

**NORTHAMPTON BOROUGH COUNCIL**

**DRAFT LOCAL VALIDATION REQUIREMENTS**

**MAY 2013**

## **Introduction**

The purpose of validation requirements is to achieve consistency in the decision making process and to make the process of applying for planning permission more straight forward for developers by providing greater clarity as to the information that needs to be submitted with an application.

The validation of a planning application is essentially a checking process to ensure that the information required to assess a planning application has been submitted at the start of the process. It is important that the necessary information is submitted, otherwise consideration of the application would be subject to unnecessary delay.

This document is intended to provide a useable manual to assist developers in preparing applications for planning permission and other planning consents, by providing clear information as to what information should be submitted with each application type. In order to do this, the guide has been broken down by application type, with clear reference to the documents/information that is required for each application type.

This document has been arranged to allow quick and easy access to the information requirements for the type of application you are submitting.

Section 1 of the document sets out each type of application followed by a list of requirements. To avoid repetition and reduce the size of the document, the details of each required item are listed separately at Section 2. Further information is provided in appendices.

Developers are encouraged to discuss their proposals with the Council prior to submission. The benefit of this is that additional advice can be provided as to the various criteria described within this document.

# **Section 1 - Information Required By Application Type**

## **Householder Planning Applications**

### **Extensions**

#### **Essential requirements –**

- Location Plan
- Block Plan
- Elevations - Existing
- Elevations - Proposed
- Floor Plans - Existing
- Floor Plans - Proposed
- Site Plan - Existing
- Site Plan - Proposed

#### **Criteria based requirements –**

- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Design and Access Statement - *within a conservation area.*
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*
- Roof Plans - Existing & Proposed - *only where complex roof forms are proposed.*

### **Domestic Outbuildings**

#### **Essential requirements –**

- Location plan
- Block plan
- Elevations - Proposed
- Floor Plans - Proposed
- Site Plan

#### **Criteria based requirements –**

- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Design and Access Statement - *within a conservation area.*
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*

## **Boundary Fences**

### **Essential requirements -**

- Location plan
- Block Plan
- Elevations - Proposed
- Site Plan - Existing
- Site Plan - Proposed

### **Criteria based requirements –**

- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Design and Access Statement - *within a conservation area.*
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*

## **Driveways / dropped kerbs and other householder applications**

### **Essential requirements –**

- Location Plan
- Block Plan
- Site Plan – Existing
- Site Plan – Proposed

### **Criteria based requirements –**

- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Design and Access Statement - *within a conservation area.*
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*

# **Non Householder Planning Applications**

## **Buildings and Extensions (other than dwellings)**

### **Essential requirements –**

- Location Plan
- Block Plan
- Elevations - Existing
- Elevations - Proposed
- Floor Plans - Existing
- Floor Plans - Proposed
- Site Plan - Existing
- Site Plan - Proposed

### **Criteria based requirements –**

#### ***Major Applications*** (see definition in Appendix)

- Draft Section 106 Heads of Terms – *if identified in NBC's adopted Policy and / or identified through the pre-application process*
- Transport assessment / Travel plan
- Roof Plans - Existing & Proposed - *only where complex roof forms are proposed.*

#### ***Noisy Uses*** (See Appendix for specific uses)

- Noise Impact Assessment
- Technical Specification - *of any new plant or equipment*

#### ***Odour creating schemes*** (See Appendix for specific uses)

- Odour Attenuation Scheme

### **Other criteria based requirements –**

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Archaeological Assessment – *for development likely to have impact on archaeological assets when within a conservation area, or within the curtilage of a listed building or Scheduled Ancient Monument, or area designated in the Development Plan as of archaeological significance.*
- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Contamination assessment – *when on previously developed land and in some cases on greenfield sites.*
- Design and Access Statement - *see Appendix for criteria.*
- Environmental Impact Assessment - *see Appendix for more information as to when this is required.*
- Flood Risk Assessment - *see Appendix for criteria*

- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*
- Lighting Assessment - *when floodlighting proposed.*
- Marketing Information – *where the proposal is for a use not in accordance with the development plan and / or the NPPF.*
- Noise Levels Assessment - *for noise sensitive uses.*
- Roof Plans - Existing & Proposed - *only where complex roof forms are proposed.*
- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Sequential Assessment Of Alternative Sites - *required for new or extended town centre uses (as defined in Appendix) proposed in a location not in accordance with the development plan and / or the NPPF.*
- Streetscene Drawings - *required for infill developments within an existing street or for major developments where new streets are created.*
- Visual Impact Assessment - *when buildings of 15m or more in height are proposed.*

### **Change of Use**

*Change of use of a property only, with no alterations to the building.*

### **Essential requirements -**

- Location Plan

### **Criteria based requirements –**

#### **Noisy Uses** (See Appendix for specific uses)

- Noise Impact Assessment
- Noise Levels Assessment
- Technical Specification - *of any new plant or equipment*

#### **Odour creating schemes** (See Appendix for specific uses)

- Odour Attenuation Scheme

### **Other criteria based requirements –**

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Affordable Housing Statement - *when in excess of 14 dwellings.*
- Air Quality Assessment - *when situated within an Air Quality Management Area (see Appendix)*
- Draft Section 106 Agreement Heads of Terms - *if identified in NBC's adopted Policy and / or identified through the pre-application process*
- Flood Risk Assessment - *see Appendix for criteria*
- Floor Plans - *depending on the use proposed, will be essential for residential use and others where the layout of the use needs to be considered.*
- Marketing Information – *where the proposal is for a use not in accordance with the development plan and / or the NPPF.*

- Planning Statement
- Sequential Assessment Of Alternative Sites - *required for new or extended town centre uses (as defined in Appendix) in an edge of centre or out of centre location not in accordance with the development plan and / or the NPPF.*
- Transport Assessment / Travel Plan - *when major development as defined in Appendix*

### **Driveways and dropped kerbs**

#### **Essential requirements –**

- Location Plan
- Site Plan - Existing
- Site Plan - Proposed

#### **Criteria based requirements -**

- Arboricultural Assessment - *when works affect or would result in the removal of existing trees.*
- Design and Access Statement - *see Appendix for criteria, generally only required if in a Conservation Area*
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*

### **Dwellings (Residential Developments)**

#### **Essential requirements -**

- Location Plan
- Block Plan
- Contamination Assessment
- Design and Access Statement
- Elevations - Proposed
- Floor Plans - Proposed
- Landscaping Scheme
- Site Plan - Existing
- Site Plan - Proposed

#### **Criteria based requirements -**

#### ***Development in excess of 10 dwellings***

- Affordable Housing Statement - *when in excess of 14 dwellings.*
- Air Quality Assessment - *when situated within an Air Quality Management Area (see Appendix)*
- Biodiversity Assessment
- Masterplan
- Noise Impact Assessment
- Noise Level Assessment

- Transport Assessment / Travel Plan

### **Other Criteria Based Requirements**

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Archaeological Assessment – *for development likely to have impact on archaeological assets when within a conservation area, or within the curtilage of a listed building or Scheduled Ancient Monument, or area designated in the Development Plan as of archaeological significance.*
- Design and Access Statement - *see Appendix for criteria*
- Draft Section 106 Agreement Heads of Terms - *if identified in NBC's adopted Policy and / or identified through the pre-application process*
- Environmental Impact Assessment - *see Appendix for more information as to when this is required.*
- Flood risk assessment - *see Appendix for criteria*
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*
- Marketing Information - *where residential development is not in accordance with the development plan and / or the NPPF.*
- Roof Plans - Existing & Proposed - *only where complex roof forms are proposed.*
- Streetscene drawings - *when in excess of 10 dwellings or involving infill development.*
- Visual Impact assessment - *when buildings in excess of 15m*

### **Energy generating equipment**

#### **Essential requirements -**

- Location Plan
- Block Plan
- Elevations - Proposed
- Site Plan - Existing
- Site Plan - Proposed
- Noise Impact Assessment
- Technical Specification

#### **Criteria based requirements -**

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Arboricultural Assessment - *when works affect or would result in the removal of existing trees.*
- Biodiversity Assessment - *when located within a site that has not been previously developed.*
- Design and Access Statement - *see Appendix for criteria.*
- Elevations - Existing - *when attached to a building.*



- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*
- Roof plans – Existing and Proposed - *when equipment attached to a roof.*
- Visual Impact Assessment - *when installation is in excess of 15m in height.*

### **Fences, Wall and Enclosures**

#### **Essential requirements -**

- Location Plan
- Elevations - Proposed
- Site Plan - Existing
- Site Plan - Proposed

#### **Criteria based requirements -**

- Arboricultural Assessment - *when works affect or would result in the removal of existing trees.*
- Design and Access Statement - *see Appendix for criteria.*
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*

### **Floodlighting**

#### **Essential requirements -**

- Location Plan
- Elevations - Proposed
- Lighting assessment
- Site Plan - Existing
- Site Plan - Proposed

#### **Criteria based requirements –**

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Arboricultural assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Design and Access Statement - *see Appendix for criteria.*

### **Outline applications**

#### **Essential requirements -**

- Location Plan
- Indicative Parameters

### **Criteria based requirements –**

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Affordable Housing Statement - *when in excess of 14 dwellings.*
- Air Quality Assessment - *when in excess of 10 dwellings and situated within an Air Quality Management Area.*
- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*
- Archaeological Assessment – *for development likely to have impact on archaeological assets when within a conservation area, or within the curtilage of a listed building or Scheduled Ancient Monument, or area designated in the Development Plan as of archaeological significance.*
- Contamination assessment – *when on previously developed land and in some cases on greenfield sites.*
- Design and Access Statement - *see Appendix for criteria.*
- Draft Section 106 Agreement Heads of Terms - *if identified in NBC's adopted Policy and / or identified through the pre-application process*
- Environmental Impact Assessment – *see Appendix for more information as to when this is required.*
- Flood risk assessment - *see Appendix for criteria*
- Masterplan
- Noise Impact Assessment - *for "Noisy Uses" as identified in the Appendix*
- Noise Level Assessment - *for noise sensitive uses.*
- Transport Assessment.

### **Plant and machinery**

#### **Essential requirements -**

- Location Plan
- Block Plan
- Elevations - Existing
- Elevations - Proposed
- Floor Plans - Existing
- Floor Plans - Proposed
- Noise Impact Assessment
- Site Plan - Existing
- Site Plan - Proposed
- Technical Specification

#### **Criteria based requirements -**

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Arboricultural Assessment - *when works affect or would result in the removal of existing trees.*
- Biodiversity Assessment - *when located within a site that has not been previously developed.*
- Design and Access Statement - *see Appendix for criteria.*

- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*
- Visual Impact Assessment - *when installation is in excess of 15m in height*

### **Renewal of Planning Permission**

#### **Essential requirements -**

- Location Plan

#### **Criteria based requirements -**

- Affordable Housing Statement - *when in excess of 14 dwellings.*
- Draft Section 106 Heads of Terms – *if identified in NBC's adopted Policy and / or identified through the pre-application process*

#### ***If required for the granting of the original application and the previous document is more than two years old –***

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Air Quality Assessment – *will also be required if a new AQMA covering the site has been designated since the original application.*
- Biodiversity Assessment
- Flood Risk Assessment - *see Appendix for criteria*
- Transport Assessment

## **Other Applications & Notifications**

### **Advertisement Consent**

- Location plan
- Colour Drawings / Graphics Of Proposed Advertisements
- Elevations - Existing
- Elevations - Proposed

### **Certificate of Lawfulness - Proposed Use**

- Location plan
- Evidence

### **Certificate of Lawfulness - Existing Use**

- Location plan
- Evidence

### **Certificate of Lawfulness - Proposed Development**

#### **Essential requirements -**

- Location Plan
- Block Plan
- Evidence
- Site Plan - Existing
- Site Plan - Proposed

#### **Criteria based requirements (*depending on nature of development*) –**

- Elevations - Existing
- Elevations - Proposed
- Floor Plans - Existing
- Floor Plans - Proposed
- Roof Plan - Existing
- Roof Plan - Proposed

### **Certificate of Lawfulness - Existing Development**

#### **Essential requirements –**

- Location plan
- Block plan
- Elevations - As Built (See “Elevations - Proposed” for requirements)
- Evidence
- Floor Plans - As Built (See “Floor Plans - Proposed” for requirements)
- Site Plan - As Built (See “Floor Plans - Proposed” for requirements)

**Criteria based requirements (*depending on nature of development*) –**

- Elevations - as existing prior to development\*
- Floor Plans - as existing prior to development\*
- Roof Plan - as existing prior to development\*
- Roof Plan - as built (See “Proposed” for requirements)
- Site Plan - as existing prior to development\*

\*See “Existing” for Requirements

**Conservation Area Consent**

**Essential requirements –**

- Location Plan
- Block Plan
- Design and Access Statement
- Elevations - Existing
- Elevations - Proposed
- Floor Plans - Existing
- Floor Plans - Proposed
- Heritage Impact Assessment
- Method Statement
- Site Plan - Existing
- Site Plan - Proposed

**Criteria based requirements –**

- Roof Plans - Existing
- Roof Plans - Proposed
- Structural Survey

**Listed Building Consent**

**Essential requirements –**

- Location Plan
- Block Plan
- Design and Access Statement
- Elevations - Existing
- Elevations - Proposed
- Floor Plans - Existing
- Floor Plans - Proposed
- Heritage Impact Assessment
- Site Plan - Existing
- Site Plan - Proposed

### **Criteria based requirements –**

- Method Statement - *where demolition is proposed*
- Roof Plans - Existing
- Roof Plans - Proposed
- Site Photographs - *where alterations to Grade I or Grade II\* buildings or demolition of any listed building is proposed.*
- Structural Survey

### **Non Material Amendment to Planning Permission**

#### **Essential requirements –**

- Location Plan
- Block Plan
- Site Plan - Proposed

#### **Criteria based requirements –**

- Elevations - Proposed
- Floor Plans - Proposed
- Roof Plans - Proposed

### **Prior Notification of Demolition**

#### **Essential requirements –**

- Location plan
- Method Statement
- Site Notice

#### **Criteria based requirements –**

- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*

### **Prior Notification of the installation of telecommunications apparatus**

#### **Essential requirements –**

- Location Plan
- Elevations – Proposed
- ICNIRP Declaration
- Justification Statement
- Site Plan - Existing
- Site Plan – Proposed

#### **Criteria based requirements –**

- Arboricultural Assessment - *when works will take place within root protection areas or result in the removal of trees or hedges.*

## **Reserved Matters**

### **Essential requirements –**

- Location Plan
- Block Plan
- Site Plan - Existing

### **Criteria based requirements –**

***Any matters not covered at the outline stage, which may include any or all of the following -***

- Applicant's Statement of Community Involvement – *when required by the Council's adopted Statement of Community Involvement policy.*
- Air Quality Assessment- *when situated within an Air Quality Management Area (see Appendix)*
- Arboricultural Assessment - *when works affect or would result in the removal of existing trees.*
- Archaeological Assessment – *for development likely to have impact on archaeological assets when within a conservation area, or within the curtilage of a listed building or Scheduled Ancient Monument, or area designated in the Development Plan as of archaeological significance.*
- Biodiversity Assessment - *when located within a site that has not been previously developed.*
- Contamination Assessment - *when on previously developed land and in some cases on greenfield sites*
- Design and Access Statement - *see Appendix for criteria.*
- Elevations – Existing
- Elevations – Proposed
- Environmental Impact Assessment- *see Appendix for more information as to when this is required.*
- Flood Risk Assessment - *see Appendix for criteria*
- Floor Plans – Proposed
- Heritage Impact Assessment - *when development affects a Heritage Asset such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.*
- Landscaping Scheme
- Lighting Assessment
- Masterplan
- Marketing Information - *where the proposal is for a use not in accordance with the development plan and / or the NPPF.*
- Method Statement - *where demolition is proposed*
- Noise Impact Assessment - *for “noisy uses” as defined in the Appendix*
- Noise Levels Assessment - *for noise sensitive uses*
- Odour Attenuation Scheme
- Planning Statement
- Roof Plans – Proposed

- Sequential Assessment of Alternative Sites - *required for new or extended town centre uses (as defined in Appendix) in an edge of centre or out of centre location not in accordance with the development plan and / or the NPPF.*
- Site Plan – Proposed
- Streetscene drawings
- Technical Specification
- Transport Assessment/Travel Plan
- Visual Impact Assessment - *when buildings / structures in excess of 15m are proposed*

### **Right of way diversion**

- Location Plan
- Justification Statement
- Site Plan - *showing proposed and existing routes.*

### **Variation / Removal of Condition**

- Location Plan
- Details Specified In Condition
- Justification Statement

### **Retrospective Applications**

*Requirements for retrospective applications will be the same as for those made in advance of the development or change of use. Where existing or proposed plans are referred to these should be “as existing prior to development” and “as built”.*



## **Section 2 - Definitions**

### **Location Plan (required for all applications)**

This should be up to date and clearly identify the location of the application site and all adjoining properties, with all boundaries and access from the highway marked by a red line. A blue line should mark the boundaries of any adjoining land that does not fall within the application site, but is under the control of the applicant. The plan should be drawn at a scale of 1:1250 (or 1:2500 for large sites) and, where practical, include two street names. A north point should be indicated and normally north should be to the top of the page.

### **Applicant's Statement of Community Involvement**

A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

### **Affordable Housing Statement**

This should include a plan proposing the units to be used for affordable accommodation and the tenure type. The statement should outline the reasons for why these dwellings have been chosen and a justification of the overall level of affordable housing within the development.

### **Air Quality Assessment**

This is a report that assesses the likelihood of there being a deterioration of amenity at nearby premises due to air quality issues. The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring data. This data is required for the purpose of verifying the modelling study and must be collected over a sufficient period of time.

### **Archaeological Assessment:**

This desk-based assessment should include a study of the recorded history and archaeology of a site, is undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals. Prospective developers are encouraged to enter into pre-application discussions in order to obtain advice on likely requirements.

### **Arboricultural Assessment**

This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and, species of all trees on the site, an assessment of their health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why. Tree protection measures during the construction process and life of the development should also be identified.

## **Biodiversity Assessment**

This should include details of any significant wildlife habitats or features within the site and in particular, focus on, designated sites; protected species; and priority habitats.

Where a proposed development is likely to affect such a site of species, an assessment will be required. Surveys should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey should be undertaken within the last available season before the submission of the application. The survey must be to an appropriate level of scope and detail and must record which habitats and species are present on or around the site; identify the extent/area/length present; and map their distribution. The assessment should demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated or reduced; how impacts that cannot be avoided or mitigated will be compensated; and how alternative designs or locations have been considered.

## **Block Plan**

This should identify the position of any buildings on the site and adjoining properties together with boundary treatments and proposed development in context with neighbouring buildings, including outbuildings and be drawn at a scale of 1:500.

## **Colour drawings / graphics of proposed advertisements**

Drawings which show the design of the proposed advertisements, including the colours used. These should be at a larger scale than the representation of advertisements within elevations.

## **Contamination Assessment**

Where land is to be newly developed or re-developed, a desktop study is required, which should as a minimum determine if there have been any historically contaminative uses of the site or whether the site has any naturally occupying contamination. This will indicate if an intrusive investigation is required and identify potential remediation strategies.

## **Design and Access Statement**

A document that explains the design thinking behind a planning application, and how access will be provided, including access for disabled people. This should include a written description and justification of the planning application. Sometimes photos, maps and drawings may be needed to further illustrate the points made. Statements should avoid jargon or overly technical language and must be written specifically for the application they accompany. They need not be very long, but the amount of detail they contain should reflect the complexity of the application.

## **Details Specified in Condition**

The details originally required by the condition to be varied or removed, updated as appropriate.

## **Draft Section 106 Heads of Terms**

This should set out the likely matters to be covered by a Section 106. Typical items secured by a Section 106 Agreement include affordable housing, education provision and open space facilities. Prospective developers are encouraged to enter into pre-application discussions in order to obtain advice on likely requirements.

### **Elevations - Existing**

These should show all elevations of the building that are relevant to the proposed development and drawn at a scale of 1:50 or 1:100

### **Elevations - Proposed**

The plans should be drawn to a scale of 1:50 or 1:100 and include all new elevations. These should show the development in situ and therefore include details as to how the proposed works relate to any existing structures or buildings and to the site boundaries, which should be shown dotted on the elevations.

### **Environmental Impact Assessment**

The precise content of the Environmental Impact Assessment will be guided by the Scoping Process, as set out in the Appendix.

### **Evidence**

Evidence is required when submitting a Certificate of Lawfulness application and should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required due to permitted development rights or evidence of when the development was constructed or the use commenced, in the case of development or use which is considered to have become lawful due to the passage of time.

### **Flood Risk Assessment**

A Flood Risk Assessment is a statement that considers the risk of flooding arising from the development, in addition to the development being flooded; assesses the impacts of climate change; consider the potential adverse and beneficial effects of flood risk management; consider the vulnerability of those that would occupy and use the development, including securing a safe means of access; consider the impacts of differing types of flooding (such as from natural or humans sources and the cumulative effect of both) and identify flood reduction measures; consider the effects of a range of flooding events; include an assessment of the residual flood risk after flood reduction measures have been taken into account; consider how the ability of water to soak into the ground may vary and how the development may affect drainage systems; and by supported by appropriate data and information, including historical data.

### **Floor Plans - Existing**

Floor plans should be drawn at a scale of 1:50 or 1:100 and show all storeys that are to be affected by the proposed development. The floor plans should accurately reflect the building; for instance be showing all door and window apertures and the thickness of walls.

## **Floor Plans - Proposed**

These should be drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development. The floor plans should accurately reflect the building; for instance showing all door and window apertures and the thickness of walls.

## **Heritage Impact Assessment**

Applications for listed building consent should be supported by a written statement which includes an assessment of the historic significance of the building/structure. This should include any contribution made by the setting and how the proposed development will impact on the significance of the heritage asset or adjacent heritage assets. Curtilage buildings may need to be considered as part of this process. A detailed schedule of works and / or structural survey may be required in support of an application.

For applications for conservation area consent, an analysis of the character and appearance of the building / structure, the principles of and justification for the proposed demolition and its impact on the special character of the area.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings will be required. Heritage Asset is defined in the Appendix.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area will be required.

## **ICNIRP Declaration**

A declaration would confirm that the proposed development complies with the requirements of the International Commission on Non-Ionizing Radiation.

## **Indicative Parameters**

Depending on which matters are to be reserved for future consideration, an outline application should be accompanied with indicative parameters regarding the use of the site (such as identifying distinct areas for differing types of development); the amount of development (for instance, the number of units); indicative layout; scale parameters (including upper and lower limits for the height, width and length of each building); and indicative access points.

## **Justification Statement**

This should outline the reasons or need for the development/amendment, including plans, where relevant

## **Location Plan**

See definition at start of this section.

## **Lighting Assessment**

An assessment for applications involving lighting should be carried in accordance with CIE guidance or suitable equivalent and detail the level of illumination and glare that would emanate from a proposal, including identifying mitigation where appropriate

## **Masterplan**

A document which sets out in outline form the parameters of the development. This can be indicative is submitted as part of an outline application or may be a simplification of detail provided in many other plans, to provide an overview of the proposal as a whole.

## **Marketing Information**

In support of a change of use – this should set out the period over which the property has been unsuccessfully marketed and include estate agents literature and a commentary from the agent regarding why the inquiries received (if any) have not resulted in a sale / let.

## **Method Statement**

The statement should clearly identify the works that are to be carried out, the order in which they are to be undertaken and the techniques that are to be used. Further information as to materials proposed are also likely to be required.

## **Noise Impact Assessment**

Such a report would assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data

## **Noise Levels Assessment**

The report should provide an assessment of the existing noise levels within the vicinity of the site; for example, those generated from nearby commercial premises, roads or railways.

## **Odour attenuation scheme**

Such a report would assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with detailed information on any proposed abatement system. The technical specification of any extraction equipment should be provided.

## **Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

### **Roof Plans - Existing**

This plan should provide an aerial view of the roof and illustrate all architectural features, including ridges, roof slopes, parapet walls and chimneys and should be drawn to a scale of 1:50 or 1:100.

### **Roof Plans - Proposed**

As with the existing plans, these should be drawn to a scale of 1:50 or 1:100 and demonstrate all relevant architectural features, such as ridges and slopes. In the case of extensions, these plans should also demonstrate how the proposal is linked to the existing structure. The plans should also show the position of any roof mounted plant or equipment

### **Sequential assessment of alternative sites**

The assessment should justify the scale of the development and an assessment of the impact upon the vitality of existing retail centres and locations. Details of the availability of other sites closer to a centre for the development will also be required together with reasons why these sites have been discounted. Evidence should be provided to show that there are no sequentially preferable sites.

### **Site Notice**

The site notice should be dated and include details of the applicant, identify the building to be demolished (including location on larger sites) and contact details of Northampton Borough Council. ***N.B. The Site Notice must be posted on the site by the applicants, a copy of this and confirmation that this has been done must be provided with the application.***

### **Site Photographs**

These should clearly show the current condition and appearance of any part of the building, for which permission is sought to alter or demolish.

### **Site Plan (Existing / Proposed)**

This should be drawn at an appropriate scale (preferably 1:50 or 1:100) and identify all proposed and existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees.

### **Streetscene Drawings**

These should be drawn to scale and provide an illustration as to how the proposed development relates to its immediate context, including other buildings. These drawings should be drawn from the street or other public viewpoint and include the existing and proposed scenarios.

### **Structural survey**

A survey of the structural integrity of the building or structure. Normally this is required only for Listed Building Consent and Conservation Area Consent and so should focus on the elements of the building or structure affected by such proposals.

### **Technical Specification**

When applying for plant equipment, the specification should include details of the position of the equipment and its appearance. Further details of the noise levels from this equipment should also be submitted.

### **Transport Assessment/Travel Plan**

The Transport Assessment should identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users. The assessment should cover a summary of walking and cycling routes and facilities; existing public transport services and infrastructure; operation of the local road network; a traffic survey; and accident history on local road network. There should also be a calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site

A Travel Plan should identify a series of measures aimed at promoting more environmentally friendly travel choices with a specific emphasis on reducing single-occupancy car journeys. The Travel Plan should also include process for review to reflect the characteristics of the development

### **Visual Impact Assessment**

The assessment will highlight the areas and viewpoints from which the proposed development would be visible.

## Appendix

### **Air Quality Management Areas - Definition**

These areas are those where issues with air quality have been identified and typically will be around major road junctions. For an up to date list please visit the Environmental Health pages of the Council's website or contact Environmental Health.

### **Design and Access Statement – Criteria where required**

- Applications for Listed Building Consent
- All development within a Conservation Area.
- Extension of a non-domestic building by more than 100 square metres.
- Gate / fence / wall etc which exceeds its former height, or two metres above ground level, whichever is the greater.
- Gate / fence / wall etc of any height within the curtilage of or surrounding a listed building.
- Building exceeding 100 cubic metres.
- Building or plant or machinery exceeding 15 metres in height or its former height, whichever is the greater.
- Alteration increasing the size of a building (but not extensions up to 100m<sup>2</sup>)

### **Environmental Impact Assessment – Guidance on the process**

For development over 0.5ha in site area and / or which could have a significant impact on the environment, there may be a need for an Environmental Impact Assessment (EIA).

In practice only a small number of major or significant development projects will require an EIA. To find out whether your project would require an EIA you should request a Screening Opinion from the Borough Council

If a major project does require an EIA, the Council recommends that an early and comprehensive EIA Scoping exercise is carried out. The Scoping process should enable the applicant to determine and agree the topics and level of detail to be covered within the Environmental Statement (ES) and to highlight the main concerns of the Council and other stakeholders at an early stage in the process.

### **Flood Risk Assessment – Criteria where required**

- Development of 1 hectare or greater within Flood Zones 1, 2 or 3 (see Environment Agency maps for flood zone areas).
- Development up to 1 hectare within Flood Zone 3, except non-residential extensions up to 250m<sup>2</sup>
- Change of use within Flood Zone 3 to "highly vulnerable" or "more vulnerable" uses as defined in table 1 (below)
- Change of Use within Flood Zone 3 from "Water Compatible" to "Less Vulnerable" Development as defined in tables 2 and 3 (below)



Table 1 – “Highly Vulnerable” and “More Vulnerable” uses

- Police stations, Ambulance stations and Fire stations and Command Centres and telecommunications installations required to be operational during flooding.
- Emergency dispersal points.
- Basement dwellings.
- Caravans, mobile homes and park homes intended for permanent residential use.
- Installations requiring hazardous substances consent (except ‘Essential Infrastructure’).
- Hospitals.
- Residential institutions such as residential care homes, children’s homes, social services homes, prisons and hostels.
- Buildings used for: dwelling houses; student halls of residence; drinking establishments; nightclubs; and hotels.
  
- Non-residential uses for health services, nurseries and educational establishments.
- Landfill and sites used for waste management facilities for hazardous waste.
- Sites used for holiday or short-let caravans and camping.

Table 2 – “Water Compatible” Uses

- Flood control infrastructure.
- Water transmission infrastructure and pumping stations.
- Sewage transmission infrastructure and pumping stations.
- Sand and gravel workings.
- Docks, marinas and wharves.
- Navigation facilities.
- MOD defence installations.
- Ship building, repairing and dismantling, dockside fish processing and refrigeration and compatible activities requiring a waterside location.
- Water-based recreation (excluding sleeping accommodation).
- Lifeguard stations.
- Amenity open space, nature conservation and biodiversity, outdoor sports and recreation and essential facilities such as changing rooms.
- Essential ancillary sleeping or residential accommodation for staff required by uses in this category.

Table 3 – “Less Vulnerable” Uses

- Police, ambulance and fire stations which are not required to be operational during flooding.
- Shops
- Financial, professional and other services
- Restaurants, cafes, hot food takeaways
- Offices
- General industry (buildings)
- Storage and distribution
- Non-residential institutions not included in ‘more vulnerable’
- Assembly and leisure (buildings)
- Land and buildings used for agriculture and forestry
- Waste treatment (except landfill and hazardous waste facilities).
- Minerals working and processing (except for sand and gravel working).
- Water treatment works which do not need to remain operational during times of flood.
- Sewage treatment works (if adequate measures to control pollution and manage sewage during flooding events are in place).

### **Heritage Asset - Definition**

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

### **“Major” Planning Application - Definition**

- A residential development for 10 or more dwellings
- Residential development on a site of 0.5 hectares or more
- Development involving building(s) with a floorspace of 1,000 square metres or more
- Any development on a site of 1 hectare or more

### **“Noisy Uses” - Definition**

- Development involving uses falling with Classes B2 and B8 of the Town and Country Planning (Use Classes) Order 1987 (as amended)
- External plant is to be installed.
- The playing of music on the development site forms a significant element of the proposal (e.g. drinking establishments, entertainment uses and places of worship)
- Wind turbines, wind farms
- The accommodation of numbers of animals
- Motor sport activities.

### **“Odour Creating Uses” - Definition**

- Cooking of food – food factory, restaurant, take-away
- Paint spraying or coating processes
- Any activity that requires the air within the workplace to be exhausted to atmosphere (other than simple office-type ventilation).
- The installation of a furnace / incinerator
- Processing / storage / disposal of waste.
- Processing of liquids
- Composting.
- Storage and handling of dusty materials.
- Manufacture of perfumes, flavourings etc
- Slaughterhouses
- The accommodation of animals
- In-situ or on-site land remediation

### **Town Centre Uses - Definition**

- Retail
- Offices
- Leisure, entertainment, indoor sport and recreation
- Arts, culture, tourism

