Planning Application Requirements
&
Validation Checklist

Revised July 2013
East Riding of Yorkshire Council
Planning Applications Requirements

Contents

1. Introduction 3
2. Meeting the Information requirements 3
3. Electronic submission of applications 4
4. Planning Application Checklist 4

Part One : National Information Requirements 6

A. Information required for all Planning Applications
   Including
   A5 Design and Access Statements 7
   A6 Environmental Impact Statements 8

B Information required for Outline Planning Applications 9
C Information required for Full Planning Applications 9
D Information required for Reserved Matters 12
E Information required for Discharge of Conditions 13

Part Two : Local Information Requirements 14

Additional information required to address specific issues

F Affordable Housing Statement 14
G Biodiversity Survey and Report 15
H Flood Risk Assessment 17
I Foul and Surface water assessment 18
J Heritage Statement 18
K Land Contamination Assessment 19
L Lighting Assessment 19
M Noise Impact Assessment 19
N Open Space Assessment 21
O Structural Survey 22
P Town Centre Use Impact Assessment 23
Q Transport Assessments and Travel Plans 23
R Tree Survey/Assessment 25
S Waste Management Plan 26
1. **Introduction**

1.1 This revised validation checklist has been prepared to simplify and to clarify the information required to be submitted with a planning application. The revision has been undertaken in accordance with the “Guidance on Information Requirements and Validation” issued by the Department for Communities and Local Government in 2010. It is accepted that not all applications can be covered, but the revision seeks to identify proportionate and precise requirements (so far as this is possible) to ensure that planning applications are submitted with the necessary information to enable applications to be determined without delay.

1.2 Part One sets out the national information requirements.

1.3 Part Two sets out the additional information that the East Riding of Yorkshire Council will require from applicants. This information will also be required before an application will be validated. This is arranged by information type, thresholds for its requirement and a general explanation of the issues that will need to be addressed. The policy driver for the requirement is given, and where appropriate, each section is cross-referenced to further official guidance.

1.4 This document will be updated as necessary to reflect any changes to the legislative requirements and any changes to local policy approved by the Council as the East Riding Local Plan progresses.

2. **Meeting the Information Requirements**

2.1 All applications for planning permission must include the information indicated in the relevant section of the Part One and Part Two validation requirements. If your application does not contain the required information as set out in the requirements it will not be registered as a valid application. You will be informed in writing of the requirements necessary to validate it. No further action will be taken until the necessary information is received. If you do not provide the information (or agree a date for its submission with the Council) within 28 days of being told that your application is invalid, the whole application will be returned to you.

2.2 If you consider that any element of the required information is not appropriate to your particular case you should provide a written explanation in support of your opinion. The Council will take your written explanation into consideration in deciding whether your application is valid.

2.3 In most cases the information requirements will be clear, but there may be circumstances where you disagree with the Council’s view that your application is invalid. If you disagree that information is required you have a right of appeal on the grounds of non-determination within the prescribed timescale (in most cases 56 days after your application was submitted). If you have submitted information, but the Council considers this inadequate then you will also have a right of appeal but need to formally advise the Council of your reasons why you consider the information submitted to be adequate and allow time for the Council to respond to this.

2.4 It should be noted that in addition to the information included in the checklists that is required to make an application valid, the Council also has powers to direct an applicant to:

- Supply any further information and, except in the case of outline applications, plans and drawings necessary to enable them to determine the application, or
- Provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.
Any request will be made in writing as soon as the need for it becomes clear. This will not affect the validity of your application.

2.5 In some circumstances, you may find it helpful to submit supplementary information that is not required because of the thresholds that have been set, but which is, nonetheless relevant to your application and helpful to its determination. The Council will not refuse to validate an application because there is too much information.

3. **Electronic Submission of Applications**

3.1 The Council encourages the electronic submission of planning applications. If you wish to submit in this way, you must do so via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

3.2 Electronic submission in other ways, for example via email, causes administrative difficulties that may delay your application and must not be used.

3.3 You should be aware that the Planning Portal is unable to accept individual documents that exceed 10mb in size and you will need to break large documents down in order to submit them. This is particularly relevant when Environmental Impact Assessments are submitted and it is suggested that when submitting such documents on c.d. that they are broken down into characters etc. in order that they can be published on the Council’s Website.

3.4 Attachments and plans submitted with an electronic application must also be in appropriate file types and formats in order to be processed properly. Please refer to the detailed advice notes on the Council’s website for full details of the acceptable specifications.

4. **Planning Application Checklist**

4.1 You may find it useful to use the checklist below to identify the extent of information that you have provided to accompany your application. An e-form containing these tables can be downloaded from the Council’s website.

**Part One - National Information Requirements**

Please tick in each relevant box to confirm that you have provided details. (If any item is not relevant to your application, please put N/A in the right hand box and provide a written explanation).

<table>
<thead>
<tr>
<th>Item</th>
<th>Provided (please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Application Form</td>
<td></td>
</tr>
<tr>
<td>A2 Fee</td>
<td></td>
</tr>
<tr>
<td>A3 Ownership/Agricultural Holdings Certificates</td>
<td></td>
</tr>
<tr>
<td>A4 Location plan</td>
<td></td>
</tr>
<tr>
<td>A5 Design and Access Statement</td>
<td></td>
</tr>
<tr>
<td>A6 Environmental Impact Assessment</td>
<td></td>
</tr>
<tr>
<td>C1 Site plan</td>
<td></td>
</tr>
<tr>
<td>C2 Existing and proposed floor plans</td>
<td></td>
</tr>
<tr>
<td>C3 Existing and proposed elevations</td>
<td></td>
</tr>
<tr>
<td>C4 Existing and proposed site sections</td>
<td></td>
</tr>
<tr>
<td>C5 Roof plans</td>
<td></td>
</tr>
</tbody>
</table>
A. Local Information Requirements

Depending on the size and nature of the proposed development and/or its location, you may need to provide some or all of the following additional information.

Please tick the appropriate boxes. If you tick a ‘no’ box (to say that you believe an item is not relevant to your application although the Council’s Validation Part Two suggests that it is) please provide a written explanation. If you do not do so, your application may be treated as invalid.

If you have included any of the relevant information in your Design and Access Statement or in an Environmental Statement, please put ‘in D&A’ or ‘in ES’ as appropriate. Make sure that you clearly use the relevant headings in those documents.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A or comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Affordable housing statement
Biodiversity report
Flood risk assessment
Foul and Surface Water Assessment
Heritage statement
Land contamination assessment
Lighting assessment
Noise impact assessment
Open space assessment
Structural survey
Town Centre Use Impact Assessment
Transport Assessment
Tree survey
Waste Management Plan
PART ONE -
NATIONAL INFORMATION REQUIREMENTS

A. Information required for all Planning Applications

You must provide the information detailed in this section for all types of planning application except where this document advises otherwise. You may submit your application electronically via the Planning Portal (www.planningportal.gov.uk). If you choose to submit your application in paper form you must provide the original version plus 3 copies of the application form and of all plans, drawings and other documents.

(N.B. It is helpful if you provide at least one further copy - that is, the original plus 4 – as this will assist in speeding up the administrative process. However, your application will still be accepted if you provide the statutory number.)

In the following sections, the normal scales of plans and drawings are indicated. These are the most commonly used scales and the ones which are usually appropriate for the particular purpose. Other scales may be acceptable in some cases (and may, indeed, be more appropriate to the particular circumstances). The Council will accept alternatives provided that they are metric and likely to be understandable to someone armed with a standard scale rule. Where appropriate plans/drawings to the following scales will be accepted:


Plans at other scales will be rejected unless prior agreement has been reached with the planning officer.

A1. Application Forms

Your application must be submitted on the national standard application form. Make sure that you use the version of the form that is appropriate to the type of application that you are making and that you complete all relevant sections and sign where required. Forms are available for online submission or to download via the Planning Portal www.planningportal.gov.uk or use the Council Website www.eastriding.gov.uk/environment-and-planning/planning/ and follow the links to development control.

A2. Application Fee

You must submit the correct fee as specified in the Town and Country Planning (Fees for Planning Applications) Regulations where one is necessary. Guidance on the required fee can be found on the Council’s website or by using the ‘Fee Calculator’ on the Planning Portal website. You may pay your fee online if you submit your application via the Planning Portal.

A3. Ownership/Agricultural Certificates

You must complete, sign and date the appropriate ownership certificate. This is an integral part of the national standard application form. If you/the applicant owns the site, then complete certificate A. If anyone other than the applicant is an owner of any part of the application site you must complete certificate B having first served notice on the other owner(s) (an ‘owner’ is any person with either a freehold interest in the site, or a leasehold interest with at least 7 years left to run). Certificates C or D are available for those unusual circumstances where other owners of land cannot be traced.

You are not required to provide a copy of the notice served on an owner, but it can be helpful if you do.

You must also complete, sign and date an agricultural holdings certificate, (now incorporated in certificate B) whether or not the application site includes an agricultural holding.
If, during the assessment of the application, a reasonable claim is made by anyone that land ownership is not as stated in the certificate, we may require further evidence of ownership from the applicant.

A4. Location Plan
You must provide a location plan based on an up to date map at a scale of 1:1000 or 1:1250 or 1:2500, or in exceptional circumstances for very large sites other scales may be acceptable as long as they have sufficient detail to identify the exact boundary of the site (an Ordnance Survey Base Map is preferred). The plan should show named roads (at least two are preferred to identify the location, but if other features are present, e.g., railway lines or public buildings, then a single road may suffice), and, where they exist, surrounding buildings. It should also have on it a clearly marked north point and the scale to which it is drawn. The adjacent properties shown should be suitably numbered or named to ensure that the exact location of the application site is clear. You may be asked to provide additional plans at other scales, for example, where the application site is in a remote location without clearly identifiable nearby features.

You must draw a red line around the application site to define it. Make sure that you include all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscape treatment, car parking, drainage or other service runs, levels changes and any associated works (such as retaining walls) and open areas around the building). Your red line must include all the required land even if it is separately owned (in which case you will need to serve formal notice on the owner and submit Certificate B).

You must also draw a blue line around any other land owned by the applicant, adjoining or close to the application site.

A5. Design and Access Statement
You must submit a design and access statement (DAS) with your planning applications (including outline applications) if your application is:

• A Major application
  (In the case of residential development an application for 0.5Ha, or 10 or more dwellings
  In any other case an application for a site area of 1Ha or more, or for a building of 1,000 sq m or
  more.), or
• Where any part of the development is within a Conservation Area, and the development is for
  one or more dwellinghouses, or for the provision of a building or buildings of 100 sq metres or
  more

Unless the application is one of the following:
• Change of use of buildings or land (unless this also involves building work or other physical
  alteration);
• Engineering or mining operations;
• Waste development

You will also need to submit a design and access statement with an application for Listed Building Consent.

A DAS is a short report accompanying and supporting a planning application that should seek to explain and justify the design and access arrangements of your proposal in a structured way. The level of detail required in your DAS will depend on the scale and complexity of your proposed development and the length of the statement will vary accordingly.
The design and access statement shall:

- 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 relevant policies relating to access in 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.

If your application is for listed building consent, you will also need to deal with the following additional points:

- The special architectural or historic interest of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building’s setting;
- A justification for the work that you propose.

Article 8 of the Development Management Procedure Order 2010 sets out in what is required in a design and access statement. You will find further guidance on the content of a Design and access statement in the 2010 DCLG “Guidance on Information Requirements and Validation” (but note that the requirements have changed since this document was published). The CABE document “Design and Access Statements: how to write, read and use them” is also useful and you can download it from www.cabe.org.uk. The legislative requirements relating to listed buildings are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

**Important** – You may find it convenient to incorporate some or all of the information required by the Part Two Requirements and/or additional information in support of your application (for example commenting on how your proposals meet planning policies or provide economic benefits) within your DAS. If you do so, please make sure that the various parts of the information are clearly labelled within the DAS.

### A6. Environmental Impact Assessments

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 set out the circumstances in which Environmental Impact Assessment is required to enable the local planning authority to give proper consideration to the likely environmental effects of a proposed development. The Regulations require developers to prepare an Environmental Statement (ES) for all Schedule 1 projects and for Schedule 2 projects where specified thresholds are exceeded. The ES must be provided in the form set out in Schedule 4.

If your application is for development of a type included within either Schedule 1 or Schedule 2, you are strongly recommended to ask the Council for a ‘screening opinion’ (to determine whether or not EIA is necessary) before submitting a planning application. The Council will also provide a ‘scoping opinion’ (setting out the issues to be addressed in the ES).

**Important** - Where you are required to submit an ES, it will cover most, if not all, of the information set out in Part Two. You will not be required to submit the information twice, but you must make sure
that you have fulfilled all of the requirements in one way or another, and it is helpful to provide a checklist explaining this.

As Environmental Statements can be extensive 6 hard copies and additional 6 CD copies of the documents will be required.

B. Information required for Outline Planning Applications

If your application is for outline planning permission, you are not required to provide details of any reserved matters, and only need to indicate the proposed access point(s). However, the Council may decide that your application ought not to be considered separately from all or any of the reserved matters. This is likely to be the case in particularly sensitive locations such as Conservation Areas where details of layout, design and external appearance will normally be required as a minimum. In this event, the Council will advise you in writing what additional information is required. We are required to do this within 28 days of receipt of the application.

Outline applications, whether they include any reserved matters of detail or not, will require a Design and Access Statement (DAS) if they fall within the requirements as set out in A5 above.

Even if you include no matters of detail in your application, your DAS should, nevertheless, explain what design principles are appropriate and how future detailed proposals could be arranged to comply with them. An indicative layout or something similar would form a useful part of the DAS.

If you include some reserved matters your statement should, in addition, explain how those details take account of the stated design principles and how the matters reserved for future consideration will be guided by them. For an outline application. If you choose to include reserved matters within your outline application you must include any relevant information required to consider these matters as set out in the validation requirements.

C. Information required for Full Planning Applications

The regulations require you to, “submit other plans, drawings and information necessary to describe the development which is the subject of the application”. As a minimum this needs to be appropriate plans and elevation for the Council and interested parties to understand what is proposed. To ensure this information is adequate and correctly set out the following requirements need to be met.

C1. Site plan
You must submit a site plan (also sometimes described as a block plan) at a scale of 1:500, 1:200 or 1:100 with a full planning application for development involving new buildings or extensions, or engineering works. The plan must accurately show:

- The direction of North and the scale of the plan.
- The proposed development in relation to the site boundaries and other existing buildings on the site.
- Where the application is for extension of existing buildings or structures, a clear indication of the position of the extensions in relation to the existing buildings and/or structures.
- All the buildings, roads and footpaths on land adjoining the site including access and parking arrangements where they directly affect the proposal. This must be sufficient to make clear the relationship of the proposed development to existing neighbouring properties. (This element of the plan may be based on Ordnance Survey information, but should be adjusted to show any
significant changes - for example an extension on a neighbouring property that brings it closer to the application site).

- All public rights of way crossing or adjoining the site.
- The position and crown spread of all trees must be shown on the plan where construction operations\(^1\) are within a distance of 15 metres from the trunk of a tree. This includes trees within or adjacent to the application site. If you consider that your proposal will not affect any trees within this distance, please use the checklist in section 6 to relay this information to the Council.
- The location of any watercourse within, on the boundary of, or on land adjacent to, the site.
- The extent and type of any proposed hard surfacing including parking and access roads where this is integral to your proposal.
- Details of existing and any proposed new boundary treatment (with a note of heights) including walls or fencing where this is integral to your proposal.
- It is helpful to include key dimensions, such as length, width and height of new buildings, heights to main windows and distances between new works and site boundaries, but these should supplement, not replace, an accurately scaled plan.
- Planting and landscaping proposals if they are known (the level of detail provided will determine whether further information will be required by way of a condition if approval is granted)

\(^1\)Construction operations are defined in Part 7.2 of BS5837: 2005 ‘Trees in Relation to Construction – Recommendations’ (September 2005)). Note, these include activities such as trenching for services and access construction.

C2. Existing and proposed floor plans
For development involving new buildings, or engineering works, you must submit drawings to a scale of 1:50 or 1:100 showing all floors of the finished development, including attics and basements. The drawings should be sufficient to illustrate the proposal in detail. (For large agricultural sheds, warehouses and industrial buildings where there is little detail to be shown 1:200 scale plans may be acceptable). Where existing buildings or structures are being altered or extended, you may limit the extent of the floor plans to the new work and the immediately adjacent existing accommodation. In such cases, your drawings must clearly distinguish between existing and proposed floor plans. Your drawings should clearly indicate where existing buildings, parts of buildings, other structures and/or individual walls are to be demolished. (N.B. if your application includes a change of use of all or part of a building as well as extension/alteration, full floor plans must be submitted. This includes proposals for ancillary accommodation, such as a ‘granny annexe’, in a domestic property).

For applications for change of use of buildings (even if no physical alterations are proposed) it is helpful if you submit full floor plans to show the disposition of specific uses within the building.

C3. Existing and proposed elevations
For development involving new buildings, engineering works, alterations or extensions you must provide details of all new elevations, including blank elevations, and any existing elevation that is to be changed. Where alterations to an existing building are proposed, your drawings must show both existing and proposed elevations and must clearly distinguish between the two. Your elevations should be drawn to a scale of 1:50 or 1:100 and indicate the proposed building materials (particularly where a mixture of materials is proposed, the disposition of each must be clear) and detailing and the style, materials and finish of windows, doors and any other openings. It is important that your proposals show the works in relation to what is already there. For example, where a proposed elevation adjoins, or is close to (normally within 5 metres) another building, your drawings must clearly show the relationship between the buildings, and detail the positions of windows and doors on each property. This information is particularly important in the case of infilling on undeveloped space between existing buildings at either side, the installation of a shop front in a built-up frontage or the extension of a building along its boundary with an adjoining property. (This requirement relates only to those
elevations of an adjoining/nearby property that contain window/door openings from which the new development will be directly visible. Ideally, these elevations should be drawn in detail to the same scale as the proposed elevations, but this may not always be possible - for example, because of refusal of access by a neighbour. In this case, please provide the best information possible and a brief written explanation).

You are advised to check closely that the elevations are consistent with the plans provided under sections C1 and C2 above. You will also need to ensure that any references in your Design and Access Statement (if required) are to the plans and elevations as submitted.

C4. Existing and proposed site sections and finished floor and site levels
For development involving new buildings, engineering works, alterations or extensions where there is a change in levels across the site of more than 0.5 metres you must provide:

- In all cases where a proposal involves a change in ground level\(^2\), an illustrative drawing(s) to show both existing and finished levels. These should include details of foundations and eaves and clearly demonstrate that there will be no encroachment onto land outside the application site.
- Plan(s) to demonstrate how the proposed development relates to existing site levels and neighbouring development. This should show existing site levels and finished floor levels (with levels related to an ordnance datum point off site) and also show levels in relation to adjoining buildings\(^3\).

\(^2\) Any change in ground level of 0.5 metres or more will trigger this requirement. It includes proposals to excavate below existing levels as well as building up. It also includes changes designed for landscaping purposes as well as incidental increases in level arising from the disposal of excavated material within the site.

\(^3\) Where you experience difficulty in accessing adjoining private land in order to establish levels, you should provide a best estimate together with a note stating how you have dealt with the issue.

Cross-section(s) through the proposed works may be required where changes in levels will directly affect neighbouring properties and land. At least one cross-section is required, but the number and position will depend upon the size, nature and complexity of the development and must be sufficient to fully explain the proposal. The cross-section(s) should be drawn to the same scale as the elevations (see C3 above).

In the case of householder development, the levels may be apparent from floor plans and elevations and further details will not usually be required unless the development is proposed on a sloping site or the development includes alterations to ground levels outside the proposed building works. In cases where roof lights are proposed a cross-section should be provided to illustrate their position in relation to existing or proposed floor levels.

You should refer to the way in which levels have been accommodated or altered in your Design and Access Statement (if required).

C5. Roof plans
For applications for new buildings and for alterations or extensions that include works to the roof, where the roof construction is complex a roof plan should be included in the plans. This can be at a smaller scale than the floor plans and elevational drawings, but should not normally be less than 1:200. Your drawings should clearly show the shape of the proposed roof (identifying changes from its existing shape where appropriate by providing existing and proposed versions) and should include details of materials and the location and design of chimneys, vents and any other features consistent with the submitted elevations.
D. Information required for approval of Reserved Matters

If you have been granted outline planning permission, you will be required to submit details for approval of one or more ‘Reserved Matters’. You will normally be required to do this within 3 years of the date of the outline planning permission unless the permission specifies otherwise (the conditions of the outline permission will make clear what is required). You do not have to submit details for all of the reserved matters together, but you must have obtained approval of all outstanding matters before starting the development. You must also ensure that you submit all the required details within the specified timescale.

Make sure that the submitted details are in accordance with the terms of the outline permission, including any conditions and any information contained in the Design and Access Statement. If not, the Council will be unable to approve the details and will advise you either to amend them or to submit a new application for outline/full planning permission. The Council will not normally ask for information to be submitted in relation to reserved matters, including Part 2 Checklist information, that has already been resolved at outline stage unless there is a condition requiring such information to be submitted at reserved matters stage.

Submission of details of reserved matters is not a formal planning application, so the requirements of section A above do not apply. You are required to provide an original plus 3 additional copies (although 4 further copies are helpful) of:

- A completed application form (in which case the national standard application form available for this purpose must be used) or a written application giving sufficient detail to enable the Council to identify the outline planning permission it relates to (reference number) and the reserved matters that are being submitted.
- Such plans and drawings as are required to deal with the reserved matters under consideration. For development involving new buildings, alterations or extensions to existing buildings, or engineering works, you will be required to provide all of the details specified in section C above unless you have already provided them at the outline stage. Although you are able to submit reserved matters information in stages, you should ensure that there is sufficient detail to allow the Council to come to a properly considered decision (for example, by providing site levels information with elevational details).
- Such other particulars as are required to deal with the reserved matters under consideration, such as landscaping specification or access details.
- In some cases, you may be asked to provide additional information to supplement the Design and Access Statement submitted at the outline stage.
- The appropriate fee.

E. Information required for Discharge of Conditions

If you have been granted planning permission, it will almost certainly be subject to conditions. Some of these may require that you submit further information or details to the Council. The need for conditions can be avoided by submitting full information with your planning application, but this is not always feasible, and some applicants prefer to agree details after permission has been granted. The conditions attached to your permission will specify when the details need to be submitted. If the information is required to be submitted and agreed before the development is commenced (in which case it is referred to as a ‘pre-condition’) it is important that the Council’s approval is given so that the condition is “discharged” and a lawful start can be made.
When discharging a condition you should submit:

- A completed application form (in which case the national standard application form available for this purpose must be used) or a written application containing sufficient information to enable the Council to identify the permission (reference number) and the condition(s) to be discharged.
- A copy of the information required.
- The appropriate fee.

You may be aware that a condition has been imposed at the request of another organisation (for example the Environment Agency or the Highways Officer). In such circumstances you may wish to provide information directly to the organisation in question for their comments and advice. While this is acceptable, you should also submit it formally to the Council (as local planning authority), otherwise it will not be recorded and agreed as properly discharged condition and this may cause difficulties in the future (for example if the site is sold).
PART TWO –
LOCAL INFORMATION REQUIREMENTS

This part of the Validation Checklist sets out the additional information that is required to consider your application in specified circumstances. For your application to be accepted as valid, you must provide all of the required information (or a reasoned justification for not providing it) at the time of submission.

If you have submitted supplementary information with an outline application, you are not required to submit the same information again with the reserved matters. However you will probably need to provide further details on issues not covered at the outline stage. If you are in any doubt, speak to the planning officer before submitting the reserved matters application.

The Council has reviewed and amended the previous validation checklist to ensure that information requirements are proportionate and necessary. Although the requirements are designed to be as comprehensive and detailed as possible, there will inevitably be situations where the requirement is not absolutely clear. There will be other circumstances where supplementary information is required by the Council before a decision is taken, even though it is not specified in the Checklist. Pre-application discussions with the Planning Officer can help to identify such circumstances at an early stage and thus minimise delays.

Supplementary information should be provided by someone with appropriate qualifications and experience in the subject area. All such documents should clearly state the identity and qualifications of the author.

The following information requirements can be submitted as separate documents or, in some cases, may be incorporated in one or more comprehensive document. Where an Environmental Statement is required, that will encompass most, if not all, of the supplementary information. In other cases, the Design and Access Statement may be a useful covering document. **If you do incorporate requirements in this way, please make sure that you indicate this in a checklist such as that suggested.**

F. Affordable Housing Statement

When required

Where an application for residential development generates a requirement for affordable housing in accordance with the planning policy prevailing at the time.

On 11th December 2012 Cabinet agreed revised percentages and thresholds. This means any application for a residential development of 10 or more units or on a site of 0.3 hectares or more in the Haltemprice settlements or any town, and 3 or more units or on a site of 0.1 hectare in a village. A statement will also be required where the application is smaller than these criteria, but forms part of a larger site that meets them. For outline applications (unless landscaping is the only reserved matter), it will be sufficient for the applicant to indicate that he/she is willing to agree a condition specifying that the affordable housing contribution will be determined as part of the reserved matters.
Information Needed

- The total number of residential units proposed,
- The mix of market and affordable housing units, with details of numbers and floorspace of habitable rooms and bedrooms,
- Plan(s) showing the location of affordable units in relation to the proposed market housing, with details of size and numbers of habitable rooms and bedrooms,
- Details of the proposed arrangements of tenure for the affordable units, including the arrangements for ensuring affordability in the long term (Where more than one type of tenure is proposed, details of all types should be provided and the plans should clearly identify which type applies to each unit). The details should be included on an Affordable Housing Proposal form (see ‘Background Notes’ document appendix 3).
- Details of any Registered Social Landlord acting as a partner in the development.
- In the event that you are seeking to justify affordable housing provision below the Council’s stated target figure, a full financial appraisal and a separate cheque for £2,000 plus VAT.
- A statement setting out the proposed draft heads of terms for any necessary s106 agreement is also recommended

The need for this requirement comes from Paragraph 50 of the National Planning Policy Framework which sets out that local planning authorities should set policies to deliver an identified need for affordable housing.

Further advice is available in the guidance ‘Delivering Affordable Housing’ (DCLG Nov 2006)

The Council’s approach is set out in the ‘Interim Approach to Affordable Housing’ and associated ‘Background Notes’

G  Biodiversity Survey and Report

When required

A biodiversity and/or geological survey and summary report must be provided in cases where a proposed development has the potential to significantly impact on biodiversity and/or geological conservation. For example:-

- Where development is proposed within, or close to, a site that is formally designated for its ecological or geological importance (such as Special Protection Area (SPA), Special Area of Conservation (SAC), Ramsar Site and Special Site of Scientific Interest (SSSI)).

- Where development is proposed within, or close to, a site that has been locally identified as having ecological or geological importance, (such as a Local Nature Reserve or Local Wildlife/Geological Site).

- Where the development would be likely to have an impact on any species or its habitat that is protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2010, Section 41 of the Natural Environment and Rural Communities Act or the Protection of Badgers Act 1992. Development that involves the loss, or alteration, of trees and woodland, hedgerows, scrub, grassland, watercourses or water bodies, or demolition, conversion or alteration of older buildings or roof spaces, is likely to have such an impact.
Information needed

Where an application potentially affects wildlife or biodiversity a detailed survey report, which is not over 3 years old, must accompany a planning application for it to be deemed valid. Surveys must be informed by the results of a search of ecological or geological data from the North & East Yorkshire Ecological Data Centre. ODPM Circular 06/2005 ‘Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System’ advises that surveys should only be conditioned under exceptional circumstances.

Any ecological appraisal should be proportionate to the nature and scale of the development proposals and be presented in a thorough and clear manner. Methodology should be consistent with best practice guidance such as that provided by the Institute of Ecology and Environmental Management (Guidelines for Preliminary Ecological Appraisal) which sets out the minimum standards required.

Protected species survey reports should provide the Council with sufficient information to allow a robust assessment of the potential impacts resulting from a development upon the species present on an application site. Surveys should be undertaken by suitably experienced and where necessary, licensed ecological specialists. Survey reports should follow a similar style to guidance provided by Natural England which details what information survey reports for protected species should include. For details of optimal survey periods refer to Optimum Times to Survey Table, Protected Species Licences may be required from Natural England to undertake the necessary surveys.

Advice on appointing ecological consultants is provided in Natural England Standing Advice for Protected Species. Natural England also provide a wide range of advisory leaflets and guidance notes with advice on wildlife, problems that may occur, how these can be resolved and guidance notes to help with the licensing process.

Applicants are encouraged to utilise Natural England’s pre application Discretionary Advice Service so that appropriate account can be taken of environmental considerations from an early stage of proposed development.

Planning applications may be deemed to be invalid if any of the information submitted proves to be inadequate. If validated and the information is subsequently found not to fully address any potential impacts then further information may be required during the course of any planning application, for instance if any of the information that is provided needs clarification, or if other potential impacts are identified. If sufficient information on ecological issues is not provided by the time an application needs to be determined, the application may be refused.

The need for this requirement comes from legislative requirements and the advice in section 11 of the National Planning Policy Framework.


4 Ecological data can be provided by submitting a search to the North and East Yorkshire Ecological Data Centre (NEYEDC), 5 College Street York, YO1 7JF, Tel: 01904 641631, website: http://www.nevede.co.uk/. Please note a charge for the provision of the data may be made to cover administration and management costs.

Natural England Standing Advice for Protected Species provides further guidance on which habitats or features are associated with protected species and detailed advice on the protected species most often affected by development.
H Flood Risk Assessment

When required

A Flood Risk Assessment (FRA) is required for –

- All development* within flood zone 3
- All development* within flood zone 2
- Development over 1 hectare in flood zone 1

*Although the requirement for both the sequential test and flood risk assessment is for ‘all development’ within flood zones 2 and 3, there will be developments that clearly will have no flood risk implications (such as replacement of a shopfront, installation of equipment on an existing building or change to a less flood-sensitive use). If you feel that your application comes into this category, submit a brief note explaining why you do not think the information is necessary.

Information Needed

The FRA should address the following issues:

- Where appropriate, demonstrate that a sequential approach has been applied to the development proposal with the aim of carrying it out in an area with the lowest probability of flooding,
- Where appropriate, demonstrate that an exception test has been undertaken (see PPS25 Annex D) and include the results,
- Identify and assess the risks of all forms of flooding to the proposed development
- Identify and assess the risks of all forms of flooding of other land arising from the proposed development,
- Demonstrate how these risks will be managed,
- Identify opportunities to reduce the probability and consequences of flooding,
- Throughout the assessment, show how the likely consequences of climate change have been taken into account.

If your application is for a ‘householder’ development or an extension to a ‘non-domestic’ building where the footprint created by the development does not exceed 250 square metres, the Flood Risk Assessment requirements will normally be satisfied in one of two ways:

Either, show that floor levels within the development will be set no lower than existing floor levels and demonstrate that flood proofing of the proposed development has been incorporated into your scheme as appropriate. If you choose this option, you must provide details of any flood resilience and resistance techniques that will be included (in accordance with ‘Preparing for Floods’ ODPM 2003)

Or, specify that floor levels within the extension will be set 300mm above the known or modelled 1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal and coastal flood level. If you choose this option you must provide a plan that shows finished floor levels relative to the known or modelled flood level. (N.B. all levels must be stated in relation to Ordnance Datum).

The need for this requirement comes from paragraphs 99 - 104 of the National Planning Policy Framework, and the accompanying Technical Guidance to the National Planning Policy Framework.
Detailed advice from the Environment Agency in a matrix form and flood risk maps can be accessed on www.pipernetworking.com.

The Council has prepared a guidance note on how to undertake a Flood Risk Assessment.

I  Foul and Surface Water Assessment

When required

For all development other than changes of use where there will be no material change in foul or surface water discharges, and householder applications.

Information needed

For schemes that propose to connect to the existing adopted mains for the disposal of foul water, it will usually be sufficient to simply indicate this, and if possible show the proposed route on the application plans. Where the proposed route will pass through land in separate ownership this will need to form part of the application site and the appropriate notice will need to be served on the owners (this is not necessary if the connection is on highway land).

For development proposing ‘non-mains’ disposal of foul sewage (e.g. septic tank or package treatment plant) it will be necessary to supply technical information on the system proposed and a drainage assessment to demonstrate how the system will operate and be maintained to avoid any pollution.

The preferred method of surface water disposal is to soak-aways or an appropriate form of sustainable urban drainage (SUDs). For many schemes with suitable ground conditions, it will be sufficient to specify soak aways on the plans. Advice on the suitability of local areas for soak-aways can usually be given informally by the Council’s Building Control officers, but may require an applicant to undertake specific percolation tests on the site. If soak-aways are not possible then on site storage with discharge at a restricted rate (either to a watercourse or the mains) may be acceptable. However, it is important to note that the provision of water storage on site can result in a need for changes to estate layout, and therefore it is in a developers own interests to establish suitable drainage methods before submitting an application. This is particularly important in the East Riding, where local residents will want to be assured that surface water from a development will not lead to off site flooding.

For major development, the assessment must include confirmation that discussions have been undertaken with all the necessary service providers and details of how services will be provided as part of the development.

The need for this requirement comes from paragraph 99 of the National Planning Policy Framework in relation to potential flooding, and paragraph 120 in relation to the effects of potential pollution on health, the natural environment or general amenity.

This information requirement will be reviewed when details of the Governments proposed SUDs Approval process are issued.

J  Heritage Statement

When required

Any work to a Listed Building will require a heritage statement. This will also apply to any work within the curtilage of a Listed Building, or which will affect the setting of a Listed Building.
In a Conservation Area a heritage statement must also be included with any planning application for development other than a Householder application. A heritage statement will also be required if a development outside a Conservation Area will have an impact on the setting of that Conservation Area.

A heritage statement must also be submitted with any application for development that affects the character, appearance or setting of an historic park or garden or a registered battlefield.

**Information needed**

- A detailed description of the proposed works,
- The proposed materials and external components (e.g., guttering, doors, windows, brick detailing) to be used in the work. Joinery details for new shop fronts and for replacement doors and windows will be required for Listed Buildings and for features that are important in a Conservation Area.
- Detailed plans and drawings including those of proposed joinery details with horizontal and vertical sections to a scale of 1:10 and a typical section of each joinery detail and moulding proposed at actual size. Photographs can be helpful as additional supplementary information.
- In the case of a Listed Building a written justification in support of the proposed alterations.
- Where the proposal is for development that will affect the setting of a listed building, sufficient details to enable the Council to assess the impact. (Photomontages can be helpful).
- In the case of development in a Conservation Area, sufficient information to show the proposed works in the wider context of the conservation area (including drawings/photomontages showing the development as part of the street scene).
- Where an application is for Conservation Area Consent for demolition an assessment of the contribution which the building makes to the character of that part of the Conservation Area.

It should be noted that the detail needed in a heritage statement should be proportionate to the significance of the heritage asset, and the extent and impact of the work on the heritage asset. The statement does not need to be lengthy or over complex, and can be a simple statement explaining, for example, how the proposed work has used features or details present in the existing building or nearby buildings.

The need for this requirement comes from section 12 of the National Planning Policy Framework. Guidance is also contained in the Practice Guide to PPS5 Planning for the Historic Environment (2010).

**K Land Contamination Assessment**

**When required**

Where development is proposed on a site that is known to be contaminated, or where contamination is likely to be present because of its existing or previous use a land contamination assessment must be submitted. This includes sites that are within 250 metres of an existing or former landfill sites. Development (including change of use) of former industrial, storage or agricultural sites will trigger this requirement.

**Information needed**

An assessment should be carried out in accordance with the main procedural guidelines contained in the Environment Agency’s *Contaminated Land Report 11: ‘Model Procedures for the Management of Land Contamination’ (September 2004)* and should include:
• A desk top survey of available literature,
• Where necessary, the results of an appropriate site investigation,
• An assessment of the likely impact of any contamination, including migrating landfill gas, on the proposed use,
• Management or mitigation measures to remove or reduce the identified impacts.

Development (including change of use) of former industrial, storage or agricultural sites will trigger this requirement in relation to development, but if initial investigations can confirm that the processes undertaken at the site, and the materials stored were unlikely to have lead to any contamination, then it may not be necessary to undertaken on site investigations, or any further work, and a suitable condition could be attached to any approval.

The need for this requirement comes from paragraph 121 of the National Planning Policy Framework

Although PPS 23: ‘Planning and Pollution Control’ (November 2004) has been revoked following the introduction of the NPPF, it still contains useful advice until more up-to-date guidance is issued.

L Lighting Assessment

When required

Where an application includes proposals for the floodlighting of sports facilities (eg golf driving ranges, multi-use games areas, and horse arenas), or large areas of open storage or industrial land, full details must be included with the application.

Information needed

The details should include:

• A layout plan showing the location of all light fixtures and beam orientation and spread patterns of illuminated areas with specified lux levels,
• Elevational details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures,
• A detailed performance specification of the equipment proposed,
• The proposed times at which the lighting will be in use,
• An assessment of the impact of the lighting on the adjoining uses and the locality generally,
• Mitigation measures to remove or reduce any adverse impacts identified.

The need for this requirement comes from paragraph 121 of the National Planning Policy Framework

Further advice can be found in Lighting in the Countryside: Towards Good Practice (1997). This advice is applicable to urban areas as well as the countryside.

M Noise Impact Assessment

When required
Where the proposed development and/or the processes involved are likely to generate significant noise (e.g. by way of an industrial process such as grain drying, or by way of energy generation such as wind turbines).

In addition when applications for commercial development such as restaurants, cafes or hot food take aways require ventilation/extraction equipment, and their impact needs to be assessed as part of the planning application. Applicants are advised to discuss this at the pre-application stage as it may be possible to condition the submission of extractor details, if the location of the proposed installation is unlikely to cause potential problems to the amenity of neighbours.

**Information needed**

As a minimum the details should include:

- A plan showing the location of any external equipment, including vents,
- Detailed drawings of the design of the equipment, pipework and flues, including full details of its external appearance,
- The acoustic characteristics of the equipment (whether internal or externally mounted) and measures proposed to minimise the impact of noise on neighbours (including noise insulation and hours of operation)

For more significant schemes a noise impact assessment should include:

- Survey information about existing background noise levels in the vicinity of the development site,
- Where appropriate, details of the noise that will be generated by the proposed development,
- An assessment of the impact of existing noise sources on the proposed development (taking account of estimated future growth), or
- An assessment of the impact of the noise that will be generated by the proposed development on the nearby uses and general locality,
- Mitigation measures to remove or reduce adverse impacts.

The need for this requirement comes from paragraph 123 of the National Planning Policy Framework

Although revoked by the NPPF the guidance in **PPG 24 ‘Planning and Noise’** (September 1994) is still considered useful.

NB If your proposal is for a noise sensitive development (e.g. housing, office, hospital, care home, school) is close to a significant source of noise (e.g. general industry, storage and distribution depot, motorway or trunk road, railway, airfield then you are advised to consider how this can be addressed and explain what mitigation measures are proposed in your application.

**N Open Space Assessment**

**When required**

Where an application for new residential development generates a requirement for open space provision in accordance with the planning policy prevailing at the time, details of the provision must be included in the application.

**Information needed**
The details must include:

- The precise location of the open space land in relation to the layout of the overall scheme (normally, the open space should be shown on the site layout plan(s)).
- Details of the layout of the open space including all fixed equipment, fencing, access arrangements and planting,
- A timescale for the open space to be completed and made available, preferably in relation to the timescale for the overall development,
- Proposals for the future maintenance of the open space. If this involves transferring the site into Council ownership, draft heads of terms of the necessary s106 planning obligation,
- If provision is to be met by a financial arrangement rather than on site, draft heads of terms of the necessary s106 planning obligation.

The need for this requirement comes from paragraph 73 of the National Planning Policy Framework

Guidance on how to meet the Council’s requirements for the provision of open space on new residential developments are contained in ‘The Provision of Outdoor Play Space on New Residential Developments’ (2007). (You can find this online at http://www.eastriding.gov.uk/corp-docs/forwardplanning/html/spg.html )

NB If your proposal involves the loss of open space then you are advised to provide a justification for this and any explanation as to what alternative provision is proposed should be included in your application.

O  Structural Survey

When required

a) Where a proposed development involves the conversion of an existing, building from one use to another, and it is important to ensure that the building is capable of conversion as a new building on the same site would not be acceptable. This requirement is only likely to be triggered by proposals to convert barns and other rural buildings, as the policy in the countryside is to support conversions rather than new buildings.

b) A structural survey will also be required in support of any proposal to substantially demolish a listed building or a building within a conservation area where justification is sought on the basis of its physical condition.

Information needed

In the case of a) the survey needs to demonstrate that the building has sufficient structural integrity to accommodate the proposed change of use together with any physical alterations that are required to accommodate it. The report must demonstrate that the building is structurally sound, fit for purpose and is capable of conversion without extensive re-building. The report should include scaled drawings highlighting areas that require replacement, repair or renewal and identify the extent to which works or repairs are necessary and the amount of new structural work needed to facilitate the conversion. The plans should make it clear which parts of the building are to remain and which parts are to be new work. (Generally, if the proposal would involve rebuilding more than 10% of the walls (by surface area) where the roof structure needs to be rebuilt, or 20% of the walls where the roof structure is to be retained, the Council will have serious concerns about the proposed development). The report should reassure the Council (and the prospective developer) that the building is unlikely to collapse during the
course of conversion (in which case any planning permission granted may not be sufficient to allow work to proceed).

In the case of b) the survey will need to demonstrate that the building is structurally unsound, and incapable of repair either due to its structural condition or the costs of the work that would be required.

The need for requirement a) comes from paras 28 and 55 of the National Planning Policy Framework

The need for requirement b) comes from section 12 of the National Planning Policy Framework. Guidance is also contained in the Practice Guide to PPS5 Planning for the Historic Environment (2010).

P Town Centre Use Impact Assessment

When required

Proposals for retail, leisure and office development outside of town centres, that are not in accordance with an up to date Local Plan, and the development is over 2,500 sq m.

Information needed

The application must be accompanied by:

- A sequential assessment of the application against approved or available sites in town centre or edge of centre locations
- An assessment of the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal, and
- An assessment of the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

The need for this requirement comes from section 2 of the National Planning Policy Framework

Q Transport Assessments and Travel Plans

When required

For most applications it will only be necessary to clearly indicate the proposed parking and access/turning arrangements on your submitted plans.

However any planning application for development that will have significant transport implications must include a Transport Assessment (TA). Applications having relatively smaller transport implications may instead include a simpler Transport Statement (TS).

An assessment/statement will be required in accordance with the suggested thresholds in appendix B of Guidance on Transport Assessment (see below). The following list gives the most commonly used thresholds from that publication (figures given in m$^2$ relate to ground floor area):

- Private dwellings in excess of 50 units (TS) or 80 units (TA),
- Residential schools in excess of 50 students (TS) or 150 students (TA),

23
• General industry in excess of 2,500 m² (TS) or 4,000 m² (TA),
• Business uses (B1) in excess of 1,500 m² (TS) or 2,500 m² (TA),
• Food retail in excess of 250 m² (TS) or 800 m² (TA),
• Non-food retail in excess of 800 m² (TS) or 1,500 m² (TA),
• Cafes and restaurants in excess of 300 m² (TS) or 2,500 m² (TA),
• Drinking establishments in excess of 300 m² (TS) or 600 m² (TA),
• Hot food takeaways in excess of 250 m² (TS) or 500 m² (TA),
• Hotels in excess of 75 bedrooms (TS) or 100 bedrooms (TA).

A Travel Plan must be submitted with all planning applications that have significant transport implications. This will include any application for which a Transport Assessment has been required based on size thresholds.

There may be other cases where a need for a transport assessment and/or a travel plan may also be required in other circumstances, but these will be identified in pre-application discussions.

**Information needed**

The coverage and detail of the TS/TA will depend upon the size and nature of the proposed development and the extent of the transport implications, but should follow the detailed structure contained in chapters 3 and 4 of *Guidance on Transport Assessment*.

A Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. It should include:

- An appropriate target for the encouragement of sustainable modes of transport,
- An implementation strategy appropriate to the form of development under consideration,
- A timescale for development and review,
- The identity of the travel plan coordinator,
- The management arrangements (e.g. a steering group)

Proposals for marketing and promoting the plan to occupiers, users and visitors of the site

Early discussions with the Council’s highway officers are recommended and will help establish the need for, and scope of, the assessment/travel plan.

The need for this requirement comes from section 4 of the National Planning Policy Framework.

Further advice is available in *Guidance on Transport Assessment* (DfT March 2007) and, *Using the Planning Process to Secure Travel Plans: Best Practice Guide* (ODPM and DfT, 2002) and *Making Residential Travel Plans Work* (DfT 2007).

### R Tree Survey/Assessment

**When required**

A Tree Survey is required for all development within 15m of the stem of a tree with a stem diameter (d.b.h.) of 75mm or above measured at 1.5m above ground level on or adjacent to the application site.
An Arboricultural Assessment is required when the tree survey shows that there are BS Category A and or B trees on the site, or on adjoining land, and where the proposal could impact on them, either needing removal, pruning or protection during construction (i.e. any construction activities within the root protection area, including associated works such as excavations/trenching)

**Information needed**

**Tree Surveys** should include:

- A survey plotted at 1:200 scale to show the location and crown spread of all trees in relation to the proposed development (including trees both on and adjacent to the application site)
- The extent of root protection areas (at 12 times d.b.h.) for safeguarding, plus construction space,
- A table indicating the desirability for retention of each tree in accordance with the BS5837 Table 1: Cascade Chart for Tree Quality Assessment, categories A, B, C or U taking account of space allowed for their future growth and maintenance requirements.

**Arboricultural Assessments** need to provide:

- An evaluation of the direct and indirect effects of the proposal taking into account the quality of the trees and the effects of any tree loss required to implement the design, and any potential damaging activities proposed in the vicinity of retained trees (an Arboricultural Impact Assessment),
- A methodology for the implementation of the development within the root protection area of a retained tree, or any work that has the potential to damage a retained tree (a Method Statement), and,
- A landscaping scheme with an appropriate design and specification to successfully integrate the scheme into its setting, and minimise adverse visual impact, to include the siting and selection of species, sizes, carefully coordinated within the overall scheme design with due consideration for the recommendations of British Standard 5837 paragraph 5.6 (a Landscaping/Mitigation Scheme)

NB Submission of protective fencing proposals with the application, in accordance with BS 5837 2012, is encouraged to avoid the need for subsequent conditions and their discharge.

The need for this requirement comes from section 11 of the National Planning Policy Framework

Further advice and guidance on assessing whether a proposed development might have an impact on trees and on the survey information, tree protection plan and method statement requirements that should be provided, are set out in BS5837: 2012, ‘Trees in Relation to Design, Demolition and Construction – Recommendations’

**Waste Management Plan**

When required
A (Farm) Waste Management Plan is required for all applications for new or extended farm buildings that will accommodate livestock and for applications for any installation designed to hold or treat animal wastes.

**Information needed**

A farm waste management plan needs to identify the volumes of waste that will be generated and explain the arrangements for its transportation, disposal and means of spreading together with plans illustrating the areas where such waste will be spread.

Where the proposal involves the disposal of animal waste to land other than land owned by the applicant the Council will need to be satisfied that adequate land is available to spread at the appropriate rates, in accordance with best practice as given in DeFRA guidance. However as the control of spreading can be enforced through the DeFRA regulations it is unlikely that the Council will require any planning obligation tying a proposal to a specific area.

The need for this requirement comes from section 11 of the National Planning Policy Framework.