

**East Devon District Council
Development Management**

**INFORMATION REQUIRED WITH PLANNING
AND ASSOCIATED APPLICATIONS**

**National and Local Validation Requirements
(Local List)**

Advice for Applicants and Agents

August 2019

Contents

Page:

1. <u>Background</u>	4
2. <u>National Requirements</u>	6
Relevant Application Form	6
Ownership Certificates	6
Correct Fee	6
Location Plan	7
Site Plan	7
Design and Access Statement	8
Listed Building Consents/applications affecting a heritage asset	8
3. <u>Local Requirements</u>	10
<u>Plans</u>	<u>10</u>
Existing and Proposed Elevations	10
Existing and Proposed Floor Plans	10
Existing and proposed Site Sections, Finished Floor and Site Levels	11
Existing and proposed Roof Plans	11
Street Scenes	12
Landscape Plans and Details	12
<u>Reports and Supporting Documentation</u>	<u>13</u>
Air Quality Statement	15
Archaeology Assessment	16
Affordable Housing Statement	17
Biodiversity Survey and Report	18
Community Infrastructure Levy Form	19
Daylight/Sunlight Assessment	20
Economic Impact Assessment	21
Flood Risk Assessment	23
Foul Sewerage and Utilities Assessment	24
Foul Drainage Assessment	25
Green Infrastructure Plan	26
Heads of Terms	28

Health Impact Statement	29
Heritage Statement	30
Land Contamination Assessment	31
Landscape and Visual Impact Assessment	32
Lighting Report	34
Marketing Strategy Statement	35
Noise Assessment	36
Open Space Assessment	37
Planning Statement	38
Rural Working Dwelling Justification	39
Structural Survey	40
Site Waste Management Plan	41
Statement of Community Involvement	42
Sustainability Statement	43
Sustainable Drainage Strategy	44
Retail Impact Assessment	47
Transport Statement/Assessment	48
Travel Plan	49
Tree Survey/Arboricultural Assessment & Statements	50
Unilateral Undertaking	52
Ventilation and Extraction Statement	53
4. <u>Additional Local Validation Guidance for</u>	<u>54</u>
<u>Listed Building Consents</u>	
5. <u>Presentation of plans and drawings</u>	<u>57</u>

1.0 **Background**

- 1.1 National and local validation requirements set out what information and supporting documents must be submitted with an application before the local planning authority can start formally considering the application. The requirements are in place to:
- Provide applicants with certainty on the information required and likely cost of an application
 - Set out the scope of information required at the outset to ensure that the authority have all the necessary information to determine the application and draft any conditions
 - Minimise the need for the submission of further information during the application that can lead to unnecessary delays and re-consultation of an application
 - Ensure that the necessary information is submitted with the application to allow interested parties to consider and comment on the proposals.
- 1.2 Some information required with applications is mandatory (i.e. it is required by legislation and known as national validation requirements) whilst other information can be required by the local authority (i.e. known as local validation requirements).
- 1.3 The need for local authorities to publish (and republish) a list of local validation requirements is contained within Article 11 (3)(c) of the Town and Country Planning (Development Management Procedure) (England)(Order) 2015.
- 1.4 The National Planning Policy Framework (paragraph 44) states that “Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.”
- 1.5 This document has been the subject of review and consultation with the local community, applicants and agents before being agreed by Members and formally adopted for use by East Devon District Council from the 20 August 2019. In accordance with the Town and Country Planning Act 1990 (as amended), and the

guidance within the National Planning Policy Framework, this document will be reviewed at least every 2 years.

2 **National Requirements**

- 2.1 As a minimum, to make your application valid and to allow the local planning authority to process your application, it must include the following plans and documents in addition to any relevant items on Local Requirements list (see section 3 below):

The relevant application form

- 2.2 There are different application forms depending upon the type of application and development proposed. Please ensure that you complete and submit the relevant form and read the associated notes accompanying each form. Applicants must answer all the questions. Please note that applications for extensions or alterations to flats should be submitted on the Full not Householder application forms.

Ownership Certificates

- 2.3 Under section 65(5) of the town and Country Planning Act 1990, read in association with the Development Management Procedure Order 2015, the local planning authority cannot consider an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed.
- 2.4 All applications for planning permission must therefore include the appropriate certificate of ownership and incorporate the Agricultural Holdings declaration. One ownership certificate A, B, C or D (which are included near the end of the application forms) must be completed stating the ownership of the property with any necessary notices and adverts served in relation to certificates B, C, or D. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for applications for listed building consent.
- 2.5 Please note that if your extension or guttering or foundations overhang, cross or tie-in into a neighbouring boundary or building, ownership Certificate A should not be completed and Notice should be served on the owner with the relevant alternative Certificate completed.

Correct Fee

- 2.6 The majority of planning applications incur a fee that is set nationally by Central Government. The fee depends upon the scale of the development, site area or application type and is based upon gross external areas.

- 2.7 A schedule of the current fees is available on the Planning Portal's website along with an on-line fee calculator based on the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) Regulations 2012 (as amended). It is for the local planning authority to calculate the actual fee payable during the validation process.

Location Plan

- 2.8 The Town and County Planning (Development Management Procedure) (England) Order 2010 (DMPO) requires applicants to submit "a plan which identifies the land to which the application relates". This is considered to comprise a location plan and a site plan.
- 2.9 All applications must include copies of a location plan based on an up-to-date Ordnance Survey Plan (please detail the license number on the plan) which is centered around the application site showing clear reference points such as road/street names and/or neighbouring properties. The plan must have an up-to-date copyright and at a standard metric scale of 1:1250 with the scale clearly stated and should be at least A4 size in scale. In rural areas where there are no immediate reference points, a 1:2500 scale plan will be accepted. The development site must be edged clearly with a red line and should include all land necessary to carry out the proposed development – for example access to the public highway, visibility splays, areas around buildings and car parks. Where a site is detached from the public highway, the red line must include the means of access outlined in red and connecting to the site to the public highway.
- 2.10 A blue line must be drawn around any other land owned by the applicant on the plan that is close to or adjoining the application site.
- 2.11 Plans should show the direction of North and clearly identify sufficient roads and or buildings to ensure that the exact location of the application site is clear.

Site Plan

- 2.12 A site plan is required to show a detailed layout of the whole site and the relationship of the proposed works within the boundary of the site, nearby roads and neighbouring buildings and land. Most applications will require an existing and proposed site plan. This should be an ordnance survey-based map at a standard metric scale of 1:500 or 1:200.
- 2.13 The plan should be up to date and accurately show the following:
- The scale of the plan along with a scale bar;
 - The direction of North;

- The proposed development in relation to the site boundaries and other existing buildings on the site;
- All buildings, roads and footpaths on land adjoining the site including access arrangements;
- Vehicular and pedestrian access arrangement to and within the site;
- The species, position and spread of all trees on the site and those on adjacent land that overhang the site;
- The extent and type of any hard surfacing such as car parking spaces;
- Boundary treatment including wall/fence heights and landscaping;
- Any buildings to be demolished;
- Any refuse storage areas;
- Natural features including hedgerows, banks, ponds, watercourses etc.

Design and Access Statement (where required)

2.14 Design and Access Statements are required for the following:

- Planning Permission for major development
- Planning Permission for development in a conservation area or world heritage site consisting of the provision of one or more dwelling houses or the provision of a building(s) where the floor space created is 100 square metres or more
- Applications for Listed Building Consent.

2.15 The DMPO states that Design and Access Statements must:

- explain the design principles and concepts that have been applied to the development;
- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- explain how any specific issues which might affect access to the development have been addressed.

For listed building consents and applications affecting a heritage asset

2.16 For listed building consent, the Design and Access Statement should provide a brief explanation of how the design has taken into account the historic and special architectural importance of the building, the particular physical features that justify

its designation as a listed building and the building's setting. In addition, it should detail any specific issues that arise because the building is listed and if it is not possible to provide inclusive design, this needs to be expanded upon in the statement

- 2.17 For listed building consent and proposals affecting a heritage asset, a Statement of Significance explaining what is important about the building and how the proposals impact on these features is required. The Statement of Significance should describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.
- 2.19 These statements will form part of the justification for the proposal and should demonstrate that consideration has been given to the protection of the heritage asset and/or its setting. The purpose of the Statement of Significance is to identify the important characteristics/significance of the existing heritage asset and to explain how the proposals would affect these and justify why this is necessary or desirable. If appropriate the Statement can be incorporated as part of a Design and Access Statement as long as it is clearly identified within the overall document. A complete Statement must include:
- Statement of significance of the heritage asset
 - Details of the proposal
 - Analysis of the impact of the proposal on the significance (including a statement of need & statement of impact)
- 2.20 The term 'Heritage Assets' includes 'Designated Assets' such as Listed Buildings, Conservation Areas, Scheduled Ancient Monuments, Historic Parks, Gardens and Battlefields, as well as 'Non-designated Heritage Assets' for example, sites and buildings of historic interest as determined by the Local Authority. In East Devon, such non-designated assets would include buildings on the Local List, and other non-listed houses, public houses, barns, and other farm buildings, amongst others.
- 2.21 The Assessment of Significance will need to contain a description of the significance of the heritage assets affected by the proposal, and the contribution of their setting to that significance.
- 2.21 Please also refer to section 4 of this report for additional local validation requirements for listed building consent applications.

3. LOCAL REQUIREMENTS

- 3.1 In addition to the National Requirements outlined above, East Devon District Council has produced the following list of specific documents that are required to accompany applications. The Local Requirements comprise plans and documents as detailed below. At the end of this document is guidance on how plans should be prepared and presented.

Plans

Existing and Proposed Elevations

- 3.2 These drawings should accurately show what a building/structure looks like from the outside. Applications will usually require both existing and proposed elevations. The elevations must:

- Be to a scale of 1:100 or 1:50;
- Be clearly annotated 'existing' and 'proposed' with buildings to be demolished clearly identified;
- Show every elevation, front sides and rear clearly stating the direction in which each elevation faces, for example front (north);
- Show the whole of the existing building(s) to be altered/extended so that the relationship of the new building/extension can be seen in full;
- Show the property boundary and part of adjoining properties and the position of their openings;
- Indicate the type and colour of finishing materials to be used for the walls, roof, windows, doors etc). If the materials are to match the existing then please state this on the plans.
- Be accompanied by a scale bar at the appropriate scale.
- Simple line drawings will not be accepted.
- If new doors, opening, windows, shop-fronts, paneling, fireplaces, plaster moldings or other decorate details are proposed to listed buildings, these should be detailed on a scaled plan of not less than 1:20 scale.

Existing and Proposed Floor Plans

- 3.3 These drawings should accurately show the layout of the building. Applications will usually require both existing and proposed floor plans. These floor plans must:

- Be to a scale of 1:100 or 1:50;
- Be clearly annotated 'existing' and 'proposed';
- Show all floor levels including any basement or rooms in a roof being constructed, altered, extended or demolished;
- Clearly state the use of each room including position, thickness and size of window and doors openings, walls, partitions and chimneys.
- Clearly indicate each floor (e.g. ground floor, first floor).

- Show the direction of north.
- Be accompanied by a scale bar at the appropriate scale.
- Identify anything to be demolished.
- Clearly show and annotate any encroachment (e.g. foundations) onto any adjoining property if the building is near a boundary.
- Simple line drawings will not be accepted.

Existing and Proposed Site Sections, Finished Floor and Site Levels

3.4 These drawings should detail ground levels and cross sections and should accompany all applications on sloping or uneven land, sites adjoining land at a different level, or where changes to the ground level are proposed as part of the application. Applications will usually require existing and proposed site sections, finished floor and site levels. The information should demonstrate how proposed buildings and/or changes in levels relate to neighbouring buildings and land.

3.5 The Site Levels Plan(s) must:

- Clearly show existing and proposed levels on the site and where this differs from the adjoining land clearly show the differences;
- Be plotted on a plan using spot ground levels against a fixed and identifiable datum level, usually “Above Ordnance Datum” – AOD;
- Clearly show the finished floor levels of all buildings and location and extent of any trees and their root protection area.

3.6 The Site Sections (Cross Sections) must:

- Clearly show finished floor and ridge levels of buildings;
- Identify existing and proposed ground levels shown cut and fill where proposed;
- Show sections through the land at 1:200 or 1:500 scale;
- Show sections through the building (for example where raised decks or patios are proposed) at 1:50 or 1:100 scale;
- Show relationships to existing and proposed buildings and trees within and adjacent to the site;
- Be accompanied by a plan showing the points through which the sections are taken with the direction of North clearly indicated.

Existing and Proposed Roof Plans

3.7 Roof plans should show the full span of the roof detailing its design as seen from above and must be provided for application involving new roof, or alterations/extension to existing roofs. Applications will usually require existing and proposed roof plans. The plans must:

- Be to a scale of 1:50 or 1:100;
- Show the position of all ridges and valleys;

Street Scenes

3.8 These plans and drawings show how a building(s) will look sitting alongside each other once constructed/extended. These will be required for works visible from a road for new buildings or large extensions and for new internal streets within new development. The plans must:

- Be to a scale of 1:100 or 1:200;
- Clearly show the height and outline of neighbouring dwellings/buildings and the position and size of any openings;
- Clearly show any differences in levels;
- Include written dimensions of key distances;
- State the direction in which the street faces accompanied by a plan showing where the street scenes are taken from.

Landscape Plans and Details

3.9 This plan should show existing and proposed landscaping including existing and proposed tree planting and hard landscaping such as patios and paths. Usually an existing and proposed plan is required. The plans must show:

- The position and canopy spread of any existing trees including details of how these will be protected during construction;
- Details of any trees to be felled or cut back;
- Details of any existing landscaping including hardsurfacing;
- Details of all new hard and soft landscaping including size, species, and density of planting;
- The position and extent of any natural or made feature such as banks/terracing, ditches, ponds or watercourses.
- The landscaping plan shall include details of new tree planting to include planting pit design, new tree specifications (including species, size and nursery production system), planting methodology, irrigation and maintenance programmes in accordance with the most up-to-date version of British Standard 8545.

Reports and Supporting Documentation

- 3.10 The following section details the supporting documentation and reports potentially required for various applications, listing the types of applications each report could be required for and providing a description of the document and what it should include. It also includes reference to the main relevant policies in the Adopted Local Plan. Requests for information will be proportionate and reasonable having regard, in particular, to the nature and scale of the proposed development and will be in relation to a matter that will be a material consideration in the determination of the application. Documents including more than one topic within a single report should be clearly titled to show it comprises two topics e.g. 'Design and Access Statement and Flood Risk Assessment'.
- 3.11 If you require confirmation of the documents required for a planning application, we are happy to provide this as part of a pre-application service.
- 3.12 Screening and Scoping Opinions can be submitted to determine if applications require an Environmental Impact Assessment. Where an EIA have been required for an outline application a subsequent EIA may be required for the related Reserve Matters application and where developments are phased, updates to the Environmental Statements may be required.
- 3.13 The following definition of applications is used:

Other Applications

- Changes of use, householder development (development within the curtilage of a residential property), adverts, listed building consents, lawful development certificates, agricultural notifications, telecommunications, etc.

Minor Applications

- less than 10 dwellings or the site area for residential development is less than 0.5 hectares;
- less than 1,000 sqm, or the site area is less than 1 hectare.

Major Applications

- 10 to 199 residential units;
- 1,000sqm to 9,999sqm of floorspace;
- Sites in excess of 1 hectare and less than 2 hectares.

Large Scale Major Applications

- 200 or more dwellings or the site area for residential development is 4 hectares or more;
- 10,000 sqm or more, or the site is 2 hectares or more.

Air Quality Statement

Required for the following types of application/development:

- Large Scale Major planning applications;
- Retails proposals in excess of 2,500sqm;
- Large scale poultry units.

Description

A report by a suitably qualified person indicating the change in air quality resulting from the proposed development and/or assessment of impacts on receptors introduced into an area of existing poor quality, outlining appropriate mitigation measures as necessary. The report should include the following:

- The existing air quality (the baseline);
- A prediction of future air quality without the development (future baseline);
- The impact during construction (construction phase);
- A prediction of future air quality with the development (operational phase); in conjunction with other surrounding uses and consents;
- Measures to mitigate and manage any impact.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy EN14 – Control of Pollution of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Archaeology Assessment

Required for the following types of application/development:

- Applications where there is potential for archaeological implications;
- Where a proposal is likely to affect a Scheduled Monument; or
- As advised by the County Archaeologist.

You are advised to speak with the County Archaeologist to ascertain any requirements for a particular site.

Description

A report by a suitably qualified person identifying any constraints, impacts and mitigation to archaeological heritage assets including Scheduled Monuments. The report should include the following:

- A desk-based assessment of all known records for an area to gauge the archaeological potential of a site;
- Details of how any archaeological potential will be protected from development;
- Reports of any necessary geophysical survey or field excavation detailing and recording any features and deposits;
- Clarification of any work required on site pre-or post planning.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy EN6 – Nationally and Locally Important Archaeological Sites and Policy EN7 – Proposals Affecting Sites which may potentially be of Archaeological Importance of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Affordable Housing Statement

Required for the following types of application/development:

- Major planning applications for residential or mixed-use development of 10 or more dwellings;
- Residential development on rural exception sites;
- Development of existing affordable housing sites.

Description

This statement (which could form part of a Design and Access Statement or Heads of Terms) should detail the affordable housing implications and provision as part of the application. The statement should include the following:

- The number of residential units existing and proposed;
- The mix of units, with numbers of habitable rooms and bedrooms plus the floorspace of habitable areas of residential units;
- A plan or clear description of the location of the affordable units;
- If different levels or types of affordability or tenure are proposed, this should be clearly and fully explained.

For applications applying under Strategy 35 as an 'Exception Site', the document should include housing need evidence to support the affordable housing proposed.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 34 - District Wide Affordable Housing Provision Targets and Strategy 35 – Exception Mixed market and Affordable Housing At Villages, Small Towns and Outside Built-up Area Boundaries of the Adopted East Devon Local Plan 2013-2031 and the Affordable Housing SPD.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Biodiversity Survey and Report

Required for the following types of application/development:

- Where there is a reasonable likelihood that any important biodiversity or geological conservation feature may be present or nearby and where they are likely to be affected by the proposal.
- In or adjacent to a Site of Special Scientific Interest (SSSI).
- In or adjacent to a Site of Nature Conservation Interest (SNCI).
- In or adjacent to a National Nature Reserve (NNR).
- In or adjacent to a Local Nature Reserve (LNR).
- In or adjacent to a Wildlife Network Site (WNS).
- In or adjacent to a Special Area of Conservation (SAC)
- Proposals involving site clearance, removal of trees, removal of hedgerows, demolition of older buildings or roof spaces.

Where a Phase 1 Ecological Survey (or similar Ecological Report) identifies the need for further surveys before commencement of development, these further surveys will be required for validation purposes.

Description

A report by a suitably qualified ecological consultant carried out at an appropriate time of year and within a year of the date of the application. Information should be provided on existing nature conservation interest of the site and adjacent land and the possible impacts on the habitats and species present, in order to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures, information to support these proposals will be needed.

Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows, rough grassland or alterations to watercourses may affect protected or notable species and you will need to provide information on use of the site by such species, any potential impacts on them and any mitigation proposals for such impacts.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 47 – Nature Conservation and Geology of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

**Community Infrastructure Levy –
Additional Information Requirement Form**

Required for:

- Full applications for chargeable/CIL liable uses (residential and retail);
- Householder applications over 100sqm of new build floorspace;
- Reserved Matters applications following outline permission for chargeable/CIL liable uses (residential and retail);
- Conversions of buildings to residential or retail use;
- Applications for lawful development certificates;
- Application for a variation of condition if additional chargeable floorspace is proposed;
- Changes of use of to residential and/or retail;
- New build annexes;
- Any other development that is CIL liable.

Description

The relevant additional information form(s) must be completed in full and be signed and dated.

Reason: To comply with the requirements of the Community Infrastructure Levy.

Daylight/Sunlight Assessment

Required for the following types of application/development:

- Applications where there is potential to result in a significant loss of daylight or sunlight to adjoining properties including associated gardens and amenity space.

Description

A report by a suitably qualified person assessing the impact from the development upon adjacent properties in terms of loss of daylight or sunlight including mitigation/design measures to address any impacts.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 – Design and Local Distinctiveness of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Economic Impact Assessment

Required for the following types of application/development:

- All planning applications involving the loss of land or buildings last used for employment, retail and/or community purposes.
- All major planning applications involving the delivery of new employment uses.

Description

The scope and level of detail required of each Economic Impact Assessment will be proportionate to the nature and scale of the development proposals.

They should include::

- The details of existing floorspace to be lost or delivered for each use.
- Assessments which support delivery of new employment uses should provide the following information to help determine economic impact across both the construction and operational phases of development:
 - Direct impacts arising from employment and expenditure on the proposed project
 - Indirect impacts arising from the development including the impact on the wider economy
 - impact on supply chains
 - impact on local skills development
 - impact on workforce commuting patterns
 - impact on the visitor economy
 - relevant NPPF, Local Plan and Neighbourhood Plan Policy compliance
 - synergy with EDDC's Council Plan and relevant economic strategies
- If a loss of employment use is proposed, evidence is required:
 - that the site has been adequately marketed in accordance with EDDC published marketing strategy guidance:
<https://eastdevon.gov.uk/planning/planning-services/planning-development-management/viability-guidance-notes/marketing-strategy-statement-guidance/>
 - why the site is no longer capable of offering accommodation for employment uses
 - why the use of the site for employment purposes raises unacceptable environmental or traffic problems
 - A statement explaining why an alternative mix of uses offer greater potential benefits to the community, and explaining why the site is not required to meet economic development or local employment needs.

Relevant Policies and reason for document:

To allow consideration of proposals against the following Strategies of the Adopted East Devon Local Plan 2013-2031:

Strategy 30 - Inward Investment, communications Links and Local Benefits

Strategy 31 - Future job and Employment Land Provision

Strategy 32 – Resisting Loss of Employment, Retail and Community Sites and Buildings

Strategy 33 - Promotion of Tourism in East Devon

Flood Risk Assessment (FRA)

Required for the following types of application/development:

- All development of 1 hectare or more in Flood Zone 1;
- Development in a critical drainage areas;
- less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs);
- All development in Flood Zones 2 and 3 including minor development and changes of use.

Description

A report by a suitably qualified person addressing the issue of flood risk to property and people. The report should include the following:

- Identify and assess the risks of all forms of flooding to and from the development;
- Demonstrate how the flood risks will be managed taking into account climate change;
- If necessary the report should be accompanied by a Sequential and Exception Test as set out in the NPPF;
- The report should identify opportunities to reduce the probability and consequences of flooding;
- The FRA should utilise and detail Sustainable Drainage Systems (SuDS);
- The FRA should address the requirement for safe access to and from the development in areas at risk of flooding.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy EN21 – River and Coastal Flooding and Policy EN22 – Surface Run-Off Implications of New Development of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Foul Sewerage and Utilities Assessment

Required for the following types of application/development:

- All large scale major development.

Description

A report detailing the existing foul sewage system and explaining how the proposal will connect to it. In addition, the report should indicate how the development will connect to existing and proposed utility services. The report should include the following:

- Identify the existing foul sewage connections and utility infrastructure (including electricity, gas, telecommunications and water supplies).
- Detail how a proposal will deal with its foul sewage if a mains connection is not available.
- Provide evidence that a connection to the relevant services is available;
- Demonstrate that the proposal will not result in undue stress of the delivery of services;
- Demonstrate that the proposals incorporate adequate space for any services and structures such as substations;
- Demonstrate that service routes have been planned to avoid damage to trees and archaeological remains.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 (Design and Local Distinctiveness) and Policy EN19 – Adequacy of Foul Sewers and Adequacy of Sewage Treatment Systems River and Coastal Flooding of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Foul Drainage Assessment

Required for the following types of application/development:

- Cases where it is not possible to connect to existing foul drainage facilities and within sensitive areas such as source protection zones.

Description

Completion of the necessary form (FDA1) to justify why non mains drainage is being proposed.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 (Design and Local Distinctiveness) and Policy EN19 – Adequacy of Foul Sewers and Adequacy of Sewage Treatment Systems River and Coastal Flooding of the Adopted East Devon Local Plan 2013-2031.

Green Infrastructure Plan

Required for the following types of development:

- all major full applications where strategic landscaping forms part of the proposal or is required to mitigate the impacts of development including Major Housing and Employment development and Solar Farms;
- all major outline applications where Landscaping is being discharged.

Description:

This plan should show existing and proposed green infrastructure including the following where necessary:

- Open Space on the site;
 - Connections to surrounding land;
 - Explain how it relates to the FRA and how it incorporates SuDS features;
 - Site topography and levels;
 - Soil testing results;
 - Cross-sections of any proposed banks including materials;
 - The position and canopy spread of any existing trees including root protection areas and details of how these will be protected during construction;
 - Details of any trees to be felled or cut back;
 - Details of any existing planting including hardstandings;
 - Details of all new hard and soft landscaping including, number, size, species and density of planting;
 - Tree planting pits;
 - Existing and proposed boundary treatment.
1. For: Outline applications where landscaping is reserved the application should be accompanied by a Green Infrastructure framework detailing the green infrastructure principles to be used including key areas of open space, links and routes, SuDS, planting areas, how this responds to the existing site conditions (e.g. soil conditions, existing planting, views, landscape character, etc.) and how this integrates within the proposal and Masterplan and Layout for the site. Further advice can be found in the green infrastructure framework guidance document.
 2. For: Minor applications we will require a Green Infrastructure Plan showing the existing and proposed boundary treatment(s) and boundary planting types as seen

from the public realm or as experienced by neighbouring properties detailing how this relates to the development and any adjoining uses and green infrastructure.

Relevant Policy and reason for document:

To allow consideration of proposals against Policies D1 (Design and Local Distinctiveness), D2 (Landscape Requirements), D3 (Trees and Development Sites), EN5 (Wildlife Habitats and Features), EN22 (Surface Run-Off Implications of New Development), RC2 (New Open Space, Sports and Facilities and Parks) and TC4 (Footpaths, Bridleways and Cycleways) of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Heads of Terms

Required for the following types of application/development:

- All major development.

Description

A report or list detailing any planning obligations (for example affordable housing, on-site play space and Accessible and Adaptable Homes provision) being offered as part of the development to mitigate its impact. If the proposal is not offering the full policy compliant planning obligations, the application will need to be supported by a viability appraisal demonstrating why the proposal cannot meet the policy compliant obligations.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 34 – District Wide Affordable Housing Provision Targets, Strategy 35 – Exception Mixed market and Affordable Housing At Villages, Small Towns and Outside Built-up Area Boundaries, Strategy 36 Accessible and Adaptable Homes and Care-Extra Care Homes, Strategy 43 – Open Space, Strategy 47 – Nature Conservation and Geology, and Strategy 50 – Infrastructure Delivery of the Adopted East Devon Local Plan 2013-2031.

Health Impact Statement

Required for the following types of application/development:

- Residential development over 100 units and all other large scale major development.

Description

A report detailing the positive, negative and neutral health impacts from the development covering the following topic areas and how these have been addressed by the development:

- Community Inclusion – including how the proposal will impact on the interaction between different members of the community, particularly vulnerable and hard to reach groups;
- Healthy Neighbourhoods – including how the proposal may affect access to amenities such as open space, employment and services;
- Active Lifestyles – including how the proposal may provide open and natural spaces for exercise such as sport and how it will promote active play and travel;
- Protecting the Environment – including how the proposal, including its construction, could impact upon the environment through matters such as waste production, noise and air pollution and how existing noise sources may impact upon the proposal;
- Safety and wellbeing – including the effect on road safety, congestion, participation in active travel and discouraging crime and anti-social behavior;
- New and Converted Housing Provision – including how the proposal may effect affordability, safety and accessibility, energy efficiency and the standard of accommodation.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 3 – Sustainable Development, Strategy 4 – Balanced Communities, Strategy 5 – Environment, and Policy D1 (Design and Local Distinctiveness).

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Heritage Statement

Required for the following types of application/development:

- Applications for planning permission affecting a nationally or locally listed building, heritage asset or its curtilage;
- Applications for Listed Buildings;
- Planning applications affecting a Conservation Area or its setting.

See also the Additional Validation Requirements for Listed Buildings at Section 4 of this Document.

Description

The scope and detail should vary depending upon the particular circumstances of the application.

For works to a listed building the document should include a written schedule of works to the heritage asset, a Statement of Significance (if not in a separate format), an assessment of any impact adjacent listed buildings. A Structural Survey may be required for any extensive alterations.

For applications in a Conservation Area, a written statement that includes 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 works either related to, or impacting on, the setting of heritage assets, a written statement that includes an assessment of the impact from the proposal on the heritage assets and how this has been addressed by the application.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 (Design and Local Distinctiveness), Policy EN9 – Development Affecting a Designated Heritage Asset, and Policy EN10 – Conservation Areas of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Land Contamination Assessment

Required for the following types of application/development:

- All applications where contamination is known or suspected or the development site is in the vicinity of such land, and ground works are proposed.

Description

A report by a suitably qualified person determining the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy EN16 – Contaminated Land of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Landscape and Visual Impact Assessment

Required for the following types of application/development:

- All Major applications in the AONB outside of a Built-up Area Boundary or within the Coastal Preservation Area or Green Wedge;
- Major development affecting the setting of a heritage asset;
- Major Solar farm applications;
- Very large scale industrial units;
- other proposals with a significant visual impact,

Description

A Landscape and Visual Impact Assessment should be carried out by a suitably qualified landscape professional. It should include:

- A baseline assessment which describes the existing condition of the landscape and clearly defines the following:
 - ❖ landscape receptors, which are defined as landscape elements/features/characteristics likely to be affected by the proposed development, and
 - ❖ visual receptors, which are defined as groups of people likely to experience a visual change in the landscape due to the proposed development, this can be walkers, car users, residents, etc... Their selection should be based on a theoretical zone of visual influence which should be provide on a map and further refined by a site visit.

The baseline assessment will have to conclude with an assessment of each receptor's sensitivity.

- A description of the proposed development
- A Landscape effects assessment which defines the likely changes to the landscape as a resource due to the proposed development, and
- A Visual effects assessment detailing how the various visual receptors will perceive and notice the changes in the landscape due to the proposed development.
- Proposed mitigation measure
- Assessment of significance/extent of the defined landscape and visual effects on their respective receptors.

The document should be prepared in accordance with the Landscape Institutes latest Guidelines for LVIA's and take account of the local landscape character assessments.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 7 – Development in the Countryside, Strategy 46 – Landscape Conservation and Enhancement of AONB's, Policy D1 - Design and Local Distinctiveness and Policy D2 – landscape Requirements of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Lighting Report

Required for the following types of application/development:

- All applications including/for floodlighting, or a significant amount of external lighting.

Description

A report by a suitably qualified person providing details of the external lighting when switched on. These details shall include a layout plan with beam orientation and a schedule and detail of the equipment and its design plus expected levels of luminance and glare.

Details shall include a Light Contour diagram based on a layout of the site in context showing projected lux levels from the proposal within and surrounding the site designed to protect the dark sky.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 - Design and Local Distinctiveness, and Policy EN14 – Control of Pollution of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Marketing Strategy Statement

Required for the following types of application/development:

- All applications proposing the loss of commercial (including employment and retail uses) or community facilities.

Description

The statement should include details of the Marketing Strategy carried out prior to the submission of the application. The statement should include details of how, where and for how long the property/land has been marketed, the number and type of enquiries received including feedback and reasons for refusing offers and the price marketed at.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 32 – Resisting Loss of Employment, Retail and Community Sites and Buildings and Policy RC6 – Local Community Facilities of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Noise Assessment

Required for the following types of application/development:

- For uses that involve activities that may generate significant levels of noise;
- For noise sensitive development adjacent to major road/transport infrastructure and other significant sources of noise

Description

Noise reports should be prepared by a suitably qualified person and should outline the existing noise environment, potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 - Design and Local Distinctiveness, and Policy EN14 – Control of Pollution of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Open Space Assessment

Required for the following types of application/development:

- All major applications that generate a need for open space;
- Applications that propose the loss or relocation of existing open space.

Description

A report detailing the open space required as part of the development detailing how this is to be provided and managed as part of the development.

For applications proposing the loss or relocation of existing open space, the report should detail the justification for the loss/relocation and in the case of the loss of open space provide evidence that the open space is surplus to local requirements.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 43 – Open Space Standards and Policy RC1 – retention of Land for Sport and Recreation of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Planning Statement

Required for the following types of application/development:

- All major planning applications.

Description

A report detailing the planning merits of the proposal and providing an assessment of the proposal against local and national planning policy and other material considerations

Relevant Policy and reason for document:

To allow consideration of the proposals against all relevant local and national planning policies and other material considerations.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Rural Working Dwelling Justification

Required for the following types of application/development:

- All applications for all permanent and temporary rural worker dwellings (including conversions) outside of a defined Built-up Area Boundary.

Description

This justification statement should take the form of an agricultural appraisal and establish the functional requirements for the accommodation.

In the case of new permanent accommodation, at least 3 years audited accounts should be submitted with the application. These should be in a separate document marked 'confidential' and will be used in assessing whether the enterprise is economically viable.

In the case of a newly created agricultural unit and the application is for a temporary building for a period of 3 years, the justification statement will need to include evidence that the proposed enterprise has been planned on a sound financial basis. This should include a business plan with financial projections.

Relevant Policy and reason for document:

To allow consideration of proposals against Policies H4 – Dwellings for Persons Employed in Rural Business and Policy H5 – Occupancy Conditions on Rural Workers Dwellings of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Structural Survey

Required for the following types of application/development:

- Barn conversions;
- Significant demolition and/or re-building of listed buildings.

Description

A detailed structural engineers report setting out the existing structural state of the building, full details of proposed remedial works and in the case of any re-building or re-roofing and elevation drawing of no less than 1:100 clearly indicating the extent of the rebuilding/re-roofing.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 - Design and Local Distinctiveness, and Policy D8 – Re-use of Rural Buildings Outside of Settlements of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Site Waste Management Plan

Required for the following types of application/development:

- All large scale major planning applications.

Description

A report detailing how waste at the construction stage, and waste produced as a result of the proposal, will be dealt with.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 - Design and Local Distinctiveness, and Policy EN14 – Control of Pollution of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Statement of Community Involvement

Required for the following types of application/development:

- All major planning applications.

Description

A report detailing any pre-application public consultation carried out on the proposal including details of how the responses to the consultation have informed the proposal. If it has not been possible to amend the proposal as a result of all the consultation responses, the report should detail the reasons why it has not been possible.

Relevant Policy and reason for document:

To allow consideration of proposals against, and in accordance with, the East Devon District Council Statement of Community Involvement.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Sustainability Statement

Required for the following types of application/development:

- All major applications.

Description

A report detailing the sustainability credentials and environmental benefits and impacts from the proposal of the proposal including details of how the proposal and its design addresses the requirements of Strategy 38 – Sustainable Design and Construction and Strategy 40 – Decentralised Energy Networks of the Adopted East Devon Local Plan 2013-2031.

The report can alternatively form part of the Design and Access Statement.

Relevant Policy and reason for document:

To allow consideration of proposals against, and in accordance with, Strategies 38 – Sustainable Design and Construction and Strategy 40 – Decentralised Energy Networks and Policy D1 – Design and Local Distinctiveness of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Sustainable Drainage Strategy (SuDS)

Required for the following types of development:

- Residential development of 10 or more units and other development of 1000sqm or more floorspace;
- Development within Critical Drainage Areas.

The sustainable drainage strategy should address the issue of surface water run-off onto and off the site. It can be combined with the FRA and it should form an intrinsic part of the Green Infrastructure Plan/Framework if one is required for the site.

Description

For Outline Planning Applications:

- Description of the **type of development**;
- **Location plan** at an appropriate scale with a grid reference, showing geographical features, street names, watercourses or other water bodies in the vicinity;
- **Site plan** showing the red line boundary and any land under the applicants' control;
- **Site survey** showing the existing topography;
- Assessment of **all existing flood risks** to the site, including from sewer networks, groundwater, overland surface water flows, reservoirs, ponds, canals, and other watercourses;
- **Non-technical summary** of the proposed surface water drainage management system;
- Calculations of the **current surface water runoff** from the site;
- Calculations of the **proposed surface water runoff** from the site;
- Calculations of the **surface water attenuation storage volume** required for the 1 in 100 (+40% allowance for climate change) year rainfall event;
- Evidence that the site has an **agreed point of discharge**;
- Evidence that the **drainage hierarchy** has been followed, providing robust explanations as to the viability or otherwise of draining surface water to:
 1. Infiltration or soakaway;
 2. A watercourse or highway ditch (with written permission);
 3. A surface water sewer or highway drain (with written permission);
 4. A combined sewer (with written permission).
- Explanations of **flood risk mitigation measures** for the entire site;

- Explanation of the **likely surface water drainage management system** for the site;
- Plans of the **proposed site layout**, demonstrating that the proposed surface water drainage management system is practical and sustainable;
- Plans showing viable **surface water attenuation storage locations** within the site;
- Detailed **operation and maintenance plan and timetable** for the proposed surface water drainage management system over the entire lifetime of the development;
- Details of the proposed **community signage and engagement activities** relevant to the proposed surface water drainage management system.

For Other Applications:

- Description of the **type of development**;
- **Location plan** at an appropriate scale with a grid reference, showing geographical features, street names, watercourses or other water bodies in the vicinity;
- **Site plan** showing the red line boundary and any land under the applicants' control;
- **Site survey** showing the existing topography;
- Assessment of **all existing flood risks** to the site, including from sewer networks, groundwater, overland surface water flows, reservoirs, ponds, canals, and other watercourses;
- **Non-technical summary** of the proposed surface water drainage management system;
- Calculations of the **current surface water runoff** from the site;
- Calculations of the **proposed surface water runoff** from the site;
- Calculations of the **surface water attenuation storage volume** required for the 1 in 100 (+40% allowance for climate change) year rainfall event;
- Evidence that the site has an **agreed point of discharge**;
- Evidence that the **drainage hierarchy** has been followed, providing robust explanations as to the viability or otherwise of draining surface water to:
 1. Infiltration or soakaway;
 2. A watercourse or highway ditch (with written permission);
 3. A surface water sewer or highway drain (with written permission);
 4. A combined sewer (with written permission).
- Explanations of **flood risk mitigation measures** for the entire site;

- Explanation of the **likely surface water drainage management system** for the site;
- Plans of the **proposed site layout**, demonstrating that the proposed surface water drainage management system is practical and sustainable;
- Plans showing viable **surface water attenuation storage locations** within the site;
- Detailed **operation and maintenance plan and timetable** for the proposed surface water drainage management system over the entire lifetime of the development;
- Details of the proposed **community signage and engagement activities** relevant to the proposed surface water drainage management system.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 - Design and Local Distinctiveness, and Policy EN22 – Surface Water Run-Off Implications of New Development of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Retail Impact Assessment

Required for the following types of application/development:

- Proposals for main town centre uses that are in excess of 500sqm and are not in an existing town centre area as defined by the Adopted Local Plan.

Description

A report by a suitably qualified person providing an assessment of the impact of retail and other town centre development on matters including the vitality and viability of the town centre. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy E11 – Large Stores and Retail Related Uses in Area Centres of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Transport Statement/Assessment

Required for the following types of application/development:

- All major development where there are likely to be significant transport implications.

Description

A report by a suitably qualified person detailing all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for maneuvering, servicing and parking of vehicles should be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

For smaller schemes, a Transport Statement should outline the transport aspects of the application whilst for major proposals the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.

The TA should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy TC2 – Accessibility of New Development, Policy TC4 – Footpaths, bridleways and Cycleways, Policy TC7 – Adequacy of Road Network and Site Access and Policy TC9 – Parking Provision in New Development of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Travel Plan

Required for the following types of application/development:

- All large scale major planning applications.

Description

A draft travel plan should be prepared by a suitably qualified person outlining the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental and social impact. The draft plan should state how new occupiers or customers/users of the development will use alternative means of travel which do not involve the private motor vehicle. The draft travel plan should include details of targets and arrangements for monitoring.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 5B – Sustainable Transport of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Tree Survey/Arboricultural Impact Assessment & Method Statements

Required for the following types of application/development:

- **Householder applications** - Where there are trees within falling distance of the proposed development and/or where trees or hedges will need to be removed or pruned in order to carry out the development, a Tree Survey and AIA information in accordance with BS 5837:2012 or any superseding standard will be required.
Where appropriate the details can be annotated on existing and proposed site plans or take the form of a single A3 plan at an appropriate scale (no smaller than 1:200) with the finding of the survey included in the plan text.
- **Full, Outline or Reserve Matters Minor applications** - For development proposals on sites with trees and/or hedges, or where trees are in close proximity to the site boundary, a Tree Survey and AIA in accordance with BS 5837:2012 or any superseding standard will be required. Depending on the number of trees and scale of development details could be annotated on existing and proposed site plans, or take the form of a single plan at an appropriate scale (no smaller than 1:200) with the finding of the survey included. For more complex schemes or those with more trees a standalone Arboricultural report may be more appropriate.
- **Major Full, Outline or Reserve Matters applications** - For development proposals on sites with trees and/or hedges, or where trees are in close proximity to the site boundary, a Tree Survey and AIA in accordance with BS 5837:2012 or any superseding standard will be required. Depending on the number of trees and scale of development details could be annotated on existing and proposed site plans, or take the form of a single plan at an appropriate scale (no smaller than 1:200) with the finding of the survey included.

Tree Protection Plan (TPP) & Arboricultural Method Statement (AMS)

- **Householder Applications** - Where trees or hedges will be retained and could be damaged by carrying out the proposed development, there will be a requirement to produce a TPP and AMS in accordance with BS 5837:2012 or any superseding standard. This may take the form of a single A3 plan at an appropriate scale (no smaller than 1:200) showing the location and specification of the tree protection measures. This plan may also contain the AMS details and site monitoring log.
- **Full, Outline or Reserve Matters Minor applications** - Where trees or hedges will be retained and could be damaged by carrying out the proposed development, a TPP and AMS will be required. The plan and

should be carried out in accordance with BS 5837:2012 or any superseding standard. This may take the form of a single plan at an appropriate scale (no smaller than 1:200) showing the location and specification of the tree protection measures. This plan may also contain the AMS details and site monitoring log.

- **Major Full, Outline or Reserve Matters applications** - Where trees or hedges will be retained and could be damaged by carrying out the proposed development, there will be a requirement to produce a TPP and AMS in accordance with BS 5837:2012 or any superseding standard. This is likely to take the form of a standalone document incorporating TPP, AMS and Site Monitoring Log.

Description

A report by a suitably qualified arboriculturist assessing the impact from the development upon the trees during construction and post-development including any mitigation proposals. The report should include identification of the species, spread, roots and position of the trees and be accompanied by an accurate scaled site plan showing the details.

The statement should use the most relevant British Standard on 'Trees in Relation to Design, Demolition and Construction – Recommendations'.

The report should be accompanied by a plan detailing any trees to be felled, details of new tree planting as well as details of how retained trees will be protected during construction. If works are proposed within the Root Protection Areas, an Arboricultural Method Statement should be submitted

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 - Design and Local Distinctiveness, Policy D2 – Landscape Requirements and Policy D3 – Trees and Development Sites of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

Undertakings

Unilateral Undertaking

Required for the following types of application/development (please note there are two options if mitigation is required for habitats impact only):

- All new residential development (including conversions) that generate the need for financial contributions towards habitat mitigation (or alternatively a Section 111 Form – see below), open space and/or affordable housing.

Description

- A completed, original and signed Unilateral Undertaking submitted along with the Legal Fee of £50 (made payable to East Devon District Council) to check the contents of the agreement. If there is a mortgage against the property, the mortgage company will also need to sign the agreement along with any owners of the property/land to which the application relates.

If you feel that the proposal would not be viable with the inclusion of the affordable housing contribution, please provide a Heads of Terms along with a viability appraisal demonstrating why the proposal would not be viable with an affordable housing contribution.

Section 111 Form

Required for the following types of application/development:

All new residential development (including conversions) that generate the need for financial contributions towards habitat mitigation (or alternatively a Unilateral Undertaking – see above).

Description

- A completed, original and signed S.111 Form along with the relevant payment.

Relevant Policy and reason for document:

To allow consideration of proposals against Strategy 43 – Open Space Standards, Strategy 47 – Nature Conservation and Geology, Strategy 50 – Infrastructure Delivery of the Adopted East Devon Local Plan 2013-2031 and to mitigate any impacts under the Habitats Directive.

Ventilation and Extraction Statement

Required for the following types of application/development:

- All applications proposing a use within Classes A3 (restaurants and cafés), A4 (drinking establishments), A5 (hot food takeaways), any retail, business, industrial, leisure or other development which requires the provision of ventilation or extraction equipment, or any proposal which includes the installation of air conditioning units.

Description

A report by a suitably qualified person detailing the position and design of any ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics and mitigation.

Relevant Policy and reason for document:

To allow consideration of proposals against Policy D1 - Design and Local Distinctiveness) and Policy EN14 – Control of Pollution of the Adopted East Devon Local Plan 2013-2031.

Requests for this information will be proportionate to the nature and scale of the development proposals and will only be requested where the Local Planning Authority consider it relevant, necessary and material to the application in question.

4. Additional local validation guidance for Listed Buildings consents

4.1 The further information detailed should be included with listed building applications that comprise the following works:

Thatching

- Justification for change of materials or ridge details
- Identification of roof slopes either by roof plan or photographs
- Photographs showing any particular defects/problems
- Details of thatcher
- Details/ method statement of thatching

Re-roofing (slate/tiles)

- Justification for the works
- Schedule of works including method of fixing, roof ventilation and insulation
- Identification of roof slopes either by roof plan or photographs
- Photographs showing any particular defects/problems

Re-placement windows

- Justification for the works to explain why the window(s) are beyond repair to include comparative quotes for repair and replacement
- Identification of the individual windows in elevation either by drawings or photographs
- Schedule of windows to specify repairs or replacement
- Photographs showing any particular defects/problems
- Details/Elevations and Sections through casements, frames and glazing bars at 1:2/1:5 scale for any replacement windows, including methods of opening and finishes

Please note that double glazed units are unlikely to be acceptable. In addition, that unless the installer is FENSA registered, this work will require a Building Regulations application, but the standards will be relaxed appropriately

Render

- Justification for the works
- Schedule of works including specification for the mix (proportions of lime/sand and additives), method of application and finishes
- Identification of areas/extent of render to be shown (elevations)
- Photographs showing any particular defects/problems

Shopfronts

- Justification for the works to explain why the shopfront is beyond repair to include comparative quotes for its replacement
- Drawings or photographs in elevation to show the shopfront
- Schedule of works to specify areas of repair or replacement
- Photographs showing any particular defects/problems
- Details/ Sections through shopfront including display areas, doorway, frames, fascia and cornice, and glazing bars at 1:2/1:5 scale including any methods of opening and finishes
- Details of any new signage including materials, finishes and any form of illumination

Internal alterations

- Justification for the works
- Plans showing existing layout (including location of room/s in relation to rest of property)
- Plans showing proposed layout (including location of room/s in relation to rest of property)
- Photographs showing any details/features to be removed, altered or investigated
- Cross Sections where appropriate
- Details of new joinery for example, doors, architraves, skirtings, picture rails, staircases, balustrades etc
- Schedule of repairs where appropriate for example plaster repairs, repairs to decorative features, flooring etc

New Flues/ Vents/ Mechanical Ventilation/Extractors/ Chimneys

- Justification for the works to illustrate that all other options have been explored for the installation of new heating systems/ flues i.e. using existing chimneys. Equally details of all new vents and extractors or alterations to the existing chimney stack.
- Plans / elevations or photographs as existing
- Plans / elevations or photomontage as proposed to show exact location of flue/vents/extractors/chimneys
- Details of the new flue/vents/extractors/chimney including dimensions and drawings where appropriate

Demolition of the whole or part of a listed building where demolition is sought for structural reasons

- A Structural Survey by a suitable qualified person accurately detailing the physical condition of the building and extent of demolition, re-building and repair required as part of any works.
- Drawings including sections identifying the building fabric to be demolished, rebuilt or repaired.

5. **Presentation of plans and drawings**

5.1 The following is expected of all plans and drawings to enable an application to be considered valid:

- All plans and drawings must be accurate using a conventional metric scale such as 1:100 or 1:50. Scales such as 1:75 will not be accepted. If more than 1 scale is used on a page please clearly indicate the scale of each individual drawing.
- Every plan (including copies) based upon Ordnance Survey maps (please provide the License number on the plan) must have the appropriate Ordnance Survey copyright notice that is no more than a year old.
- All existing and proposed Layout plans must show the direction of North.
- All plans and drawings must include a scale bar(s) at the appropriate scale(s).
- Plans/drawings must not contain disclaimers such as “Do Not Scale” or “Not To Scale” (perspectives excluded).
- All annotations should be at a size that is clear and easy to read.
- Fully annotate existing and proposed boundary treatment.

5.2 The following is considered good practice although applications will not be assessed against them for validation purposes:

- Plans and drawings on A3 size paper should be used where ever possible as they are easier to handle and to view electronically.
- Include key measured dimensions.
- Group existing and proposed drawings side by side using the same scale for both.
- All plans and drawings should be identified on a plan schedule with the schedule updated if amended plans are submitted.
- The Site Location Plan should ideally be on a separate sheet to aid consultation.
- Each plan/drawing should have a title box stating the address of the proposal, title of the drawing, scale of the drawing(s) and drawing number with any revision.
- ‘As Existing’ and ‘As Proposed’ plans should be drawn at the same scale.

- Amended drawings should clearly indicate, either by highlighting or above the title box, the amendments and the date those amendments were made.
- Amended drawings should be drawn at the same scale (unless otherwise asked for) as the original drawings.