

## Local List – Validation of Planning and other Applications Annex B.1 Application for Planning Permission

### Form

- 1.0 One original plus three copies of the Standard Application Form are required.

### *Certificates, Notice and Declaration*

- 1.1 One of the ownership certificates must be completed – it must be signed by the applicant or the agent (if one has been employed), and it must be dated.
- 1.2 The Agricultural Holdings Certificate must be completed – it must be signed by the applicant or the agent (if one has been employed), and it must be dated.
- 1.3 The Declaration must be signed by the applicant or the agent (if one has been employed), and it must be dated.

### Fee

- 2.0 The correct fee must be submitted with the application – see the attached list of fees (Annex J).

### Plans and Drawings

- 3.0 Four copies of the following plans and drawings are required (as necessary):
- 3.1 *In all cases* – a **Location Plan** at a scale of 1:1250 (towns and villages) or 1:2500 (rural) showing:
- the application site area outlined in red (this should 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, landscaping, car parking and open areas around buildings);
  - any other land in the same ownership / control close to or adjoining the application site outlined in blue;
  - which way is north;
  - the scale used; and
  - the surrounding roads, paths, buildings and structures.
- 3.2 *If the proposal will alter an existing building/structure footprint, or create a new building/structure footprint* – a **Block Plan** at a scale of 1:500 or **Site Plan** at 1:200 showing:

- the proposed development within the context of the existing buildings and structures, the property boundaries and accesses, the road and adjacent buildings and structures;
- any existing or proposed vehicle parking spaces / areas;
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- detailed landscape proposals including the extent and type of any hard surfacing;
- the location of any existing or proposed drainage;
- which way is north; and
- the scale used.

3.3 *If the proposal will lead to a change in the level of the land – **Site Plans** to a scale of 1:200 showing **existing** and **proposed** ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point. They should also show which way is north and the scale used.*

3.4 *If the proposal will create, alter or add to a floor – **Floor Plans** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** layout of the whole of each floor that will be created, altered or added to by the proposal;
- the name of each of the rooms or areas;
- details of the existing and proposed drainage;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed floor plans; and
- the scale used.

3.5 *If the proposal will create, alter or add to a building/structure – **Detailed Elevation Drawings** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** view of each side of the building or structure that will be altered or added to by the proposal;
- ground level;
- existing and proposed floor levels;
- where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed elevation drawings; and
- the scale used.

3.6 *If the proposal will create a building/structure – **Contextual Elevation Drawings** to a scale of 1:50 or 1:100 showing the **proposed** elevations in context with any immediately adjoining / neighbouring buildings. These should include the datum level, ground level, floor levels for the proposed building, which way is north and the scale used. If the information is difficult to obtain (for example, necessitating entry to land not in the applicant's control or otherwise no right of access) then this should be made clear in the submitted application.*

3.7 *If the proposal will create, alter or add to a building – **Section Drawings** to a scale of 1:50 or 1:100 showing cross section(s) through the **existing** (if any) and*

**proposed** building and remainder of the site relating these to adjoining ground levels. They should also show the scale used.

- 3.8 *If the proposal is for a track or an outdoor horse-riding arena – a **Cross section** of any proposed surface treatment, which should include details of the proposed surfacing materials. This should also show the scale used.*
- 3.9 *If the proposal will amend a planning permission – four copies of **plans and drawings ‘as approved’** by the planning permission that is to be amended **are also required**. These will enable consultees, neighbours and members of the public to consider the proposed changes.*

## Supporting Information

4.0 This section lists the different types of supporting information that might be required to support an application. Specific requirements will be highlighted during any pre-application discussions. If appropriate, the information may be reserved by condition(s). Proposals will be expected to accord with the policy requirements relating to sustainable construction and design (Local Plan Policy DVS1A and this Council's *Sustainable Design and Construction Guide*).

4.1 **Affordable Housing Statement** (Local Plan Policies HSG7, HSG8, HSG13 and ECN5): four copies of an affordable housing statement must be provided (for both full and outline applications) before the following types application are registered:

- applications for 15 or more new dwellings in Barnstaple, Ilfracombe and South Molton;
- applications for 5 or more new dwellings in Braunton;
- applications for 2 or more new dwellings everywhere else.

This statement should include:

- information about both the affordable and open market housing units (e.g. number of units, mix, habitable rooms/bedrooms);
- types of affordability/tenure; and
- (in fully detailed applications) the plots allocated for each housing type.

Further advice is available in this Council's Supplementary Planning Document on Affordable Housing and in PPS3. In cases where concerns are raised by applicant(s) that the provision of affordable housing may undermine the commercial viability of schemes, the Council will require financial evidence clearly demonstrating any such impact and will, in certain cases, seek independent valuation advice on any issues raised (please refer to relevant Supplementary Planning Documents on Developer Contributions).

4.2 **Agricultural Worker / Forestry Worker / Rural Business Dwellings** (Local Plan Policies HSG9, HSG9A and HSG10 and adopted Supplementary Planning Guidance): if the application is for an agricultural worker / forestry worker / rural business dwelling, then four copies of the following must be provided before the application is registered:

- a technical **Appraisal** (which addresses functional and financial criteria and follows the guidance set out in *Planning Policy Statement 7: Sustainable Development in Rural Areas*);
- a completed **Agricultural Information Form**;
- a location plan (or plans) at a scale of 1:2500, 1:5000 or 1:10000 showing the whole holding outlined in red.

4.3 **Arboricultural Impact Assessment (AIA)**: where the application relates to a major development and unless otherwise reserved and where trees or hedges are on or adjacent to a proposed development site, then four copies of an arboricultural impact assessment must be provided before the application is registered. This should be carried out in accordance with BS5837:2005 Trees in relation to construction – Recommendations. These details should include a tree survey and tree constraints plan (TCP), arboricultural method statements (AMS) and a tree protection plan (TPP)

4.4 **Air Quality Assessment** (Local Plan Policy DVS3): may be requested before the application is registered where it is believed that the proposal may impact on air quality by reason of the dust or emissions that may be produced. This should indicate the change in air quality resulting from the proposed development and outline appropriate mitigation measures. Further advice is available in *Planning Policy Statement 23: Planning and Pollution Control*.

4.5 **Barn Conversions – Structural Survey** (Local Plan Policy ECN5): if the application relates to the conversion of a barn or outbuilding, then four copies of a statement clarifying the precise extent of the proposed demolition, retention and new build works must be provided before the application is registered. In some cases a full structural survey may be requested before the application is registered.

In addition, the submitted drawings must clearly show the precise extent of: any new build; any re-build; and the original fabric to be retained.

It will be expected that any subsequent building regulation application will adhere in all respects to the approved planning / listed building consent plans, conditions and informatives attached to a planning permission and/or listed building consent.

4.6 **Conservation Area Appraisal** (local plan policies ENV16 and ENV17): where the application relates to a major development and the site area falls within or immediately adjacent to a conservation area, then four copies of a conservation area appraisal must be provided before the application is registered. In other cases, four copies of a conservation area appraisal may be required before the application is registered. The appraisal should include:

- an analysis of the significance of archaeology, history and character of the conservation area; and
- the principles of and justification for the proposed works and their impact on the special character of the conservation area.

The scope and degree of detail necessary in the appraisal will vary according to particular circumstances of each application. Applicants and agents are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further advice can also be found in *Planning Policy Guidance*

*Note 15: Planning and the Historic Environment and Planning Policy Guidance Note 16: Archaeology and Planning.*

- 4.7 **Crime and Disorder Statement** (Section 17, Crime and Disorder Act 1998): where the application relates to a major development, or is for more than 5 dwellings, then four copies of a crime and disorder statement must be provided before the application is registered. This statement should explain how crime and disorder issues have been addressed.
- 4.8 **Dependent Relative's Annexe:** if the application relates to the creation of a dependent relative's annexe, then a letter of justification from the relative's doctor (or other appropriate person) must be provided before the application is registered.
- 4.9 **Design and Access Statement** (Local Plan Policy DVS1): four copies of a design and access statement must be provided before the application is registered **unless** the application relates to:
- a material change of use of land or buildings that **does not** involve operational development; or
  - engineering or mining operations; or
  - development to an existing dwelling (or within the curtilage of a dwelling for any purpose incidental to the enjoyment of the dwelling) **unless** the dwelling falls within an area of outstanding natural beauty, a conservation area, or a site of special scientific interest.

Circular 01/2006 (*Guidance on changes to the Development Control System*) sets out what the Design and Access Statement is intended to do and what it should contain. **For 'Householder' and 'Full' applications**, the Circular indicates that the following issues should be covered:

- **Amount:** that is a description of the development including its size and the reasons for this.
- **Layout:** the way the building/s are sited and its relationships to other buildings and spaces.
- **Scale:** the height, width and length of a building/s in relation to its surroundings.
- **Landscaping:** the treatment of surrounding spaces to protect the amenities of the site and surrounding area.
- **Appearance:** the visual impression the building/s make including external built form, its materials and decoration.
- **Use:** the proposed use of the building/s and how these relate to the existing surrounding areas.
- **Context:** the relationship of the building to its surroundings and whether there has been any community involvement to advise them and receive and consider their comments prior to the submission being made.
- **Access:** access to the development, not the internal arrangements.

The statement should take the form of a short report that illustrates the process that has led to the development proposal. It should explain and justify the proposal in a structured way (as set out above). The level of detail required will depend on the scale and complexity of the application. The statement, therefore, need not be long.

Further guidance is available from the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)) and from CABI ([www.cabi.org.uk](http://www.cabi.org.uk)).

- 4.10 **Drainage Strategy** (Local Plan Policies DVS6 and DVS7): if the proposed development falls within flood zone 2 or flood zone 3, then four copies of a drainage strategy must be provided before the application is registered. *Planning Policy Statement 25: Development and Flood Risk* provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. The Environment Agency can provide detailed advice on flood zones in the area.
- 4.11 **Ecological Assessment** (Local Plan Policy ENV9): if the proposal is likely to affect any internationally, nationally or locally important designated site, habitat or species, four copies of an ecological assessment must be provided before the application is registered. The assessment must:
- be carried out by suitably qualified and experienced persons;
  - must be carried out at an appropriate time and month of the year, in suitable weather and use recognised surveying techniques;
  - must be to an appropriate and recognised level of scope and detail and must record and map the range of habitats and species of flora and fauna found on site;
  - must include the results of a search of ecological data from the local biodiversity records centre;
  - must include an assessment of the likely effects of development on designated sites and important species and habitats recorded on site or in the locality;
  - identify measures to be taken to avoid directly impacting on the biodiversity of the site and in the locality, either directly or indirectly, both during construction and operational phases;

The Council will require additional surveys if the detail provided is deemed inadequate. Ecological Assessments should include proposals for long-term enhancement, maintenance and management. This information might be incorporated into an Environmental Statement, if one is necessary. Detailed guidance on dealing with nature conservation and development is given in *Planning Policy Statement 9: 'Biodiversity and Geological Conservation'*.

- 4.12 **Environmental Statement:** four copies of an environmental statement must be provided before the application is registered if the proposal falls within Schedule 1 or Schedule 2 of the *Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999* (SI 1999 No.293). These Regulations provide a checklist of matters that should be included in the Statement.
- 4.13 **Flood Risk Assessment** (Local Plan Policies DVS6 and DVS7): if the proposed development falls within flood zone 2 or flood zone 3, then four copies of a flood risk assessment must be provided before the application is registered. *Planning Policy Statement 25: Development and Flood Risk* provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. The Environment Agency can provide detailed advice on flood zones in the area.

4.14 **Foul Drainage Assessment:** where non-mains drainage is proposed for new development and extensions that include additional bedrooms / bathrooms, four copies of a completed foul drainage assessment form (and associated plan(s)) must be provided before the application is registered. This must be completed in accordance with the guidance set out in the Environment Agency's National Standing Advice to Local Planning Authorities involving non-mains drainage. The form is consistent with the advice set out in *DETR Circular 03/99 'Planning Requirements in respect of the Use of Non-Mains Drainage Sewerage Incorporating Septic Tanks in New Development'*. Copies of foul drainage assessment form (FDA1) are available from the Council's Customer Service Centre or the Environment Agency.

4.15 **Landscaping Strategy** (Local Plan Policy DVS2): where the application relates to a major development and unless otherwise reserved, four copies of a landscaping strategy must be provided before the application is registered. The landscaping strategy should include:

- proposed finished levels or contours;
- means of enclosure;
- car parking layouts;
- other vehicle and pedestrian access and circulation areas;
- hard surfacing materials;
- minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting etc.);
- proposed and existing functional services above and below ground (e.g. drainage power, communications cables, pipelines etc. indicating lines, manholes, supports etc.);
- retained historic landscape features and proposals for restoration, where relevant;
- soft landscape works, including:
  - planting plans;
  - written specifications (including cultivation and other operations associated with plant and grass establishment);
  - schedules of plants, noting species, plant sizes and proposed numbers/densities together with proposals for long term maintenance and management.

4.16 **Lighting Scheme:** where the application includes external lighting / illumination, then four copies of a lighting scheme must be provided before the application is registered. This should include the lighting scheme for the whole of the application site and include a light pollution assessment with a view to avoiding any light spillage and light pollution.

4.17 **Listed Building Appraisal** (local plan policies ENV16 and ENV17): if the proposal affects a listed building, four copies of a listed building appraisal must be provided before the application is registered (unless the proposal is for minor works). This appraisal should include:

- a schedule of works to the listed building(s);

- an analysis of the significance of archaeology, history and character of the building/structure;
- the principles of and justification for the proposed works and their impact on the special character of any listed building or structure, its setting and the setting of any adjacent listed building.

The scope and degree of detail necessary in the appraisal will vary according to particular circumstances of each application. Applicants and agents are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further advice can also be found in *Planning Policy Guidance Note 15: Planning and the Historic Environment* and *Planning Policy Guidance Note 16: Archaeology and Planning*.

4.18 **Noise Impact Assessment** (Local Plan Policy DVS3): may be requested before the application is registered where it is believed that the proposed development raises issues of disturbance (for example, by reason of high levels of activity outside normal working hours). Further guidance is provided in *Planning Policy Guidance 24: Planning and Noise*.

4.19 **Planning Obligations / Section 106 Agreement:** where the application relates to a major development or where pre-application discussions have identified a need for a Planning Obligation, then 1 copy of a draft heads of terms for a section 106 agreement or a unilateral undertaking must be provided before the application is registered. Applicants and agents should clarify what will be required in pre-application discussions. Further guidance is given in *Circular 05/05: Planning Obligations* and the Council's *Best Practice Note 24 – Section 106 Agreements*.

4.20 **Protected Species** (Local Plan Policies ENV11 and ECN5): this Council is required to evaluate the impact of any proposal on biodiversity interests, including the range and population of protected species (e.g. bat populations, barn owls, badgers etc.). If an application relates to or includes:

- the conversion, alteration or restoration of a rural building or barn;
- derelict and older house conversions;
- demolitions;
- removal or significant works to mature trees;
- disturbance to caves or quarries;
- any other circumstance where information suggests protected species are present

then four copies of a protected species survey must be provided before the application is registered. The survey must be carried out by suitably qualified and experienced persons and must be carried out at an appropriate time and month of the year, in suitable weather and use recognised surveying techniques. Detailed guidance on dealing with nature conservation and development is given in *Planning Policy Statement 9: 'Biodiversity and Geological Conservation'*

4.21 **Regeneration Statement:** where the application is for a relevant major development and relates to sites identified by the Council as priority sites for regeneration, then four copies of a regeneration statement must be provided before the application is registered. This should outline any regeneration benefits from the proposed development, including:

- details of any new jobs that might be created or supported;
- the relative floorspace totals for each proposed use (where known);
- any community benefits; and
- reference to any regeneration strategies that might lie behind or be supported by the proposal.

4.22 **Renewable Energy Statement** (Local Plan Policy ECN15): where the application relates to a development of a significant size (e.g. the erection of 20 dwellings or more and/or the creation of 1,000m<sup>2</sup> of floorspace or more), then four copies of a renewable energy statement must be provided before the application is registered. This statement should indicate estimated energy demand for the proposed development, the proportion of energy requirements that will be met by on-site renewable energy generation and the means by which it will be achieved. Detailed guidance on providing technical information is available on *Guidance on the Use of On-Site Renewable Technologies*.

For micro-renewable installations (for example, solar panels, domestic wind turbines, solar thermal panels, etc.) it would be helpful for our monitoring purposes if the application form could specify the manufacturer's rated power output (kW).

4.23 **Retail Assessment** (Local Plan Policy COM1): where the application proposes retail uses outside a designated town centre or allocated sites, then four copies of a retail assessment must be provided before the application is registered. In other cases, an assessment may be requested before the application is registered. This should cover such issues as:

- the need for the proposed development;
- its scale and appropriateness;
- choice of site including a sequential assessment of alternative sites; and
- impact on existing centres and locations.

4.24 **Sewerage Statement**: may be requested before the application is registered. This would normally relate to major infrastructure works and should include a description of the type, quantities, and means of disposal of any trade waste or effluent.

4.25 **Statement for Overcoming Reasons for Refusal**: where an application forms a re-submission of a proposal that has already been refused, then four copies of a statement for overcoming the reasons for refusal must be provided before the application is registered.

4.26 **Statement of Community Involvement**: where the application relates to a major development, then four copies of a statement of community involvement must be provided before the application is registered.

4.27 **Sunlight / Daylight Statement** (Local Plan Policy DVS3): may be requested before the application is registered where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties and buildings.

4.28 **Supporting Statement**: applicants and agents are encouraged to provide a supporting statement for all applications. However, where the application relates to a major development, then four copies of a supporting statement must be provided

before the application is registered. In other cases, a statement may be requested before the application is registered. This should explain how the proposed development accords with policies in the development plan, SPDs or emerging planning policies. It should include details of any pre-application consultations.

- 4.29 **Sustainability Assessment** (Local Plan Policy DVS1A): where the application relates to a major development, four copies of a sustainability assessment must be provided before the application is registered. This must be accompanied by three copies of a BRE Design and Procurement Assessment demonstrating how the design will achieve the required sustainability rating. In other cases, an appraisal may be requested before the application is registered. This should demonstrate how sustainable design and construction principles have been incorporated within the development over and above building regulation requirements, with reference to Table 2A of the adopted North Devon Local Plan. Where it is proposed for new homes to reach a sustainability rating in accordance with the Code for Sustainable Homes (2006), the Sustainability Assessment should specify to which units particular ratings will apply.
- 4.30 **Transport Assessment** (Local Plan Policy TRA1A): where the application relates to a major development, then four copies of a transport assessment must be provided before the application is registered. In other cases, an assessment may be requested before the application is registered. The transport assessment should include:
- all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site;
  - clearly identified loading areas and arrangements for manoeuvring, servicing and parking of vehicles; and
  - describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

Further advice is available in *Planning Policy Guidance 13: Transport*.

- 4.31 **Travel Plan** (Local Plan Policy TRA1A): where the application relates to non-residential developments, then four copies of a travel plan must be provided before the application is registered. In other cases, a plan may be requested before the application is registered. This 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. Further advice is available in *Using the Planning Process to Secure Travel Plans: Best Practice Guide*.
- 4.32 **Travel Statement** (Local Plan Policy TRA1A): where the application relates to a smaller development that is likely to have an impact on the local highway network, then four copies of a transport statement must be provided before the application is registered. This should consist of a simple analysis outlining the transport implications of the scheme and illustrating the measures that will be incorporated to make it accessible to a range of transport modes.
- 4.33 **Waste Audit** (Waste Local Plan Policy WPC4): the Waste Local Plan prepared by Devon County Council requires a waste audit for applications likely to generate a significant volume of waste through development or throughout its operational phases. Policy W4 of the draft Regional Spatial Strategy for the South West also

requires a waste audit to be carried out for all large scale developments. The Waste Audit should demonstrate how construction and demolition waste will be minimised and how unavoidable waste will be reused and recycled on site.

4.34 **Wind Turbines:** where the application relates to one or more free-standing wind turbines which are over 11 metres high and/or has a rotor diameter of over 2 metres, then four copies of a letter from 'Defence Estates Safeguarding' must be provided before the application is registered. The letter:

- should demonstrate that pre-application discussion have taken place;
- should not be over two years old; and
- should confirm for each turbine proposed the:
  - maximum hub heights above ground level (to the nearest metre);
  - length of the turbine blades (in metres); and
  - precise turbine positions (by Ordnance Survey 100km grid square and 10 figure grid references (5 figure Easting and 5 figure Northing)).

If the information in the letter does not precisely match the information in the application, Defence Estates Safeguarding have asked Local Authorities to decline to consider the application until Defence Estates Safeguarding has been re-consulted. Further advice is available from Defence Estates Safeguarding and the British Wind Energy Association ([www.bwea.com](http://www.bwea.com)).