

## NATIONALLY SET PLANNING APPLICATION REQUIREMENTS CHECKLIST

National Requirement List Item	Where to go for technical help/Tips
<p><b>Application Forms</b> 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 <a href="#">here</a> 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.</p>
<p><b>Ownership and Agricultural Holdings Certificates</b> For most planning applications an ownership certificate must be completed stating the ownership of the land relating to which the application relates and whether or not the site is subject to an agricultural holding. (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 <a href="#">help</a> 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><b>Notice(s)</b> 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 <a href="#">planning website</a> or in the technical help column of this page.</p>	<p><a href="#">Notice number 1</a> <a href="#">Notice number 2</a></p>
<p><b>The Site Location Plan</b> 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 <a href="#">SiteLocationPlan</a> Creator can be found on the South Gloucestershire Council webpage.</p>
<p><b>Detailed site layout plan or block plan</b> 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"> <li>• the direction of North;</li> <li>• the proposed development in relation to the site boundaries and other existing buildings on the site, and adjacent properties with written dimensions including those to the boundaries;</li> <li>• 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;</li> <li>• all the surrounding buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>• clearly marked existing and proposed buildings and structures within the site in relation to the site boundaries</li> <li>• show the proposed works shaded or hatched</li> <li>• Identify any buildings to be demolished</li> <li>• indicate the type and height of boundary treatment (e.g. walls, fences etc);</li> <li>• Parking arrangements</li> <li>• all public rights of way ( including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site;</li> <li>• 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;</li> <li>• Identify trees to be felled</li> <li>• Show the position and size of existing and proposed hard surfaced areas eg parking spaces, turning areas, paths etc.</li> <li>• Boundary treatment including walls or fencing where this is proposed.</li> <li>• Where appropriate, any existing/proposed provisions for cycle sheds and bin stores</li> </ul> <p>In the case of minor and major applications cases a site survey will also be required.</p>	<p>A link to a <a href="#">Site Location Plan</a> Creator can be found on the South Gloucestershire Council webpage.</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><b>Existing and proposed plans</b> 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. 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><b>Existing and proposed elevations</b> 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 &amp; 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. 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. 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><b>Existing and proposed floor plans</b> 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. 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. 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 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>
<p><b>Existing and proposed site sections and finished floor and site levels</b></p>	<p>Tip: Each plan should be clearly labelled existing and proposed.</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). 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.		The scale should be clearly indicated on all plans and should state the paper size i.e. 1:50 @ A1 Including a linear scale as well is always helpful. Plans/drawings containing disclaimers such as "Not to Scale" and "Do Not Scale will not be accepted.		
<b>Street Scene or context plan</b> 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. <ul style="list-style-type: none"> <li>• these should be of a scale of 1:100 or 1:200</li> <li>• as a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors</li> <li>• accurately show any differences in levels</li> <li>• include written dimensions for gaps between buildings</li> <li>• state the direction in which the street scene faces (e.g. view from the road)</li> </ul>		Tip: Each plan should be clearly labelled existing and proposed. The scale should be clearly indicated on all plans and should state the paper size i.e. 1:50 @ A1 Including a linear scale as well is always helpful Plans/drawings containing disclaimers such as "Not to Scale" and "Do Not Scale will not be accepted.		
<b>Roof plans</b> 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.		Tip: Each plan should be clearly labelled existing and proposed. The scale should be clearly indicated on all plans and should state the paper size i.e. 1:50 @ A1 Including a linear scale as well is always helpful Plans/drawings containing disclaimers such as "Not to Scale" and "Do Not Scale will not be accepted.		
<b>Landscaping and Survey Plans</b> Applications for operational development should be accompanied by full hard and soft landscape details proportionate to the development involved. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during construction. The details should be provided at 1:200 scale and clearly identify all existing trees and other vegetation to be retained or removed, consistent with the recommendations of the arboriculture report produced for the site. The plan should also include a planting specification and proposals for long term maintenance and management of all soft landscape works. 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. Where there are no proposed changes to the landscaping, this will need to be identified by the applicant in the submission details.		Tip: Each plan should be clearly labelled existing and proposed. The scale should be clearly indicated on all plans and should state the paper size i.e. 1:50 @ A1 Including a linear scale as well is always helpful Plans/drawings containing disclaimers such as "Not to Scale" and "Do Not Scale will not be accepted.  Further information can be found at <a href="#">NPPF</a> and <a href="#">SGC - Design Checklist SPD</a>		
<b>Design and Access Statements</b> A Design and Access statement must accompany applications where they relate to any of the following: <ul style="list-style-type: none"> <li>• Major developments excluding developments for mining operations or waste development</li> <li>• A listed Building</li> <li>• The development is for the erection of a building where the cubic content of the development exceeds 100 cubic metres and falls within a designated area.</li> <li>• An extension to an existing building where the floorspace created by the development exceeds 100 square metres and falls within a designated area.</li> </ul> Note: A Designated area means a Conservation Area or World Heritage Site. A Design and Access Statement is not required for applications: <ul style="list-style-type: none"> <li>• For a material change of use of land and buildings, (unless it also involves operational development);</li> <li>• For Engineering or mining operations</li> <li>• For development which is waste development</li> </ul> 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 and complexity of the application, and the length of the statement will vary accordingly. 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.		For further information on Design and Access Statement please see CABE website for advice on how to use, read and write Design & Access Statements <a href="#">CABE website</a> and the South Gloucestershire Design Checklist SPD <a href="#">South Gloucestershire Design Guide</a>  Tip: Applications affecting heritage assets whether designated or not also need a statement of significance. This may be combined with the Design and Access Statement or may be submitted as a separate document.		
National 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
<b>Community Infrastructure Levy Further Information Form</b>	The Community infrastructure Levy Regulations 2010 (as amended CS6 – infrastructure and Developer Contributions Infrastructure Development Plan (IDP)	Development comprising 100m <sup>2</sup> or more of new floor space. Development of one or more dwellings The conversion of a building that is no longer in lawful use <u>Please note:</u> in some cases development may be CIL Liable but not require planning permission. Developers must submit a <a href="#">Notice of Chargeable Development</a>	SGC CIL Charging Zones (can be found in SGC CIL webpages and advice)	<a href="#">SGC CIL webpages and advice</a> <a href="#">SGC Supplementary Planning Document - CIL and S106 Additional Information Requirement Form</a> will assist developers and the LPA in determining whether the development is CIL Liable and the amount of the charge. <a href="#">CIL Regulations</a> <a href="#">Planning Portal Website</a>
	The Community Infrastructure Levy or CIL is a charge on development, introduced by the planning Act 2008 and allows Local Authorities to raise funds from developers carrying out new building projects in their area. Certain developments may be liable for relief or exemptions, see further information links for further details. Hard Copies of the CIL Liability form can be downloaded from the planning portal or in the where to find further information and help column of this page			

## LOCALLY SET PLANNING APPLICATION REQUIREMENTS CHECKLIST

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
<b>Affordable Housing Statement</b>	The National Planning Policy Framework South Gloucestershire Affordable Housing & ExtraCare Supplementary Planning Document Core Strategy CS18 – Affordable Housing CS19 – Housing Exception Sites CS20 – Extra Care Housing	Residential or mixed use development	10 dwellings or 0.33 hectare or more except in rural areas where threshold is 5 dwellings or 0.2 hectares	<a href="#">Affordable Housing and ExtraCare Supplementary Planning Document</a> For pre application advice please contact the Enabling Team on <a href="mailto:housingenabling@southglos.gov.uk">housingenabling@southglos.gov.uk</a>
	<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 Providers acting as partners in the development. Core Strategy CS18 states the Council will require 35% affordable housing on all new housing developments of <b>10 or more</b> dwellings or <b>0.33 hectare or more</b>, irrespective of the number of dwellings, (except in rural areas where the threshold will be <b>5 or more or 0.2 hectare</b>).</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"> <li>• The total number of dwellings proposed</li> <li>• The number of affordable dwellings proposed</li> <li>• 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 above)</li> <li>• The type and number of bedrooms of the market dwellings</li> <li>• A layout plan with the location of each affordable housing dwelling highlighted, with a key showing the unit type</li> <li>• An affordable housing schedule detailing - ■ plot number ■ unit type ■ number of bedrooms ■ size per m2 ■ tenure</li> <li>• Information of the build standards the dwellings are being built to e.g. Lifetime Homes</li> <li>• Delivery method i.e. through a Homes West RP.</li> <li>• 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</li> <li>• Details of any phasing plans if the site is to be built out over more than 1 phase</li> <li>• Any service charges which would be charged (landscaping, unadopted roads, communal areas, management and maintenance)</li> </ul>			
<b>Air Quality Assessment</b>	National Planning Policy Framework Core Strategy CS9 – Environmental Resources and Built Heritage Emerging Policy, Sites and Places Plan - PSP Policy 22: Environmental Pollution and Impacts South Gloucestershire Local Plan – policy EP1	All major operational development This could include residential, mixed use or industrial developments, major road schemes and other small industrial processes, such as those regulated under the Clean Air Act, depending on local circumstances. The scale of the development triggering the requirement for an air quality assessment will vary depending on whether the development is proposed inside, adjacent or outside of an air quality management area (AQMA).  Unlikely to be required for householder applications	Development sites inside, adjacent to or outside an air quality management area where significant changes in air quality could arise and/or where a significant change in relevant exposure is anticipated.	<a href="#">DEFRA - Air Quality Management Areas</a> <a href="#">SGC Air Quality Management Advice</a> <a href="#">SGC Environmental Protection NPPF</a> <a href="#">IAQM/EPUK Guidance on land-use planning and development control: Planning for air quality 2015</a> <a href="#">Other Institute of Air Quality (IAQM) Guidance</a>
	<p>The assessment of impact on air quality is likely to be particularly important:</p> <ul style="list-style-type: none"> <li>• when the development is proposed inside or adjacent to an air quality management area (AQMA)</li> <li>• when the development could in itself result in the designation of an AQMA</li> <li>• Where planning permission would conflict with, or render unworkable, elements of an Air Quality Action Plan.</li> </ul> <p>Details of the air quality management areas in South Gloucestershire and the Council's Air Quality Action Plan can be found via the SGC web link above.</p> <p>Further information on the types of development proposals that are likely to require an air quality assessment are provided in the IAQM/EPUK Guidance on land-use planning and development control: Planning for Air Quality (2015) Guidance issued by Environmental Protection UK - see web link.</p> <p>Please contact the Environmental Protection team for further advice either by email <a href="mailto:environmental.protection@southglos.gov.uk">environmental.protection@southglos.gov.uk</a> or telephone 01454 868001.</p>			
<b>Biodiversity Survey and Report</b>	The National Planning Policy Framework Core Strategy CS2 – Green Infrastructure CS9 – Environmental Resources and Built Heritage	Likely requirement for:- <ul style="list-style-type: none"> <li>• Conversion of agricultural or rural buildings</li> <li>• Major operational development</li> <li>• Brown field sites (urban or rural, including back garden)</li> </ul>	In or adjacent to:- <ul style="list-style-type: none"> <li>• European Site (SAC/SPA/Ramsar)</li> <li>• SSSI</li> <li>• National Nature Reserve (NNR)</li> </ul>	<a href="#">Bristol Regional Environmental Records Centre</a> <a href="#">Biodiversity &amp; the Planning Process SPG</a> <a href="#">NERC Act 2006</a>

	West of England Strategic Green Infrastructure Framework Biodiversity Action Plan Biodiversity & Planning Process Supplementary Document 06/2005 ODPM Circular 01/2005 DEFRA Circular Wildlife and Countryside Act 1981 Habitat Regulation 2010 Hedgerow Regulation 1997 Protection of Badgers Act 1992 NERC Act 2006 South Gloucestershire Local Plan policies L7, L8 and L9.	<ul style="list-style-type: none"> <li>• Development requiring demolition of existing property(ies)</li> <li>• Residential or mixed-use development (major or otherwise)</li> <li>• Wind turbines</li> <li>• Photovoltaic (solar) farms</li> <li>• Change of use of land (equestrian)</li> <li>• National infrastructure projects</li> </ul>	<ul style="list-style-type: none"> <li>• Site of Nature Conservation Interest (SNCI)</li> <li>• Regionally Important Geological Sites (RIGS)</li> <li>• Local Nature Reserve (LNR)</li> </ul> <p>Where development will affect a nationally or internationally protected species or their habitat (listed in national, regional or local biodiversity action plans ) or nationally notable species</p>	<a href="#">Natural England</a> <a href="#">Association of Local Government Ecologists website</a> <a href="#">NPPF</a>
	<p>The above types of applications will need to include surveys which identify the semi-natural habitat on site and any notable or protected species of flora or fauna, particularly those protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 2010 or the Protection of Badgers Act 1992; as well as nationally notable species such as those listed under Section 41 of the NERC Act 2006; or included on the RSPB Red, Amber or Green Lists of Species of Conservation Concern. Where development would impact on the above or wider biodiversity, the application should include details of proposals for mitigation and/or compensation measures.</p> <p>Applications for development that will affect a local site - areas designated as an SNCI or RIGS – will be considered against development plan policies and for impacts on their features of interests and may require proposals for long term maintenance and management.</p> <p>Where a proposed development is for substantial conversion or demolition of a building which may have possible impacts on wildlife, the application will need to include the appropriate surveys and supporting information to enable the authority to fully consider and assess those impacts. Where bats or other European Protected Species are affected the information will need to be in sufficient detail to enable the application to be subject to 'test' under the Habitat Regulations 2010 in accordance with past judicial reviews.</p> <p>Any development affecting a European Site, either directly or indirectly, alone or in combination with other plans or projects, will be subject to the provisions of the Habitat Regulations 2010. Similarly, any development affecting a Site of Special Scientific Interest (SSSI) will be subject to the statutory provisions of the Wildlife &amp; Countryside Act 1981 (as amended). Both will be carried out in full consultation with Natural England.</p> <p>This information might form part of an Environmental Statement, where one is necessary.</p> <p>Government planning policies for biodiversity are set out in the National Planning Policy Framework. NPPF is accompanied by the 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>:</p>			
<b>Environmental Impact Assessment</b>	Town and Country Planning (Environmental Impact Assessment) Regulations 2011	In accordance with the 2011 Regulations (Schedules 1 and 2 type development)	Not applicable	<a href="#">EIA Regulations</a>
	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations, 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. and a 'scoping opinion' if it is subsequently determined that EIA is necessary. In cases, where a full EIA is not required, the local planning authority will still require environmental information to be provided wherever appropriate.</p>			
<b>Evidence to accompany applications for town centre uses</b>	The National Planning Policy Framework Core Strategy CS14 – Town Centres and Retail CS14A – Cribbs Causeway	<p><b>Sequential Assessment</b> for main town centre uses not in an existing centre and not in accordance with an up-to-date Local Plan.(Not applicable for small-scale rural development)</p> <p><b>Impact Assessment</b> for Retail, Office and Leisure – SGC Core Strategy Reduces threshold for impact assessments to 1000 square metres gross</p>	Not applicable	<a href="#">NPPF</a>
	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>			
<b>Flood Risk Assessment</b>	The National Planning Policy Framework Core Strategy CS9 – Managing the Environment & CS1 – High Quality Design South Gloucestershire Local Plan – policy EP2	In line with matrix issued by Environment Agency – See Environment Agency Flood Risk Matrix Standard Advice Flood Risk Matrix & Flood zones A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. An 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		<a href="#">Flood Risk Standing Advice</a> <a href="#">NPPF &amp; Technical Guidance to the NPPF</a> <a href="#">SGC - Planning &amp; Flood Risk Assessments</a> <a href="#">Environment Agency</a> <a href="#">Flood risk assessment for planning applications</a>

	Authority by the Environment Agency			
	<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 2011 as amended. Technical Guidance to the National Planning Policy Framework provides comprehensive guidance for both local planning authorities and applicants. Further FRA guidance is included in the South Gloucestershire SFRA Level 1 and Level 2 Reports</p>			
<b>Foul Sewerage Assessment</b>	Core Strategy CS9 – Managing the Environment & Heritage	Where non-mains sewerage is proposed and all major residential development	No constraints	<a href="#">Environment Agency</a> <a href="#">NPPG &amp; NPPF</a> <a href="#">Drainage &amp; Waste Disposal - Building Regulations Part H</a> <a href="#">Septic tanks and treatment plants: permits and general binding rules</a>
	<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.</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"> <li>(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;</li> <li>(b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</li> <li>(c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;</li> <li>(d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.</li> </ul> <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 the Water Industry Act 1991.</p>			
<b>Statement of significance</b>	<p>The National Planning Framework Policy</p> <p>Local List Supplementary Planning Document</p> <p>South Gloucestershire Design Checklist Supplementary Planning Document</p> <p>Conservation Area Appraisal Supplementary Planning Documents</p> <p>Core Strategy</p> <p>CS9 – Managing the Environment &amp; Heritage</p> <p>South Gloucestershire Local Plan – policies L10, L11, L12, L13, L14, L15</p>	<ul style="list-style-type: none"> <li>• Applications affecting a nationally or locally listed building (including applications for listed building consent)*</li> <li>• Applications in and affecting a conservation area*</li> <li>• Application affecting a registered Historic Battlefield*</li> <li>• Applications affecting nationally and locally designated parks and gardens*</li> <li>• Application affecting a Scheduled Ancient Monument*</li> <li>• Applications affecting archaeological sites –including Scheduled Ancient Monument*</li> </ul> <p>*And their settings Excludes: Change of Use. Advertisements and Householder applications unless adjoining or adjacent.</p>	<ul style="list-style-type: none"> <li>• Designated Heritage Assets</li> <li>• Listed Buildings</li> <li>• Conservation Areas</li> <li>• Nationally designated parks and gardens</li> <li>• Scheduled Ancient Monuments</li> <li>• Locally designated parks and gardens</li> <li>• Historic Battlefields</li> <li>• Undesignated Heritage Assets</li> <li>• Locally Listed Buildings</li> <li>• heritage assets identified by the local planning authority through the process of plan making or planning decision making</li> </ul> <p>*The NPPF 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 the potential impact of the proposal on that significance. In some cases, whether the proposal affects the setting of a</p>	<a href="#">SGC - Historic Environment</a> <a href="#">Heritage Gateway</a> <a href="#">Historic England</a> <a href="#">NPPF</a>

			heritage asset or not, can only be determined following a site visit	
	<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 and heritage assets identified by the local planning authority through the process of plan making or planning decision making.</p> <p>The NPPF 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 the potential impact of the proposal on that significance. 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 1<sup>st</sup> 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 Historic England in their publication Planning for the Historic Environment Practice Guide, London 2010. The council have also published Technical Advice Notes to assist applicants in submitting applications: "Heritage Statements" and "Compiling a Written Scheme of Investigation for Archaeological Projects". These can be downloaded from the council's website <a href="#">Historic Environment</a></p>			
<b>Land contamination assessment</b>	<p>National Planning Policy Framework South Gloucestershire Council Contaminated Land Strategy Core Strategy CS9 – Managing the Environment &amp; Heritage Emerging Policy, Sites and Places Plan - PSP Policy 22: Environmental Pollution and Impacts South Gloucestershire Local Plan – policy EP6</p>	<p>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</p> <ul style="list-style-type: none"> <li>• Conversion or redevelopment of petrol filling stations</li> <li>• Redevelopment of industrial and manufacturing sites.</li> <li>• Mineral and Waste applications</li> <li>• Rural building conversions to other uses</li> <li>• Applications for the importation of soils etc for raising of land for flood defence purposes or creation of noise bunds, landscaped mounds on golf courses etc.</li> <li>• Developments involving the importation of soils etc for land raise/noise bunds/infilling etc</li> <li>• Conversion of buildings to a higher sensitivity end use eg agricultural or commercial to residential</li> </ul>	<ul style="list-style-type: none"> <li>• Sites where there is known/suspected contamination issues with land and/or previous potentially contaminative uses.</li> <li>• Developments on sites with a known past potentially contaminative historical land use</li> <li>• 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</li> </ul>	<p><a href="#">Advice on Land contamination from Environment Agency</a> <a href="#">BS 10175:2011+A1:201 code of Practice for the Investigation of Potentially Contaminated Sites 3s</a> <a href="#">NPPF</a></p> <p><a href="#">Model Procedures for Land Contamination - CRL11</a></p>
	<p>Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Environment Agency Model Procedures for Land Contamination CLR11. 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.</p> <p>Please contact the Environmental Protection team for further advice either by email <a href="mailto:environmental.protection@southglos.gov.uk">environmental.protection@southglos.gov.uk</a> or telephone 01454 868001.</p>			
<b>Lighting assessment</b>	<p>The National Planning Policy Framework South Gloucestershire Design Checklist Supplementary Planning Document Core Strategy CS1 – High Quality Design</p>	<p>Applications including/for floodlighting, or a significant amount of external lighting</p>	<p>No constraints</p>	<p><a href="#">NPPF</a> <a href="#">NPPG</a></p>
	<p>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.</p> <p>These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. Guidance available at Communities website <a href="#">Lighting in the Countryside: Towards Best Practice</a> 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.</p>			
<b>Noise Impact assessment</b>	<p>National Planning Policy Framework Emerging Policy, Sites and Places Plan - PSP Policy 22: Environmental</p>	<p>Applications for noise sensitive development including sites adjacent to major road/transport infrastructure and</p>	<p>DEFRA noise mapping and designated quiet areas.</p>	<p><a href="#">Planning and Noise – Specific Guidance Note 1</a> <a href="#">Technical Advice Note on Acoustic</a></p>

	Pollution and Impacts South Gloucestershire Local Plan – policy EP4	any other significant noise source. To include residential and all noise sensitive development for example schools and hospitals. Applications for uses that involve activities that may generate significant levels of noise.		<a href="#">Reports</a> <a href="#">WHO Guidelines for Community Noise</a>
Applications for noise generating development that would lead to significant adverse effects on health and amenity from noise and development that would introduce noise-sensitive receptors in locations likely to be affected by existing sources of noise should be supported by an assessment of environmental noise and an appropriate scheme of mitigation measures. Further guidance is provided in The Technical Guidance to the National Planning Policy Framework Please contact the Environmental Protection team for further advice either by email <a href="mailto:environmental.protection@southglos.gov.uk">environmental.protection@southglos.gov.uk</a> or telephone 01454 868001.				
<b>Open Space assessment</b>	The National Planning Policy Framework Core Strategy CS1 - High Quality Design CS24 - Open Space Standards	Major residential or mixed development	No constraints	<a href="#">NPPF</a> <a href="#">South Gloucestershire Open Space Audit 2010</a>
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. Existing open space, sport and recreational buildings and land , including playing fields, should not be built on unless: Existing open space, sport and recreational buildings and land , including playing fields, should not be built on unless: - an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or - the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or - the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss. (Para 74, NPPF) . National planning policy is set out in the NPPF. The South Gloucestershire Open Space Audit is the Local Authority's up-to-date assessment, compliant with PPG17 and its replacement the NPPF.				
<b>Planning obligations / draft Head(s) of Terms</b>	Community Infrastructure Levy Regulations 2010 (Part II)	Major residential development	Not applicable	<a href="#">NPPF</a> <a href="#">CIL &amp; S106 Planning Obligation SPD</a> <a href="#">Planning Obligation Guidance</a> <a href="#">South Gloucestershire Council website</a>
Planning obligations (or "section 106 agreements") are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or "developers"), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. 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 the NPPG and SGC CIL & S106				
<b>Structural survey</b>	The National Planning Policy Framework Emerging Policy, Sites and Places Plan - PSP Policy 29 South Gloucestershire Local Plan – policies E7 and H10	Conversion of rural buildings outside of settlement boundaries to other uses	No constraints	<a href="#">NPPF</a>
A structural survey may be required in support of an application if the proposal involves substantial demolition or renovation, for example, barn conversion applications.				
<b>Tree survey / arboricultural implications</b>	The National Planning Policy Framework Core Strategy CS2 – Green Infrastructure CS9 – Managing the Environment & Heritage West of England Strategic Green Infrastructure Framework Trees on Development Sites Supplementary Planning Document South Gloucestershire Design Checklist Supplementary Planning Document South Gloucestershire Local Plan policy L1	All sites where a protected tree(s), or any tree(s) on the site or on adjacent land that may be affected by the proposals.	Sites with Tree preservation orders, Sites within a Conservation area	<a href="#">NPPF</a> <a href="#">Trees on Development Sites - SPG</a> <a href="#">Trees and Hedges</a> <a href="#">Trees and Building Development</a>
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 or removed, also the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist. Full guidance on relevant information which will be required with each type of application, pre-app, full app, can be found in Annex B table B1 'Delivery of trees related information into the planning system' within BS 5837:2012. The survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837: 2012 'Trees in relation to design, demolition and 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.				
<b>Coal Mining Risk Assessment</b>	Core Strategy Policy – CS9 Emerging Policy, Sites and Places Plan - PSP Policy 23	All full planning applications excluding those set out in the <a href="#">Coal Authority's Exemptions List</a>	Coal Mining <a href="#">Development High Risk Areas</a> Please note: this is only a validation requirement where the proposal falls into both the development and constraint category.	<a href="#">The Coal Authority</a> The Coal Authority Planning and Local Authority Liaison Department: Telephone 01623 637 119 (direct) or Email <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a> <a href="#">Coal Authority Exemptions List</a> <a href="#">Core Strategy – Appendix Z</a>
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 2011 as amended, it is suggested that the CMRA is included within the ES.			
<b>Telecommunication information</b>	The National Policy Planning Framework – Section 5 Core Strategy Objectives – Maintaining Economic Prosperity – Chapter 9 Code of Practice on Mobile Network Development South Gloucestershire Local Plan – policy S5	All Telecoms development		<a href="#">Mobile Operators Association - Code of Best Practice on Mobile Network Development</a>
	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			
<b>Assessment of Transport Impact</b>	The National Planning Policy Framework. Adopted Core Strategy CS8 - Improving Accessibility and area based policies. Residential Parking Standards, Supplementary Planning Documents, Adopted December 2013. South Gloucestershire Local Plan – policy T12.	All development where there are 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.	No constraints	<a href="#">DFT - Guidance on Transport Assessment.</a> <a href="#">DFT guidance on Travel Plans.</a> <a href="#">NPPF.</a> <a href="#">Circular 02/2013 - Strategic Road Network and the Delivery of Sustainable Development</a> Design Manual for Roads and Bridges HD 19/15 Road Safety Audits and HD 42/05 Non-Motorised Users Audits. Contact Details: Call 01454 863640 and ask for Transportation Development Control or email <a href="mailto:DCtransport@southglos.gov.uk">DCtransport@southglos.gov.uk</a>
	The coverage and detail of the Transport Assessment (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. Following the withdrawal of the Department for Transport's Guidance on Transport Assessment (March 2007) in October 2014, South Gloucestershire Council have dealt with each application individually on its merits, utilising the Guidance on Transport Assessments and other pertinent guidance as the starting point for discussions. Developments that generate significant transport demand will be required to provide a Travel Plan.			
<b>Surface Water Drainage Details</b>	The National Planning Policy Framework – Paragraph 103 The National Planning Policy Guidance – Paragraph 079 The Ministerial Statement – HCWS 161 The Flood and Water Management Act 2010 South Gloucestershire Core Strategy – CS1 and CS9 South Gloucestershire Policies, Sites and Places Plan – PSP 021	Commercial, residential or mixed use development  Outline and Full	10 dwellings or 0.5 hectare, any development within flood zones 2 and 3, within 10 metres from an Ordinary Watercourse or 20 metres from a Main River	<a href="#">West of England (WoE) – Sustainable Drainage Developer Guide Section 1</a>  If you are unsure about the information you are required to submit, please contact the Councils Lead Local Flood Authority via email : <a href="mailto:LeadLocalFloodAuthority@southglos.gov.uk">LeadLocalFloodAuthority@southglos.gov.uk</a>
	In order to achieve the requirements as set out in the Written Ministerial Statement it will be essential that SuDS are properly planned at the onset of planning for the development. Developers and their design teams need to take into account different factors including the layout of the site, topography and geology when planning and positioning the different SuDS elements for the whole scheme. This information will be required for both outline and full applications so it is clearly demonstrated that the SuDS can be accommodated within the development that is proposed. Surface Water Drainage Details should include the following three components: Proof of Concept, Surface Water Drainage Strategy and Operation and Maintenance Plan. It will not now be acceptable to leave the design of SuDS to a later stage to be dealt with by planning conditions.  To assist developers and their design teams on how to properly plan for SuDS, South Gloucestershire Council working in partnership with the WoE LLFA's, have prepared the guidance document – West of England (WoE) – Sustainable Drainage Developer Guide Section 1.  Applicants are strongly advised to discuss their proposals with South Gloucestershire Council LLFA at the pre-application stage to ensure that an acceptable SuDS scheme is submitted (please note that additional pre-application fees may apply)  Detailed explanation on the each of the components forming the Surface Water Drainage Details is available within the West of England (WoE) – Sustainable Drainage Developer Guide Section 1.			