where heritage assets or their setting are affected.</p> <p>Additional guidance is available from English Heritage in their publication <i>Planning for the Historic Environment Practice Guide</i>, London 2010.</p>				

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Land contamination assessment	Planning Policy Statement 23 – Planning and Pollution Control. South Gloucestershire Local Plan – policy EP6 South Gloucestershire Council Contaminated Land Strategy Emerging Core Strategy CS9 - Environmental Resources and Built Heritage	Applications for sites where historical or current use of land or nearby land may have resulted in contamination of the land, such as industrial, agricultural, landfill etc. Examples may include <ul style="list-style-type: none"> • Rural building conversions to other uses. • Conversion or redevelopment of petrol filling stations • Redevelopment of industrial and manufacturing sites, including factories and spray works, • Mineral and Waste applications Applications for sites where previous or proposed alteration to the topography of the land or nearby land, for instance through infilling of the land, may result in the land being contaminated.	Sites where there is known/suspected contamination issues with land and/or previous uses.	Planning Policy Statement 23: Planning & Pollution SGC - Contaminated Land Information Contaminated Land Advice for Planners & Developers Advice on Land contamination from Environment Agency
	Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with <i>Planning Policy Statement 23: Planning and Pollution Control (November 2004)</i> . Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.			
Lighting assessment	Planning Policy Statement 1 – Delivering Sustainable development South Gloucestershire Local Plan – policy D1 South Gloucestershire Design Checklist Supplementary Planning Document Emerging Core Strategy CS1 – High Quality Design	Applications including/for floodlighting, or a significant amount of external lighting	No constraints	Lighting in the Countryside: Towards Best Practice
	Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, including /for flood lighting or a significant amount of external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. Guidance available at Communities website Lighting in the Countryside: Towards Best Practice contains valuable information for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.			
Noise Impact assessment	Planning Policy Guidance Note 24 – Planning and Noise	Applications for noise sensitive development adjacent to major		Planning & Noise Pollution Group Guidance

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		Type of application or development/and or	Constraint – geographical or built	Web links
	South Gloucestershire Local Plan – policy EP4	road/transport infrastructure. Applications for uses that involve activities that may generate significant levels of noise.		Technical Advice Note on Acoustic Reports PPG 24 Planning & Noise
	Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in <i>Planning Policy Guidance 24: Planning and Noise (September 1994)</i> .			
Open Space assessment	Planning Policy Guidance Note 17 – Planning for Open Space, Sport and Recreation South Gloucestershire Local Plan – policy LC8 Emerging Core Strategy CS1 - High Quality Design CS24 - Open Space Standards	Major residential or mixed development	No constraints	PPG 17 - Planning for Open Space, Sport and Recreation
	For major residential development or mixed development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in <i>Planning Policy Guidance note 17: Planning for open space, sport and recreation (July 2002)</i> .			
Planning obligations / draft Head(s) of Terms	Circular 05/05 Community Infrastructure Levy Regulations 2010 (Part II)	Major residential development	No constraints	Planning Obligations - Best Practice SGC Design Guide SGC Guidance on Section 106 Agreements The Developers Guide Circular 05/05 - Planning Obligations
	Planning obligations (or “section 106 agreements”*) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable major residential development which would otherwise be unacceptable in planning terms. Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application. Further advice on planning obligations is available in Circular 05/2005, <i>Planning Obligations</i> and a model section 106 agreement is available on the Communities and Local Government website Circular 05/05 - Planning Obligations . Additionally further guidance relating to unilateral undertaking and planning agreements is available on the South Gloucestershire Council website: South Gloucestershire Design Guide , Section 106 Unilateral Undertakings and Section 106 planning agreements *Agreements made under section 106 of the Town and Country Planning Act 1990 as substitute by section 12 of the Planning and Compensation Act 1991			
Structural survey	Planning Policy Guidance Note 2 – Green Belt South Gloucestershire Local Plan – policies E7 and H10	Conversion of rural buildings outside of settlement boundaries to other uses	No constraints	PPG2 - Green Belt
	A structural survey may be required in support of an application if the proposal involves substantial demolition or renovation, for example, barn conversion applications.			
Transport assessment	Planning Policy Guidance Note 13 –	All development where there are	No constraints	PPG 13 - Transport

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	<p>Transport South Gloucestershire Local Plan – policy T12 Emerging Core Strategy CS8 - Improving Accessibility and area based policies</p>	<p>likely to be significant transportation implications. All major development that would require full planning permission or where details submitted as part of reserved matters submission All minor development that would require full planning permission or where details submitted as part of reserved matters submission</p>		<p>DFT - Guidance on Transport Assessment DFT guidance on Travel Plans A Guide on Travel Plans for Developers Good Practice Guidelines - Delivering Travel Plans through the Planning Process Circular 02/2007 - Planning and Strategic Road Network Contact Details: Call 01454 863640 and ask for Transportation Development Management or email transportservices@southglos.gov.uk</p>
	<p><i>Planning Policy Guidance 13 Transport (March 2001)</i> advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, 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. Further guidance will be found in <i>Guidance on Transport Assessment, (March 2007)</i> published by the Department for Transport.</p>			
Tree survey / arboricultural implications	<p>Planning Policy Statement 9 – Biodiversity and Geological Conservation South Gloucestershire Local Plan – policy L1 Trees on development sites Supplementary Planning Document South Gloucestershire Design Checklist Supplementary Planning Document Emerging Core Strategy CS2 – Green Infrastructure CS9 – Environmental Resources and Built Heritage</p>	<p>All sites where a protected tree(s), or other significant tree(s) may be affected by the proposals.</p>	<p>Sites with Tree preservation orders</p>	<p>Planning Policy Statement 9 - Biodiversity & Geological Conservation Trees on Development Sites - SPG Trees and Planning</p>
	<p>Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), 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 be prepared by a qualified arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p>			
Landscaping survey and plans	<p>Planning Policy Statement 1 – delivering sustainable development South Gloucestershire Local Plan – policy L1</p>	<p>All operational development excluding householder applications.</p>	<p>No constraints</p>	<p>SGC - Design Checklist SPD</p>

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	Landscape Character Appraisal Supplementary Planning Document South Gloucestershire Design Checklist Supplementary Planning Document Emerging Core Strategy CS1 - High Quality Design CS2 - Green Infrastructure CS9 - Environmental Resources and Built Heritage			
	<p>Applications for operational development, excluding householder applications, should be accompanied by full hard and soft landscape details proportionate to the development involved. The details should be provided at an appropriate scale and include a planting specification and proposals for long term maintenance and management. Where necessary plans should indicate any hard or soft landscape areas that may be offered for adoption by the Council. Reference should be made to landscape proposals which follow from the design concept in the Design and Access Statement. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during construction.</p> <p>In the case of more minor operational development, it may be appropriate to identify any proposed landscaping changes or details in the block plan. Where there are no proposed changes to the landscaping, this will need to be identified by the applicant in the submission details.</p>			
Energy statement	Planning Policy Statement 1 – delivering sustainable development Planning Policy Statement 22 – Renewable Energy South Gloucestershire Local Plan – policy D1 and EP5 South Gloucestershire Design Checklist Supplementary Planning Document DCLG Core Output Indicator E3 Emerging Core Strategy CS1 - High Quality Design CS3 - Renewable and Low Carbon Energy Generation CS4 – Renewable and Low Carbon District Heat Networks	All stand-alone renewable energy installations and major development for residential, mixed use, commercial, retail, community or leisure uses. Please note: This information is best contained within the Design and Access Statement, Please ensure clear labelling within DAS as to avoid the application be declared invalid where Energy Statement required.	No constraints	Building Research Establishment BREEAM Regen - South West Companion Guide to PPS 22 SGC Energy Statement Advice
	<p>All major development for residential, mixed use, commercial or leisure uses. This information is often best contained within the Design and Access Statement (DAS) as these elements should be considered when producing the DAS.</p> <p>All development proposals that require a DAS should provide information about the proposed energy performance of the development. This can be included either within the DAS or as a separate Energy Statement. The level of detail required will depend on scale of the development. Requirements for Major Developments, all other Developments requiring a DAS, and stand alone renewable energy proposals are as follows:</p> <p>Major Residential, Commercial & Mixed-use Developments</p> <ol style="list-style-type: none"> 1. State which Building Regulations the development is to be built to, taking into account changes in the energy requirements of Building Regulations over the build-out period. 2. Provide an estimate of the energy demand and CO₂ emissions of the proposed development, assuming construction to the minimum energy performance required by the applicable Building Regulation standards. 			

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	<p>3. Describe what measures are being included which will reduce the energy demand of the development beyond the building regulations requirement, with quantification of the additional energy expected to be saved and a simple explanation of how this has been calculated. This should include any passive energy measures that have been incorporated into the design.</p> <p>4. Describe what renewable / low carbon energy generation measures are being included, their installed capacity (kW), predicted energy generation (kWh/yr) and associated CO₂ savings (tonnes/yr) and a simple explanation of how this has been calculated. State clearly if these have been included to meet building regulation requirements.</p> <p>5. Where required by Core Strategy Policy CS4, provide details of the viability of district heating. Where district heating is being included, provide details of the proposed extent and layout of the network, and arrangements for delivery.</p> <p>6. Provide a concluding section summarising why certain measures were chosen and the additional reduction in energy demand and offset CO₂ emissions achieved through the measures being deployed compared with the baseline energy demand and emissions as allowed by the relevant building regulations.</p> <p>All Other Developments that require a Design and Access Statement</p> <p>1. State which Building Regulations the development is to be built to.</p> <p>2. Describe what measures are being included which will reduce the energy demand of the development over and above those required to meet the minimum Building Regulation standards, including any passive energy measures that have been incorporated into the design.</p> <p>3. Describe what renewable / low carbon / decentralised energy generation measures are being included, their installed capacity (kW) and predicted energy generation (kWh/yr).</p> <p>Applications for stand-alone Energy Installations should state their proposed installed capacity (kW), predicted energy generation (kWh/yr) and associated CO₂ savings (tonnes/yr). It is also helpful to state the number of 'households' equivalent.</p>			
Statement on Sustainable Construction	<p>Planning Policy Statement 1 – delivering sustainable development</p> <p>South Gloucestershire Local Plan – policy D1</p> <p>South Gloucestershire Design Checklist</p> <p>Supplementary Planning Document</p> <p>Council Plan Indicator 64</p>	<p>All major development for residential, mixed use, commercial, retail, community or leisure uses. Please note: That whilst this information can be contained in a separate document the information is best contained within the Design and Access Statement.</p> <p>Please ensure clear labelling within DAS as to avoid the application be declared invalid where a Statement on Sustainable Construction is required.</p>	No constraints	<p>Building Research Establishment BREEAM</p> <p>Regen - South West</p> <p>Companion Guide to PPS 22</p>
Assessment against Building For Life Criteria (whether by an accredited BFL assessor or not)	<p>Planning Policy Statement 1 – delivering sustainable development</p> <p>South Gloucestershire Local Plan – policy D1</p> <p>South Gloucestershire Design Checklist</p> <p>Supplementary Planning Document</p> <p>Emerging Core Strategy</p> <p>CS1 - High Quality Design</p>	<p>All major residential development (This information is best contained within the Design and Access Statement)</p>	No constraints	<p>CABE Building For Life.</p>
	<p>Building for Life assessments measure the design quality of new housing developments. This information is best contained within the Design and Access Statement. The scheme uses a simple evidence-based system to score housing schemes against the 20 Building For Life Criteria which results in a score out of</p>			

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	20. More information on the 20 criteria and simple self assessments can be found at www.buildingforlife.org			
Coal Mining Risk Assessment	Planning Policy PPG 14 – Development on Unstable Land	All full planning applications excluding change of use, householder and variation of condition (unless it relates to the CMRA) Only required for advertisement applications where the proposal is freestanding and intersects with the ground.	Coal Mining Development Referral Areas Website www.coal.gov.uk/services/planning Please note: this is only a validation requirement where the proposal falls into both the development and constraint category.	The Coal Authority The Coal Authority Planning and Local Authority Liaison Department: Telephone 01623 637 119 (direct) or Email planningconsultation@coal.gov.uk
	The CMRA should include and identify; the mining information (Coal Authority reports), what risk the mining poses to the proposed development, the mitigation measures that should be included to manage or reduce the risk and whether the Coal Authority permission is required. The CMRA must be prepared by a competent person. Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES. Planning Policy Guidance 14: Development on Unstable Ground and its associated Appendices and Annexes provides a comprehensive guidance for both Local Planning Authorities and applicants in relation to development in areas which may be affected by land instability issues.			
Telecommunication information	Planning Policy Guidance Note 8 – Telecommunications South Gloucestershire Local Plan – policy S5 Code of Practice on Mobile Network Development	All Telecoms development		Code of Best Practice on Mobile Phone Network Development
	Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). See list below: 1. Acoustic report 2. Area of search details 3. Details of alternative sites 4. Relationship to schools and other electronic communications equipment 5. ICNIRP declaration 6. Supplementary information template (Annex F of Code of Best Practice) 7. Technical information (frequency modulation characteristics, power output) 8. Technical justification 9. Visual impact assessment or Further guidance on the information that may be required is set out in the <i>Code of Practice on Mobile Network Development (2002)</i> .			