

NORTHAMPTON BOROUGH COUNCIL

DRAFT LOCAL VALIDATION REQUIREMENTS

2015

Committee Draft

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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. Without the required information an application will not be validated.

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

All Planning Applications

The following information is required to accompany all planning applications:

- A completed application form appropriate to the type of application
- A completed applicable certificate of ownership (including any relevant press notice)
- The relevant fee
- A location plan identifying the site

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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/canopy or result in the removal of trees or hedges.*
- Design and Access Statement - *within a conservation area where the floorspace to be created exceeds 100 square metres.*
- 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.*
- Roof Plans - Existing & Proposed - *If the development proposes a complex roof arrangement you may be asked for these.*

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 area/canopy or result in the removal of trees or hedges.*
- Design and Access Statement - *within a conservation area where the floorspace to be created exceeds 100 square metres.*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (such as within or adjacent to a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument).*

Boundary Fences/Walls

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 canopy/root protection areas or result in the removal of trees or hedges.*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument.)*

Doors and Windows

Essential requirements-

- Location Plan
- Details of proposed windows/doors (including cross-sections)
- Elevations –Existing
- Elevations - Proposed

Criteria based requirements-

- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (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/canopy or result in the removal of trees or hedges.*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (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)

- Design and Access Statement
- Drainage Assessment
- Transport assessment / Travel plan

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 -- see Appendix for criteria.
- Arboricultural Assessment - when works will take place within root protection areas/canopy or result in the removal of trees or hedges.
- Archaeological Assessment – for development likely to have impact on archaeological assets. (Will be required when the site is 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 – For development on or which may affect designated sites, protected species and / or priority habitats
- Contamination assessment –Where the site is previously developed land.
- 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
- Ground Stability Report where issues of ground instability have been identified
- Heritage Impact Assessment - when development affects a Heritage Asset or its setting (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 National Planning Policy Framework.*
- Noise Levels Assessment - *for noise sensitive uses.*
- Retail Impact Assessment- *for retail proposals outside the defined town centre*
- Roof Plans - Existing & Proposed - *If the development proposes a complex roof form you may be asked for these*
- 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 National Planning Policy Framework.*
- Streetscene Drawings - *required for infill developments within an existing street or for major developments where new streets are created.*
- Structural Report- *will be required for applications involving demolition in a conservation area.*
- 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 (where alterations are proposed please also refer to Buildings & Extensions).

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 - *see appendix for criteria*
- Affordable Housing Statement - *when in excess of 14 dwellings.*
- Air Quality Assessment - *when situated within an Air Quality Management Area (see Appendix)*
- Biodiversity Assessment – *For development on or which may affect designated sites, protected species and / or priority habitats*
- 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
- Retail Impact Assessment- *for retail proposals outside the defined town centre*

- 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 will take place within root protection areas/canopy or result in the removal of trees or hedges.*
- *Heritage Impact Assessment - when development affects a Heritage Asset or its setting (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
- 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)*
- *Design and Access Statement / Masterplan*
- *Drainage Assessment*
- *Noise Impact Assessment*
- *Noise Level Assessment*
- *Transport Assessment / Travel Plan*

Other Criteria Based Requirements

- *Applicant's Statement of Community Involvement – See Appendix for criteria.*
- *Arboricultural Assessment - when works will take place within root protection areas/canopy 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.*
- Biodiversity Assessment – *For development on or which may affect designated sites, protected species and / or priority habitats*
- Contamination Assessment - *where the site is previously developed land.*
- Design and Access Statement - *where the site is within a conservation area.*
- Environmental Impact Assessment - *see Appendix for more information as to when this is required.*
- Flood Risk Assessment - *see Appendix for criteria*
- Ground Stability Report - *where issues of ground instability have been identified*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (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 building is in excess of 15m in height.*

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 –*for wind turbine developments of more than two turbines or where the hub height of any turbine exceeds 15 metres.or see Appendix for other criteria.*
- Arboricultural Assessment - *when works affect or would result in the removal of existing trees.*
- Biodiversity Assessment – *For development on or which may affect designated sites, protected species and / or priority habitats*
- Design and Access Statement - *where a major application*
- Drainage Assessment- *where a major application.*
- Elevations - Existing - *when attached to a building.*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (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.*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (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/specification
- Site Plan - Existing
- Site Plan - Proposed

Criteria based requirements –

- Arboricultural Assessment - *when works will take place within root protection areas/canopy or result in the removal of trees or hedges.*
- Biodiversity Assessment – *For development on or which may affect designated sites, protected species and / or priority habitats*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument).*

Outline applications

Essential requirements -

- Location Plan
- Indicative Parameters

Criteria based requirements –

- Applicant's Statement of Community Involvement- *See Appendix for criteria.*
- 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/canopy 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.*
- Biodiversity Assessment – *For development on or which may affect designated sites, protected species and / or priority habitats*
- Contamination assessment – *when on previously developed land and in some cases on greenfield sites.*
- Design and Access Statement - *see Appendix for criteria.*
- Drainage Assessment- *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*
- Ground Stability Report - - *where issues of ground instability have been identified*
- Masterplan
- Noise Impact Assessment - *for “Noisy Uses” as identified in the Appendix*
- Noise Level Assessment - *for noise sensitive uses.*
- Retail Impact Assessment- *for retail proposals outside the defined town centre*
- 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.*
- 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 – *See Appendix for criteria.*
- Arboricultural Assessment - *when works will take place within root protection areas/canopy or result in the removal of trees or hedges.*
- Biodiversity Assessment - *when located within a site that has not been previously developed.*
- Design and Access Statement -*where a major application.*
- Heritage Impact Assessment - *when development affects a Heritage Asset or its setting (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*

Shop Fronts

Essential requirements-

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

Criteria based requirements-

- Heritage Impact Assessment - when development affects a Heritage Asset or its setting (such as within a Conservation Area and / or in the curtilage of a Listed Building / Curtilage Listed Building, or Scheduled Ancient Monument).

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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*
- Evidence
- Floor Plans - as built*
- Site Plan - as built*

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*
- Site Plan - as existing prior to development**

*For details of what is required to be submitted for “as built”, please see “Proposed” in Section 2 – Definitions.

**For details of what is required to be submitted for “as existing prior to development” please see “Existing” in Section 2 – Definitions.

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 Report

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 Change of Use

Essential requirements-

- Location plan

Criteria based requirements-

- Floor plans- *for change of use to residential or where alterations to the floor layouts are required.*

Prior Notification of Demolition

Essential requirements –

- Location plan
- Method Statement
- Site Notice

Prior Notification of Larger Home Extensions

Essential requirements-

- Location plan
- Block plan indicating the position of the extension
- Elevations

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/canopy 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 -

- 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 (most likely 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 – *For development on or which may affect designated sites, protected species and / or priority habitats*
- Contamination Assessment - *when on previously developed land and in some cases on greenfield sites*
- Design and Access Statement - *see Appendix for criteria.*
- Drainage Assessment- *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*

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 and proposed plans are referred to these should be “as existing prior to development” and “as built”.

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

Works to Trees

Essential requirements-

- Location Plan
- Site Plan (identifying all trees which are subject of the application)
- Description of works proposed.
- Justification Statement

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.

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.

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.

Biodiversity Assessment

This should include details of any significant wildlife habitats or features within the site or on other land within the surrounding area which may be affected by the development proposed 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.

Description of Works Proposed (Tree works)

A description clearly setting out what works are proposed to the tree(s) and how these are to be carried out.

Details Specified in Condition

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

Drainage Assessment

A Drainage Assessment sets out how the development will be drained to minimise the risk of flooding, considering the surface water runoff produced within the site as well as the surface water runoff entering the site, and interactions with other forms of flood risk. The Drainage Assessment demonstrates how Sustainable Drainage Systems (SuDS) will be incorporated into the development.

The Drainage Assessment should be prepared in line with the surface water guidance for developers, available at: <http://www.floodtoolkit.com/planning/surface-water-drainage/>. The Drainage Assessment may form part of a Flood Risk Assessment, or an Environmental Statement where one is required.

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 (FRA) is a statement that considers the risk of flooding arising from the development from all sources, in addition to the risk of the development being

flooded and demonstrates how those risks would be managed. The FRA assesses the impacts of climate change; considers 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 man-made sources and the cumulative effect of both) and identifies flood reduction measures; considers the effects of a range of flooding events; includes 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 is supported by appropriate data and information, including historical data. The FRA should be prepared by a suitably qualified individual.

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.

Ground Stability Report

Policy BN10 of the West Northamptonshire Joint Core Strategy requires a report to be submitted where issues of land instability have been identified to demonstrate that:

- The instability has been assessed
- Mitigation has been identified and a schedule for this is in place
- A programme for monitoring is in place
- The need for environmental assessment arising from stabilisation has been identified

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 planning applications for demolition in a conservation area , 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/works, 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.

Retail Impact Assessment

A retail impact assessment assesses the impact of out of centre retail proposals on the established town centre and other defined retail centres eg. local centres in terms of diversion of trade. The RIA should include an element of sequential assessment to explain why the development cannot be located within the town centre or on a site closer to the centre.

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 reason 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.

Further advice on when a Transport Assessment/Travel Plan is required can be obtained from Northamptonshire County Council.

Visual Impact Assessment

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

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Appendix – Additional Definitions, Guidance and Criteria

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 major developments
- All development within a Conservation Area where the floorspace to be created would exceed 100 square metres or provision of one dwelling or more.

Drainage Assessment

For all major developments a Drainage Assessment (which may form part of a Flood Risk Assessment) should accompany the planning application.

The Lead Local Flood Authority's Standing Advice, should be followed when preparing a Drainage Assessment in the following cases:

- Any non-major development which includes works that affect the flow of water in an ordinary watercourse or are within 9m of the landward toe of the bank of an ordinary watercourse; and
- Any non-major development where the site includes any floodplain of the Updated Flood Map for Surface Water (30yr and 100yr).

Environmental Impact Assessment – Guidance on the process

For development over 1ha 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

- in flood zone 2 or 3 including minor development and change of use;

- more than 1 hectare (ha) in flood zone 1
- less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (eg. from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (eg. Surface water drains, reservoirs);
- in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

The Environment Agency’s Standing Advice should be followed when preparing a flood risk assessment in the following cases:

- a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3
- ‘more vulnerable’ and up to 1ha in flood zone 2 (except for landfill or waste facility sites, caravan or camping sites)
- ‘less vulnerable’ and up to 1ha in flood zone 2 (except for agriculture and forestry, waste treatment, mineral processing, and water and sewage treatment)
- ‘water compatible’ and up to 1ha in flood zone 2

You also need to follow standing advice for developments involving a change of use into one of these vulnerable categories or into the water compatible category.

Table 1 – “Highly Vulnerable” and “More Vulnerable” uses
<p><i>Highly</i></p> <ul style="list-style-type: none"> • Police and ambulance stations; fire stations and command centres; 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. (Where there is a demonstrable need to locate such installations for bulk storage of materials with port or other similar facilities, or such installations with energy infrastructure or carbon capture and storage installations, that require coastal or water-side locations, or need to be located in other high flood risk areas, in these instances the facilities should be classified as ‘Essential Infrastructure’). <p><i>More</i></p> <ul style="list-style-type: none"> • 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, subject to a specific warning and evacuation plan.

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.
- Buildings used for shops; financial, professional and other services; restaurants, cafes and hot food takeaways; offices; general industry, storage and distribution; non-residential institutions not included in the ‘More Vulnerable’ class; and assembly and leisure.
- 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 where the numbers are unknown
- 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

Statement of Community Involvement.

- Industrial or commercial development in or adjacent to residential areas of 1500 square metres or more

- Residential development of 100 dwellings or more or on a site of 3 hectares or more
- Major infrastructure proposals
- New educational or institutional sites or extensions of 1000 square metres or above.

Town Centre Uses - Definition

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

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