



Yeovil Town Council

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Please note change to usual day of meeting

The Meeting... **Planning and Licensing Committee**

The Time... **7.00pm**

The Date... **Wednesday 26 March 2008**

The Place... **Town House, 19 Union Street, Yeovil**

The Committee will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Alan Tawse

Alan Tawse
Town Clerk
18 March 2008

Please contact Sally Bing at the Town House for more information about this meeting

Planning and Licensing Committee

To: All Members of the Planning and Licensing Committee

J Vincent Chainey

Philip Chandler

Clive Davis

Julian Freke

Pete Goodman

John Grana

Simon Hester

Tony Lock (Ex-officio)

Tom Parsley

Wes Read (Chairman) (Ex-officio)

David Recardo (Vice Chairman)

A G E N D A

PUBLIC COMMENT – Members of the public wishing to comment on any application or other matter are requested to speak at the beginning of consideration of that item, for a duration of no more than 3 minutes. Any further comments or questions will be solely at the Chairman's discretion. Please inform the Chairman at the beginning of the meeting and identify the application on which you wish to speak.

Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make the final decision on any Application. The decisions and comments this Committee makes will be fed into the planning process and added to the report by the Planning Officer. South Somerset District Council is the Planning Authority and will issue the final decision notice (Planning Determination) once their investigations into the application, consultation period and decision making process has been completed.

1. **MINUTES**

To approve the Minutes of the previous meeting held on 10 March 2008.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

Members of the Committee, who are also Members of South Somerset District Council, are reminded of the need to declare their membership of that Council and indicate that they may speak and/or vote on applications which may be later referred to that Council for determination, and that they could reconsider any such applications at district level taking into account all relevant evidence and representation made at that tier.

4. **PLANS LIST** (Pages 3 to 14)

5. **AMENDED PLANS** (Pages 14 to 21)

6. **REPORT TABLE** (Pages 22 to 23)

7. **PLANNING DECISIONS** (Page 24)

8. **CORRESPONDENCE**

9. **CONSULTATION ON SOUTH SOMERSET DISTRICT COUNCIL VALIDATION OF PLANNING APPLICATIONS DOCUMENT**

To consider the document attached at pages 25 to 70. (Circulated to Committee Members only, otherwise available on request from the Assistant Town Clerk or on the District Council website)

(Town Council Officers' suggestions are annotated in boxed italics).

The views of the Committee are requested.

10. **CONSULTATION ON SOMERSET COUNTY COUNCIL VALIDATION OF PLANNING APPLICATIONS DOCUMENT**

To consider the document attached at pages 71 to 114. (Circulated to Committee Members only, otherwise available on request from the Assistant Town Clerk or www.somerset.gov.uk/somerset/ete/planning)

The views of the Committee are requested.

11. **BEST VALUE**

To consider the report of the Town Clerk (attached at pages 115 to 116).

	Application No	Proposal	Address
1	08/00403/FUL	Alterations to convert existing reception area to retail sales area and reception, the installation of access ramp and railings (GR 357092/116213)	Pittard Garner Plc 199 Sherborne Road Yeovil
2	08/00688/FUL	Conversion of house from 6 bedsit units and one flat to 8 bedsit units. GR (355736/116398)	34 The Avenue Yeovil Somerset
3	08/00764/R3D	The erection of a scene dock and plant room extension (GR 355444/115673)	Octagon Theatre Hendford Yeovil

AMENDED PLANS

	Application No	Proposal	Address
1	07/03773/FUL	Erection of a block of 5 flats with parking and garage (GR356058/116625)	Land Rear Of 19 Highfield Road Yeovil
2	07/04664/FUL	The erection of 14 No. dwellings with associated car parking and highways (GR 356447/116371)	Land Rear Of 117 Sherborne Road Yeovil

PLANNING MEETING
WEDNESDAY 26 MARCH 2008

4. PLANS LIST

The schedule of planning applications is attached.

The delegation agreement relating to planning applications between the District Council and the Town Council provides that where the Town Council, through this Committee wishes to change the recommendation of the Area Planning Manager, the application affected by that change should be referred to the Area South Committee.

Additionally there will be other applications, particularly those relating to major development, which fall outside the scope of the delegation agreement and will have to be referred to Area South Committee. This requirement will be indicated in the recommendation at the end of the report.

Also, individual District Council Ward Members can request that planning applications in their wards be referred to the Area South Committee.

The Committee is asked to move the adoption of the recommendations of the Area Planning Manager subject to any amendments or additions, which might be made during consideration of the Plans List.

As the Plans List appears as one item on the Committee Agenda, the final decisions on individual applications are not made until the resolution at the end of the Plans List is passed accepting the recommendations of the Area Planning Manager and any amendments or additions made to them.

BACKGROUND PAPERS

The background papers to the items in this Plans List are the planning files listed which are held in the Area South Planning Department, South Somerset District Council, Petters House, Petters Way, Yeovil, BA20 1AS.

HUMAN RIGHTS ACT 1998 ISSUES

The determination of the applications which are the subject of reports in this Plans List are considered to involve the following human rights issues:-

1. Articles 8: Right to respect for private and family life
 - i) Everyone has the right to respect for his private and family life, his/her home and his/her correspondence.
 - ii) There shall be no interference by a public authority with the exercise of this right except such as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the

economic well being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedom of others.

3. The First Protocol

Article 1: Protection of property

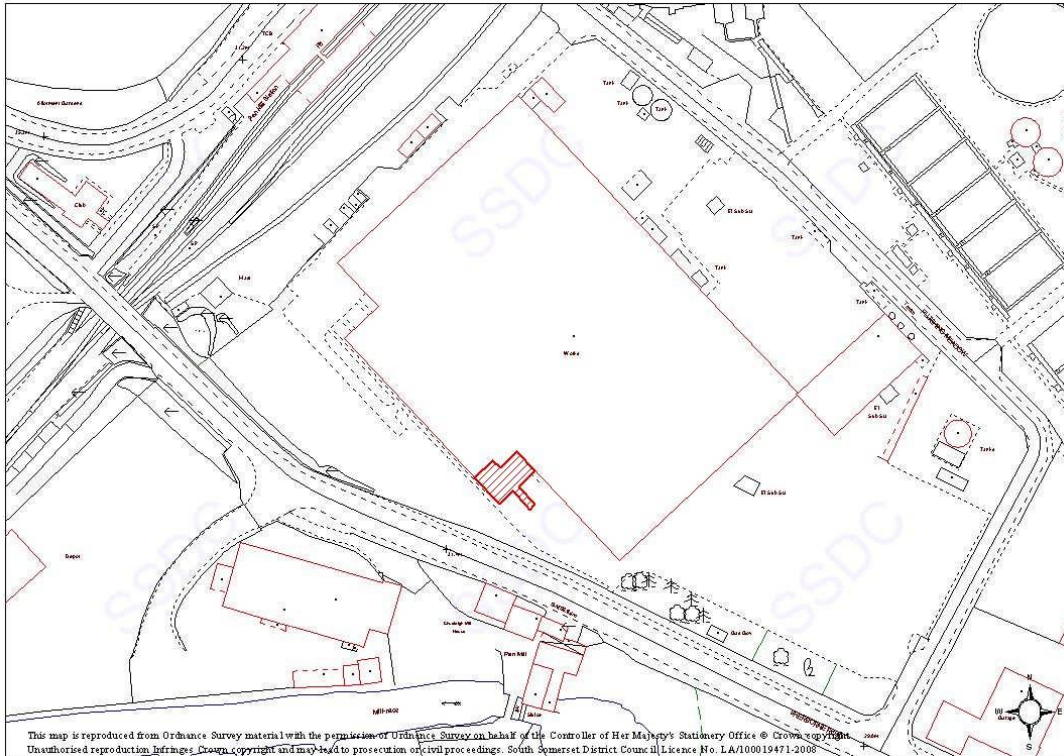
Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No-one shall be deprived of his possessions except in the public interests and subject to the conditions provided for by law and by the general principles of international law. The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Each report considers in detail the competing rights and interests involved in the application. Having had regard to those matters in the light of the convention rights referred to above, it is considered that the recommendation is in accordance with the law, proportionate and both necessary to protect the rights and freedoms of others and in the public interest.

1. Officer Report On Planning Application: 08/00403/FUL

Site Address:	Pittard Garner Plc 199 Sherborne Road Yeovil
Ward :	Yeovil (East)
Proposal :	Alterations to convert existing reception area to retail sales area and reception, the installation of access ramp and railings (GR 357092/116213)
Recommending Case Officer:	Andrew Collins
Target date :	24th March 2008
Applicant :	Mrs J Williams
Type :	Minor Other less than 1,000 sq.m or 1ha

SITE DESCRIPTION AND PROPOSAL



The site is an existing leather furniture factory located in Flushing Meadow in the east of Yeovil. The site is located within the development area.

Previously, planning permission was granted for the conversion of a garage on the site to a retail shop under application 07/05066/FUL. It is now proposed to convert part of the reception area and office into a sales area. In total this comprises an area of 89m². It is proposed to replace the existing steps with a ramp with associated railings.

The retail unit is proposed to be open from 10 until 4.30, seven days a week.

During the course of the previous application, information was received from the applicant giving details on the products.

HISTORY

Numerous extensions and alterations on the site going back to the 1950's.

07/05065/ADV - Display of 1 no. internally illuminated shop sign (GR357092/116213) - Pittard Garner Plc, 199 Sherborne Road - Application permitted with conditions - 18/12/07

07/05066/FUL - Alterations and conversion of existing redundant garaging to retail sale shop for sale of company and associated products and provision of associated products and provision of associated car parking spaces from existing spaces provided on site - Application permitted with conditions - 18/12/07

POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise,

Relevant Development Plan Documents

Regional Spatial Strategy:

VIS1

VIS2

Somerset and Exmoor National Park Joint Structure Plan

STR1 (Sustainable Development)

STR4 (Development in Towns)

Policy 48 (Access and Parking)

Policy 20 (The Retail Framework)

South Somerset Local Plan (Adopted April 2006)

ST3 (Development Areas)

ST5 (General Principles of Development)

ST6 (The Quality of Development)

MC3 (Location of Shopping Development)

TP6 (Parking for Non Residential Development)

CONSULTATIONS

Area Engineer - "No comment"

County Highways Authority - "No observations."

Area Development Manager - Support the application.

Economic Development Officer - "I commented on a similar application at the end of last year for the provision of a retail outlet on a different site within the Pittards complex. I understand that the only difference with this new application is the proposed location within the Pittards site.

I am encouraged that Pittards are seeking to expand the marketing of goods locally through the provision of a factory shop retail outlet. I am making an assumption that there will be either new employment with this opportunity, or at least security of existing employment.

From an economic perspective, I am fully supportive of this application and consider this a good development for the residents and visitors to Yeovil."

Yeovil Town Council -

REPRESENTATIONS

None received

CONSIDERATIONS

To have regard to the size of the retail space, this is a very small area in relation to the larger factory and it's affect upon the town centre.

The previous, extant permission. The agent has stated that this alternative application has been submitted as customers will not have to negotiate such a large car park. In addition, no illuminated signs will now be required.

The comments of Yeovil Town Council are invited.

2. Officer Report On Planning Application: 08/00688/FUL

Site Address:	34 The Avenue Yeovil Somerset
Ward :	Yeovil (Central)
Proposal :	Conversion of house from 6 bedsit units and one flat to 8 bedsit units. GR (355736/116398)
Recommending Case Officer:	Diana Watts
Target date :	7th April 2008
Applicant :	Andrew Scaramanga
Type :	Other Householder - not a Change of Use

SITE DESCRIPTION AND PROPOSAL



The site lies in central Yeovil within the Development Area.

This is a retrospective planning application to convert the existing 6 bedsits and one 1 bedroom flat within this 3 storey semi-detached house to 8 bedsits

The applicant has provided supporting information which explains the proposal in more detail and highlights the following :

- The conversion to 8 bedsits took place in 2001 under the supervision of and with grant assistance from SSDC Environmental Health Department
- the house has recently been granted an HMO Licence for 8 bedsit units by SSDC Housing Standards

- we are happy to continue to accept the existing restriction to retain the communal areas
- we are aware of the restriction that only one tenant may own or keep a car on or near the premises but feel sure this has never been enforced either by the council, former owners or ourselves. We could make it a condition of the tenancy but it would be impossible for us to police as we have no way of knowing what cars belong to our tenants or members of the public. Over the past 7 years, we would estimate that approximately 50% of our tenants have owned a car. Parking on The Avenue is not generally a problem outside of working hours; its location close to the town centre, the hospital and school make it very tempting free car parking for non-residents. We feel our tenants should not be discriminated against and they should enjoy the same parking rights as any other resident in The Avenue.

HISTORY

Use of dwellinghouse as 6 bedsits and one flatlet - approved 1989 (890059) subject to a condition that it should be carried out by Mr and Mrs Ashton (the owners/applicants at that time) and a section 52 Agreement restricting the number of occupants to 7, retaining a kitchen, dining room/lounge and a bathroom for communal use, maintaining the communal areas to the reasonable satisfaction of the Council, allowing access at all reasonable times to the Council to inspect the premises, and letting only one of the occupants possess or keep a motor vehicle on or near the premises

POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise,

Relevant Development Plan Documents

Regional Spatial Strategy:

VIS 1 - Expressing the Vision

VIS 2 - Principles for Future Development

EN4 - Quality in the Built Environment

Somerset and Exmoor National Park Joint Structure Plan

STR1 - Sustainable Development

STR4 - Development in Towns

49 - Transport Requirements of new development

South Somerset Local Plan (Adopted April 2006)

ST6 - Quality of Development

ST5 - General Principles for Development

TP7 - Residential parking provision

CONSULTATIONS

County Highway Authority -

The proposal is located on The Avenue, which is a street together with a number of others in close proximity that are subject to residents parking zone. There is currently no off street parking provision for the existing use and I do not consider that the additional bedsit would lead to a significant increase in the demand for resident parking.

I have been advised by the Planning Officer that the existing permission was subject to a Section 52 Agreement limiting the number of residents at the address and only allowing one resident to keep a motorcar.

I have spoken to the relevant department at South Somerset District Council, who allocate the resident parking permits, who have advised that each bedsit occupant can apply for a residents parking permit for however many vehicles they own providing that proof of residence and vehicle registration is provided. Visitor permits can also be allocated providing occupiers can prove each bedsit is a separate unit of accommodation/address. Irrespective of the legal agreement in place, residents could still park their cars within the resident parking zone. Given this information, enforcing such a condition would clearly be difficult and futile.

Taking the above points into consideration I do not feel in this particular instance that a highway objection could be substantiated.

If the Local Planning Authority are minded to granted consent, given the lack of off-street parking and In the interest of sustainable transport objectives I would seek the provision of a sheltered/secure cycle storage facility at a ratio of one per unit and would recommend the following condition is imposed:-

The development hereby approved shall not be occupied until a covered and secure cycle rack facility has been provided within the site capable of accommodating 8 bicycles with a design and specification to be submitted to and approved in writing by the Local Planning Authority and to be constructed to the satisfaction of the said Authority.

Technical - no comment

REPRESENTATIONS

Neighbouring properties have been notified and no comments have been received (publicity period expired 13.3.08)

A site notice was posted (General Interest)

CONSIDERATIONS

The main issues are :

Principle:

The site is located within an established residential area and within the defined Development Limit and is therefore considered to be, in principle, a sustainable location for new development.

Visual Impact:

No external alteration carried out or proposed.

Residential Amenity:

Consideration must be given to whether or not the proposal would be detrimental to residential amenity in terms of additional activity/disturbance which might be caused by the occupant of one additional bedsit. It should be noted that this situation has been in existence for about 7 years and no objections have been made by neighbours to date in connection with this application.

Existing Legal Agreement

Consideration needs to be given to the existing restrictions and how, if necessary, they should be amended. The applicant is agreeable to continuing with the clause regarding the communal areas and the clause regarding the number of residents would need to be changed from 7 to 8. The clause which needs most attention is that allowing only one resident to keep a car near the premises.

Parking

There is no off-street parking provision for this property although there is on-street parking provision restricted to permit holders. The 8 bedsits have been in use for about 7 years and it is appreciated that during this time several of the occupants may have had cars and parked them near the premises in breach of the Legal Agreement. The Highway Authority has raised no objections and acknowledges the difficulty of enforcing such a restriction. Consideration should be given to whether or not the Legal Agreement should restrict car ownership for any of the bedsit occupants.

The observations of Yeovil Town Council are invited.

3. Officer Report On Planning Application: 08/00764/R3D

Site Address:	Octagon Theatre Hendford Yeovil
Ward :	Yeovil (Central)
Proposal :	The erection of a scene dock and plant room extension (GR 355444/115673)
Recommending Case Officer:	Andrew Collins
Target date :	15th April 2008
Applicant :	South Somerset District Council
Type :	Minor Other less than 1,000 sq.m or 1ha

SITE DESCRIPTION AND PROPOSAL



This is the Council's own application for alterations to the Octagon Theatre. The site is located within the development area and adjacent the Conservation Area.

The Octagon Theatre is located off Hendford in the opposite corner of the Petters Way Car Park to Petters House. It is proposed to erect a scene dock and plant room extension at the rear of the building. The extension is proposed to be 12.8m by 8.2m with a height to match the existing building of 13.7 metres. On top of the extension a small area an additional 1m high louvered pod for air intake and extraction is proposed.

Materials are proposed to match the existing building.

Due to the proposed location of the extension, it is necessary to relocate the existing footpath and remove some trees.

HISTORY

Various history since theatre granted permission in 1960's. Of particular relevance;

02/02883/R3D (Regulation 3 District) - Alterations and the erection of an extension, comprising new rehearsal room and extension to the flytower (GR554/156) - Reg3/4 District - permitted with conds - 16/12/2002

91/02644/R4D (Regulation 4 District) - THE ERECTION OF AN EXTENSION ON REAR (SOUTH) ELEVATION (REGULATION 4) (GR 554/156) Application permitted with conditions - 27/11/1991

POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise,

Relevant Development Plan Documents

Regional Spatial Strategy:

VIS1

VIS2

EN4

Somerset and Exmoor National Park Joint Structure Plan

STR1 (Sustainable Development)

STR4 (Development in Towns)

Policy 11 (Areas of High Archaeological Potential)

South Somerset Local Plan (Adopted April 2006)

ST3 (Development Areas)

ST5 (General Principles of Development)

ST6 (The Quality of Development)

EH1 (Conservation Areas)

EH12 (Areas of High Archaeological Potential)

EP2 (Pollution and Noise)

MC7 (Design in Town Centres)

CONSULTATIONS

Area Engineer - "No Comments."

Arborist - "The trees which would have to be removed are silver birch. Although they are healthy trees they have little landscape value as they are over shadowed by some very large mature sugar maples and a semi mature horse chestnut.

The trees are also getting very drawn and probably would need felling within 10 years. I would not consider that these trees are of enough value to be considered an obstruction to the theatre extension.

It would be necessary to erect a root protection fence(as per BS 5837 2005) to protect the other 3 adjacent trees, 1 horse chestnut and 2 sugar maples. The fences would need to be a minimum of 3.5 m. from the horse chestnut and 6 metres from the sugar maples.

I would assume the storage area would be on the adj. car park so the lower grass area near the trees would only be used for access to build the extension. I would like to see a plan showing the location of the fence.I assume the footpath across the park to the rear will have to be closed making the fencing easier to design. The fence would only need to protect the side nearest the proposed extension.

I would also like to see 3 field maple replacements planted to the North of the trees to be felled at the side of the car park. These trees should be extra heavy standards 16-18 cm circ."

County Archaeologist - "As far as we are aware there are limited or no archaeological implications to this proposal and we therefore have no objections on archaeological grounds."

County Highways Authority - "No observations."

Yeovil Town Council -

REPRESENTATIONS

None received

CONSIDERATIONS

The scale and impact of the proposal upon the Conservation Area.

The design of the extension

The loss of trees

The comments of Yeovil Town Council are invited.

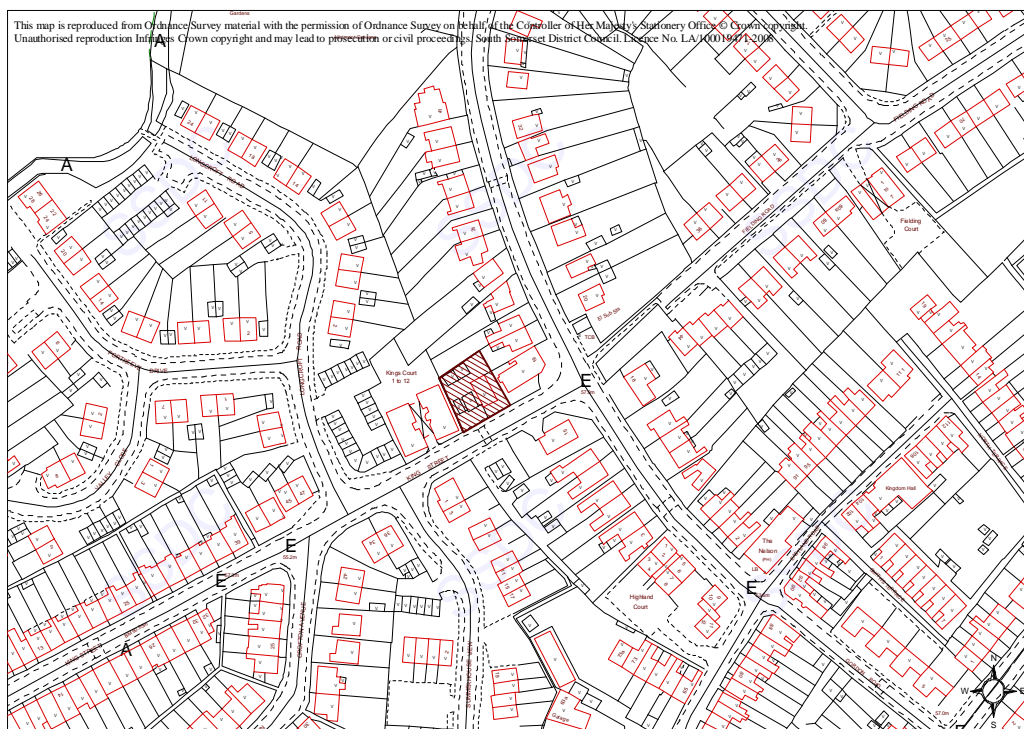
5. AMENDED PLANS

Original Case Officer's report from Agenda dated 28 January 2008.

1. Officer Report On Planning Application: 07/03773/FUL

Site Address:	Land Rear Of 19 Highfield Road Yeovil
Ward :	Yeovil (Central)
Proposal :	Erection of a block of 5 flats with parking and garage (GR356058/116625)
Recommending Case Officer:	Helen Ferdinand
Target date :	8th October 2007
Applicant :	Mr S Mak
Type :	Minor Dwellings 1-9 site less than 1ha

SITE DESCRIPTION AND PROPOSAL



The application site comprises garage buildings to the rear of 19 Highfield Road, and the rear amenity space associated with both 19 and 21 Highfield Road. Both 19 and 21 Highfield Road are in the ownership of the applicant. The garages are in a poor state of repair and are accessed off King Street. A new (?) block of flats have been built immediately to the west of the site on a former builders yard.

Planning permission is sought for a three-storey block of five flats with parking, and a garage to the rear. The access to the site is off King Street and runs to the rear of the site between the proposed building and the new block of flats to the west.

HISTORY

06/02407/FUL: Erection of a block of five flats with parking and garage - withdrawn August 2006.

01/02007/FUL: Erection of a two-storey building to be used as two self contained flats - refused September 2001 on the grounds that it did not respect the local environment, and would be harmful to residential and visual amenities.

POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise,

Relevant Development Plan Documents

Regional Spatial Strategy:

VIS 1

VIS 2

Somerset and Exmoor National Park Joint Structure Plan

Policy STR1: Sustainable Development

Policy 49: Transport Requirements of New Development

South Somerset Local Plan (Adopted April 2006)

Policy ST5: General Principles of Development

Policy ST6: Quality of Development

CONSULTATIONS

Yeovil Town Council (28/1/08):

County Highways:

As the planning officer will no doubt be aware this proposal was submitted previously, see 06/02407/FUL and I would refer you to my letter dated 23 August 2006, copy attached for information.

During this consultation process it came to light that the adjacent building/flats to the west were in breach of their planning consent, 01/02934. A planning condition was imposed which stated that there shall be no obstruction to visibility greater than 600mm above adjoining road level forward of line drawn 2.4m back and parallel to the nearside carriageway edge over the entire site frontage. The front boundary consists of a wall with railings erected on top of it, which varies, in height across the frontage from approximately 1000mm to 1700mm, which is undoubtedly in excess of the conditioned height of 600mm.

The breach in condition meant impacted negatively on the required visibility splays for the development at the rear of 19 Highfield Road, therefore the applicant, Mr Mak, withdrew his application pending investigation of this matter.

Following negotiations between South Somerset Enforcement Team, the Highway Authority and residents of the flats a compromise was reached to address the issue of re-siting the boundary railings in order to achieve an unobstructed visibility splay, which would then enable Mr Mak to incorporate the splays required for his proposal.

Although this has been agreed verbally the residents would need to submit and subsequently implement a planning application prior to permission being granted for this proposal.

Therefore, in order that this proposal can continue and be determined within a acceptable timescale I would suggest that the red line is amended to include the area of boundary/wall railings that need to be altered. This will enable a Grampian condition to be added to Mr Mak's permission to ensure that no works commence until the railings are re-sited to the satisfaction of the LPA. It is my understanding that Grampian conditions can only be imposed on the development site and not third party land unless it is included within the red line area.

I have been advised by the by the LPA that Mr Mak has offered and confirmed in writing to cover the cost of works to re-position the railings that impact upon his proposal to help alleviate some of the cost to the residents of the flats.

In detail the agent may wish to consider relocating the parking space nearest the access, as it may result in restricted movements for vehicles attempting to manoeuvre in this area if this space is occupied. In addition and in the interests of sustainable transport objectives, the provision of a sheltered cycle storage facility would be required capable of accommodating five bicycles, however this could be dealt with by a condition.

Given the points raised above I would seek an amended plan on receipt of which I will be able to conclude my highway observations.

Note - this response will need to be updated.

Enforcement Officer:

I can confirm that the railings have been moved to a point 2 metres back and parallel to the nearside carriageway edge - as you may note from the attached photographs.

The railings have been retained at their former height by keeping the base level in line with the top of the wall, rather than refixing the railings at patio level. However it appears that the planning permission granted under ref 07/04136/S73 does not require the railings to be lowered from their former position on top of the wall.

EA: no comment.

Agusta Westland: no objections.

Area Engineer: surface water disposal via soakaways.

REPRESENTATIONS

One letter of objection has been received from a nearby resident. The issues raised are as follows:

- Parking*
- Loss of light*
- Increased overlooking and loss of privacy due to close proximity*
- increased problems with refuse*
- noise from vehicles*
- increased light pollution*
- increased anti-social behaviour*
- increased pressure on sewage/drainage systems*
- strain on properties values in the area*

CONSIDERATIONS

Material planning considerations are:

- Design and street scene*
- Impact on residential amenity*
- highways*

SECTION 106 PLANNING OBLIGATION
possibly

RECOMMENDATION

The views of Yeovil Town Council are sought.

Extract of Minute 7/145.

1. Officer Report On Planning Application: 07/03773/FUL

Site Address:	Land Rear Of 19 Highfield Road Yeovil
Ward :	Yeovil (Central)
Proposal :	Erection of a block of 5 flats with parking and garage (GR356058/116625)
Recommending Case Officer:	Helen Ferdinand
Target date :	8th October 2007
Applicant :	Mr S Mak
Type :	Minor Dwellings 1-9 site less than 1ha

The Planning Officer explained that issues regarding the visibility splays had been addressed since the last application for this site had been submitted and withdrawn in August 2006. He further stated that highways had requested the parking area should be designed to allow easy manouvability on the site and the door of the garage should be of roller shutter style to allow as much space as possible for parking in the area.

In answer to a question from the Committee, the Planning Officer explained that highways were still awaiting amended plans to ensure that one parking space is large enough and the roller garage door is included.

The Committee raised concerns regarding the lack of amenity space, particularly for number 19, should this development go ahead.

It was confirmed that 8 parking spaces are included within the proposals which would be consistent with the number required under government guidelines.

Concerns were raised that too many properties were being squeezed into a small space and that inclusion of Section 106 obligations had not been identified.

RECOMMENDED REFUSAL on the grounds of over-development of the site and lack of amenity space.

SUMMARY OF AMENDED PLANS

The revised scheme does not include the previously proposed double garage to the rear, and alters the side and rear elevations to reduce overlooking.

The views of the Committee are requested.

Original Case Officer's report from Agenda dated 10 December 2007.

4. Officer Report On Planning Application: 07/04664/FUL

Site Address:	Land Rear Of 117 Sherborne Road Yeovil
Ward :	Yeovil (East)
Proposal :	The erection of 14 No. dwellings with associated car parking and highways (GR 356447/116371)
Recommending Case Officer:	Nicholas Head
Target date :	2nd January 2008
Applicant :	Jephson Housing Association Group
Type :	Major Dwlg's 10 or more or site 0.5ha+

SITE DESCRIPTION AND PROPOSAL

The site is located behind the houses fronting onto the north side of Sherborne Road and is an undeveloped area of 'backland' south of St Thomas Cross measuring some 2880 sq m. It is in two main sections, leading off the accessway towards the south-east and the south-west respectively.

Access to the site is gained via a narrow strip to its north west onto St Thomas Cross. The site is virtually flat although it slopes very slightly from north to south. From its southern boundary, the ground drops more rapidly towards Sherborne Road, which places the adjacent houses considerably lower than the site level.

The site is bounded to the south and east by six residential properties taking access onto Sherborne Road; and to the north by various properties taking access onto St Thomas Cross. The site is vacant and has no vegetation of any note. Owing to its landlocked setting and secluded character, it has been the site of various incidents of trespass and anti-social behaviour, causing nuisance to adjoining properties over the years.

It is proposed to erect an integrated development of 14 residential dwellings comprising seven 3-bed houses, four 2-bed houses, one 2-bed apartment and two 1-bed apartments.

The proposal is a resubmission of a previous proposal refused by the Council, and dismissed on appeal, comprising 15 units in a more compact form, and with components at a greater height (three storeys). In this resubmission, three important changes have been incorporated:

1. The site area has been increased to include a portion of land to the south west (rear of 115 Sherborne Road) measuring 470 sq m.
2. The total number of dwelling units has been reduced from 15 to 14, giving a reduction in gross density from 60 dwellings per hectare to around 48 dwellings per hectare (taking into consideration the increased site area).
3. The design is of a traditional nature, with brick/render walls and pitched tiled roofs. (the previous submission was in a more modern idiom)



HISTORY

06/01932/FUL - The erection of 8 flats & 5 houses with associated car parking and highways - Application withdrawn

06/03951/FUL - The erection of 15 no. dwellings with associated car parking and highways - refused

07/00030/REF - Appeal - The erection of 15 no. dwellings with associated car parking and highways - appeal dismissed

POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country planning Act 1990 and requires that decision must be made in accordance with relevant development Plan Documents unless material considerations indicate otherwise.

Relevant Development Plan Documents

Regional Spatial Strategy: Regional Planning Guidance for the South West (2001) adopted 2004.

Vis 1 - Expressing the Vision

Vis 2 - Principles for Future Development

EN4 - Quality of the Built Environment

Somerset and Exmoor National Park Joint Structure Plan

STR1 - Sustainable Development

STR4 - Development in Towns

Policy 49 - Transport Requirements of New Development

South Somerset Local Plan (Adopted April 2006)

ST5 - General Principles of Development

ST6 - Quality of Development

TP7 - Parking Provision in Residential Areas

CR2 - Provision of Outdoor Playing Space and Amenity Space in New Development

CR3 - Off site provision

EC8 - Protected Species

CONSULTATIONS

Highways Authority: Comments awaited

SSDC Technical services: No comment

SSDC Play and Youth Facilities Officer: Financial contribution required for off-site provision of facilities

SSDC Leisure Facilities Officer: Financial contributions required for off-site provision of playing pitches and strategic facilities.

REPRESENTATIONS

Neighbouring properties have been notified, and seven written contributions have been received, objecting to the proposal for the following reasons:

- *possible noise and disturbance caused by cars*
- *the lack of play area for children*
- *habitat for birds will be destroyed: existing orchard to be removed*
- *views will be adversely affected*
- *questions about rear access to properties currently enjoyed*
- *concern at accuracy of plans*
- *inadequate parking*
- *inadequate consideration of Inspector's decision on previous permission*
- *concern at mini roundabout proposal off-site*
- *unacceptable design and layout*
- *potential overlooking*
- *lack of respect for the form and setting of the settlement*

CONSIDERATIONS

The main issues are:

Principle:

The site is located within development limits, within an established residential area. The site is therefore considered to be a sustainable location for new residential development.

Density:

The proposal is within the guidelines laid down in PPS3 (Housing), and provides residential accommodation at a density which will optimise the use of under-utilised land.

Layout:

Consideration needs to be given to optimising the use of the land in terms of the requirements of PPS3 (Housing). The layout should provide public and private living space of good quality, with good accessibility.

Design: Visual Impact and Character of the Area:

The proposal makes use of traditional materials and the design reflects elements characteristic of the dwellings in the surrounding area. The proposed development is two storeys in height, with pitched roofs similar to surrounding dwellings. The reason for refusal of the previous application focussed on the appearance of the development, and the fact that the design was not 'in keeping' with the area.

Residential Amenity:

Consideration needs to be given to whether the proposal will have a detrimental effect on residential amenity, e.g. loss of privacy, light, or the creation of any nuisance. It should be noted that, although the dwellings along Sherborne Road have rear elevations within 15 m of the proposed development, the difference in levels and potential for screening mean that overlooking of residential amenity space can be avoided.

Parking:

The parking provision in towns is set at a maximum of 1.5 spaces per dwelling in the South Somerset Local Plan, with the proviso that 'where the development is for housing types with less demand for parking than family housing, or where individual locations are particularly accessible, provision will be expected to be substantially below the required maximum'. 19 on site spaces are provided in the proposal.

The observations of the Yeovil Town Council are invited.

Extract of Minute 7/121.

4. Planning Application: 07/04664/FUL

<i>Site Address:</i>	<i>Land Rear Of 117 Sherborne Road Yeovil</i>
<i>Ward :</i>	<i>Yeovil (East)</i>
<i>Proposal :</i>	<i>The erection of 14 No. dwellings with associated car parking and highways (GR 356447/116371)</i>
<i>Recommending Case Officer:</i>	<i>Nicholas Head</i>
<i>Target date :</i>	<i>2nd January 2008</i>
<i>Applicant :</i>	<i>Jephson Housing Association Group</i>
<i>Type :</i>	<i>Major Dwlg's 10 or more or site 0.5ha+</i>

(Clive Davis, having declared a personal and prejudicial interest in respect of this application, left the room during its consideration and took no part in the discussion or voting thereon).

The Planning Officer referred to the previous application and drew attention to the changes that had been made in the new application.

Michael Rendell, objector, referred to a recently amended highway plan, which he felt might have a bearing on the viability of the highway access arrangements.

He also referred to the width of the land which it was proposed be made available to accommodate the new access road which he felt would be too narrow.

In response, the Planning Officer indicated that the comments of the Highway Authority were still awaited and that, at this stage, it would not be appropriate to speculate on their views.

With regard to the amended plan, she indicated that this related to the curvature of the bend in the proposed road and that given the minor nature of this amendment, it was not considered necessary to require a re-submission of the application or to defer its consideration. She added that the

Highway Authority had been made aware of this minor change and would have the opportunity to additionally comment on the matter.

Shaun Travers, agent, spoke in support of the application and drew attention to the improvements in density and design. Whilst he acknowledged that the Highway Authority's views were still awaited, he indicated that they had expressed no objections to the previous application for a similar scheme.

During the ensuing discussion, Members expressed their concern at the application which, despite an increase in the site area, it was felt would still result in an over development of the site.

RECOMMENDED REFUSAL on the grounds that the proposal would result in an over development of the site.

SUMMARY OF AMENDED PLAN

Amended road layout.

The views of the Committee are requested.

PLANNING DECISIONS

08/00265/FUL Alteration and the erection of an extension to bungalow at Nordic Lodge 13 Watercombe Lane Yeovil Somerset BA20 2ED. Applicant: Mr and Mrs Dixon.

APPROVED subject to conditions

08/00270/FUL Residential development consisting of the demolition of 26 existing concrete dwellings and the erection of 42 new dwellings at 24 – 30 & 36 – 46 & 53 – 75 Milford Road, 176, 178, 103 & 105 Hillcrest Road & Land South of 21 Wingate Avenue Yeovil Somerset. Applicant: South Somerset Homes.

REFUSED

08/00271/REM Residential development of 14 no. dwellings, 5 no. flats over garage units, 18 no. flats with associated roads, footways, parking, drainage and landscaping.(Reserved matters of 04/02981/OUT) at Land off St Michael's Avenue Yeovil Somerset BA21 4NE. Applicant: Mr John Atkinson.

REFUSED

08/00401/FUL The installation of two cold stores, gantry access steps and handrail at Marks & Spencers Plc 5 – 9 Middle Street Yeovil Somerset BA20 1LE. Applicant: Marks & Spencers Plc.

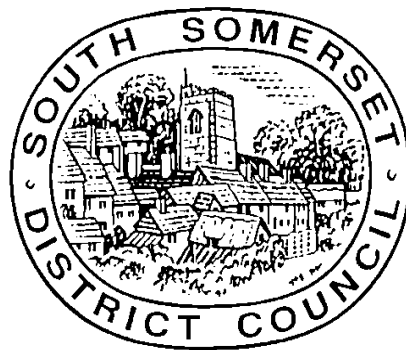
APPROVED subject to conditions

REPORT TABLE FOR TOWN COUNCIL 26 MARCH 2008

<u>APPLICATION NO.</u>	<u>LOCATION</u>	<u>PROPOSAL</u>	<u>OBJECTIONS</u>	<u>CONSIDERATIONS</u>
08/01084/FUL	11 Burroughes Avenue, Yeovil, Somerset BA21 3JT	The erection of a two storey rear extension and re-site conservatory	None received	<ul style="list-style-type: none"> • The effect on the residential amenity of occupiers of adjoining properties, in terms of any disturbing, interfering with or overlooking of such properties. Of particular interest in this application are the proposed roof lights on the northeastern elevation, and the movement of the 1st floor window on the southeastern elevation towards the properties at the rear. • The effect the proposal has on the form, character, and setting of the locality.
08/00687/ADV	Yeovil Recreation Ground, Chilton Grove, Yeovil, Somerset. BA21 4AW	The display of 2 No. Vinyl banners on the fence of the pitch and putt golf course	None received	<ul style="list-style-type: none"> • Are the signs in keeping with the character of the area in terms of siting, design, materials, illumination, scale and number? • Do the signs prejudice public safety?
08/00689/ADV	Yeovil Athletic Track, Mudford Road, Yeovil, Somerset, BA21 3DS	The display of various banners	None received	<ul style="list-style-type: none"> • Are the signs in keeping with the character of the area in terms of siting, design, materials, illumination, scale and number? • Do the signs prejudice public safety?
08/00910/ADV	Yeo Leisure Park, Old Station Way, Yeovil, Somerset, BA20 1NP	The display of 6 internally illuminated lamp post mounted advertising units	None received	<ul style="list-style-type: none"> • Are the signs in keeping with the character of the area in terms of siting, design, materials, illumination, scale and number? • Do the signs prejudice public safety?
08/01088/FUL	50 Chilton Grove, Yeovil,	The erection of a two-storey side extension to dwelling	None received	<ul style="list-style-type: none"> • The effect on the residential amenity of occupiers of adjoining properties, in terms of any disturbing, interfering with or overlooking of such properties. Please

	Somerset BA21 4AW			<p>note that there are no windows proposed on the side elevation of the extension, there are also no windows on the side elevation of the adjoining property.</p> <ul style="list-style-type: none"> • The effect the proposal has on the form, character, and setting of the locality. Of particular note is the character of the street, which is characterised by evenly spaced semi-detached properties. There are currently no two-storey side extensions on the street, although several properties have single storey side extensions.
08/00744/ADV	10, Sherborne Road, Yeovil	The display of an externally illuminated projecting sign	None received	<ul style="list-style-type: none"> • Are the signs in keeping with the character of the area in terms of siting, design, materials, illumination, scale and number? • Do the signs prejudice public safety? • Do the signs have an adverse impact upon the setting, character or appearance or views in or out of the conservation area? • Do the signs have an adverse impact upon the setting, character or appearance of the listed building?
08/00745/LBC	10, Sherborne Road, Yeovil	Proposed access hallway to attached studio flat, installation of AC condensers at rear of the building. General internal redecoration at ground and first floor level. Replacement of doors to comply with building regulations. Installation of new externally illuminated projecting sign	None received	<ul style="list-style-type: none"> • Do the signs adversely affect the character of the listed building, its setting, or any features of special architectural or historic interest which it possesses? • Does the proposal adversely affect the architectural or historic interest of the listed building?
08/00781/ADV	Vodafone, 7 Vicarage Walk, Yeovil	The display of an internally illuminated fascia sign and refurbishment of existing projecting sign	None received	<ul style="list-style-type: none"> • Are the signs in keeping with the character of the area in terms of siting, design, materials, illumination, scale and number? • Do the signs prejudice public safety?

Planning Advice Note on the Validation of Planning and Listed Building Applications.



Making a difference where it counts

Draft document by South Somerset
District Council

Introduction and Justification

Introduction

This Planning guidance document has been prepared to direct developers, agents and other applicants applying for planning permission to the information required by the Authority to properly validate and determine a planning application. Its aim is to provide guidance and certainty to developers as to the level of information that the Authority expects to accompany an application for planning permission, so to eliminate unnecessary delay that may be caused by insufficient information. The document has been compiled in association with other authorities that form part of the South West Development Control Best Practice Group so as to ensure a consistent approach is taken throughout the region.

South Somerset is looking to adopt this guidance in June 2006. The guidance, once adopted, will be a formal direction to applicants under the Town and Country Planning (Applications) Regulations 1988. Under this direction, the Local Planning Authority will not register an application as valid, and therefore refuse to determine an application, unless the information required by this document is provided. Should an application be treated as invalid under Article 5(4) of the Town and Country Planning (General Development Procedure Order) 1995 (GDPO), the Planning Authority is expected to provide sound reasons for doing so, and this document provides a basis for this reasoning.

The guidance is consistent with the Governments objectives to provide a quicker, more efficient planning system. Currently, planning authorities may register an application invalid if it is felt the application can not be reasonably determined without additional information. However, there is often an inconsistent approach to this, providing uncertainties, delays and failure to meet targets set by government. The guidance offers a benchmark against which applications will be accepted, ensuring that all the necessary information is submitted upfront, so that delays caused by the requirement of additional information can be avoided.

The purpose of this guidance is not to discourage applicants from submitting applications by asking for seemingly endless levels of information, but to outline just what is required so that the application may be properly determined in accordance with relevant legislation and within the accepted time limits. Everybody can become frustrated with the delays occurring within the planning system, and this document is an attempt at reducing these.

Justification for guidance

Current Government guidance on preparing and publishing guidance is based on the framework based on the *JA Pye Ltd and Others v Oxford City Council, Court of Appeal 2002* judgement which is set out in Planning Policy Statement 12: Local Development Frameworks. Consequently, this guidance has been produced in accordance with this advice and is consistent with the adopted Local Plan policies SHDC 1 and SHDC 3, and more notably the planning principles laid out in paragraphs 2.13 – 2.15. It has also undergone a process of Sustainability Appraisal to ensure that the principles of sustainable development are an inherent part of the document, and as such, is at the heart of all development proposals and decision making in respect to all new development.

Pre-application discussions

South Somerset District Council encourage pre-application discussions for all types of application to guide applicants through the process and to ensure that applicants are aware of the required information. This is particularly useful for larger and more complex schemes and can help applicants by identifying the information and details that should be submitted as part of an application. Pre-application discussions can help minimise delays later in the processing of any application such as identifying whether other consents may be required and identify whether any additional information will be required.

Validation Process

Validation of applications for planning permission should essentially be an administrative process to check that the right documents and fee (where applicable) have been submitted. However, clear inaccuracies (for example where plans are not to scale or an incorrect fee provided) may result in an application being made invalid.

As described above, the list for validating applications I set out by national statutory requirements and then South Somerset District Councils own information requirements are drawn from a nationally defined list.

If an applicant does not submit an application in accordance with the statutory requirements and locally adopted requirements then South Somerset District Council will be entitled to declare the application invalid, and so decline to validate it.

South Somerset District Council will set out its reasons for declaring an application invalid in writing to the applicant and specify the information required in order to make the application valid, applicants then have 21 days to provide any additional information. Where an application is not accompanied by information required by South Somerset District Council applicants should provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases South Somerset District Council will not declare applications invalid unless they are satisfied that they can give reasons and provide them to the applicant.

In most cases the information requirements will be clearly set out. However there may be circumstances where applicants do not agree with the requirement for information or plans set out by South Somerset District Council and wish to challenge the decision not to validate an application. In such cases, applicants have the right to appeal for non-validation under section 78 of the Town and Country Planning Act 1990. The relevant ground for the appeal would be non-determination within the 8 or 13 week determination period (depending upon whether the application is minor or major). Similarly the right to complain to the Local Government Ombudsman also remains.

Processing of Planning Applications

South Somerset District Council are required to complete quarterly returns to Communities and Local Government (these figures are more commonly known as PS1 and PS2 returns). These returns help the Government to assess whether South Somerset District Council has achieved targets they have been set by Government. For example, for the period of April 2007 to March 2008, Best Value Performance Indicator 109 stipulates that local planning authorities should determine 60% of major applications within 13 weeks, 65% of minor applications within 8 weeks and 80% of "other" applications within 8 weeks.

In order to ensure that this information is completed on a consistent basis the following should be noted:

Applications should be marked with date of receipt.

The time period from application to decision begins the day after a valid application and the correct fee (where a fee is required) have been received.

The day a valid application is received counts as day zero and is the date referred to above.

If an apparently valid application is later found to be invalid following registration, the original start date for processing the application should be disregarded. The time from application to decision should start again on the date the application is made valid. This is the only circumstance in which the start date should be amended. This only applies if the original application is invalid and does not apply if the authority requires additional information to determine the application.

When determining applications the processing period (8 weeks or 13 weeks) must not be stopped.

Time spent in abeyance (for example pending the signing of a section 106 agreement) should be included in the total time taken and the processing period must not be suspended awaiting amended plans nor started upon receipt of amended plans.

The processing period ends on the date a decision notice is despatched. The clock must not be stopped once a decision has been made or once a decision has been entered onto the Planning Register.

To help meet Government targets South Somerset will aim to determine whether minor/other applications are valid within 3 working days from the date of receipt and for "small scale major" applications within 5 working days and large scale majors should be validated within 10 working days. A letter should be sent to the applicant confirming the validity of the application and confirming the start date of the statutory period for determination and the date from when an appeal can be made. Where South Somerset District Council consider an application to be

invalid, the notification letter will include a statement of the steps and outstanding information required from the applicant to achieve validation – this will be based on national and locally adopted lists.

Compulsory Requirements

1 The completed application form

Planning applications: 5 sets of forms, plans and supporting documentation (different amount for majors? Some LPA's want 10)

Listed Building Applications: 3 sets of forms, plans and supporting documentation, except where the application relates to a grade I or II* building, in which case four sets.

Adverts: 5 sets of forms, plans and supporting documentation

Trees: 1 copy of form, plan and supporting documentation

Certificate of lawful use or development: 1 copy of form, plans and supporting documentation

2 Planning application fees: (where a fee is necessary)

For Planning fee advice contact Planning Admin on 01935 462462 or by emailing planningadmin@southsomerset.gov.uk

3 Ownership certificates (including Agricultural Holdings Certificate)

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with section 5 of the GDPO, the LPA must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications except for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement must include the appropriate certificate of ownership. An ownership certificate must be completed stating the ownership of the property. Certificates A, B, C and D are listed. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

The agricultural certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

5 Part 1 Notice

A notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate. 3 Cert A: When applicant is the sole owner; Cert B: When the applicant knows owner; Certs. C and D: When not all or any of the owners of the site are known.

6 Location plan

All applications must include copies of a location plan based on an up-to-date map at a scale of 1:1250 or 1:2500 and should include a North point. In exceptional circumstances plans of other scales may also be required. Plans should where ever possible show at least two named roads and surrounding

buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site must be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

7 Site layout plan/block plan

Copies of the site layout plan/Block Plan should be submitted. This should be drawn at a scale of at 1:500 or 1:200 and should accurately show:

- a) The direction of North;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) The species, position and spread of all trees within the site; and
- e) The extent and type of any hard surfacing, structural landscape provision; and boundary treatment including walls or fencing where this proposed.

For larger scale developments site survey plans should also be submitted.

8 Drawings (including floor plans)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). Where an existing building is being altered or extended, both existing and proposed plans should be provided.

9 Elevations

These should be drawn to a scale of 1:50 (listed buildings) or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. Where an existing building is being altered or extended, both existing and proposed plans should be provided.

Note: All elevations must be provided for proposed boundary fences, gates and walls.

10 Section drawing

Plans drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s) should be submitted. In all cases where a proposal involves

a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels. On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels or cross or long sections as appropriate. All levels must relate to some specified datum that will not change during building works.

11 Environmental statement.

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No.293) require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable the LPA to give proper consideration to the likely environmental effects of a proposed development. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

12. Flooding

As a result of the introduction of Planning Policy Statement 25: Development and Flood Risk (PPS25) the Government has introduced a Flood Risk Assessment (FRA) regime which from the 1st May 2007 requires Local Planning Authorities (LPA's) to consult the Environment Agency (EA) on specific types of applications for development within Flood Risk Zones 2 and 3

Most applications within Flood Zones 2 and 3 should be accompanied by an FRA regardless of whether or not the EA require to be consulted. It should be noted that the EA will automatically object to planning applications on which they have been consulted if there is no FRA.

Find out if your property is in a Flood Zone by going to the Environment Agency's website: [www. www.environment-agency.gov.uk/subjects/flood](http://www.environment-agency.gov.uk/subjects/flood)

Design and Access Statement

New legislation introduced by the Government on 10.08.06 requires a Design & Access Statement to be submitted with all planning applications (other than the specified types of application as indicated below).

Statements will be required in support of all applications, other than engineering or mining operations, development within the curtilage of a dwellinghouse (unless in a Conservation Area or other Designated Area) and changes of use.

Article 4C of the General Development Procedure Order (as amended) sets out the the detailed requirements of such a statement. Broadly, the purpose of a Design and Access Statement is to explain how the applicant has considered the proposal and understands what is appropriate and feasible for the site in its local context. It must explain the principles that will be used to guide future details of the scheme. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. Statements must be proportionate to the complexity of the application, but need not be long.

The design and access principles that must be considered are:

The amount of development proposed (number of units if residential, otherwise the amount of floorspace for each proposed use).

The layout – the way in which buildings, routes and open spaces (both public and private) are provided.

The scale – the height, width and length of a building in relation to its surroundings.

Landscaping – the treatment of private and public spaces through hard and soft landscaping measures and how it will be maintained.

The appearance of the development – the external built form of the development, its architecture, materials etc.

Access - relates only to “access to the development” and not to internal aspects of individual buildings. Statements must explain how access arrangements will ensure that all users will have equal and convenient access to buildings, spaces and public transport.

With outline applications, as a minimum the Design and Access Statement should always contain the following information:

1. Use - the use or uses proposed for the development and any distinct development zones within the sites identified.
2. Amount of development - the amount of development proposed for each use (i.e. number of dwellings etc.)
3. Indicative layout - an indicative layout with separate development zones proposed within the site boundary where appropriate.

4. Scale parameters - an indication of the upper and lower limits for height, width and length of each building within the site boundary. These could be annotated on the indicative layout or else in writing.

5. Indicative access points - an area or areas in which the access point or points to the site will be situated. This should be shown on the indicative layout plan.

The Commission for Architecture and the Built Environment (CABE) has published a helpful document titled “Design and Access Statements – How to write, read and use them”. This can be found on their web site www.cabe.org.uk.

- Access statement

Applicants will be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications concerning buildings accessible to the public. This includes offices, shops, factories, schools and other public access areas. Attention is drawn to the legislation to provide access for the disabled and the relevant part of the building regulations.

- Affordable housing statement

Where the application breaks the affordable housing thresholds contained in the Local Plan policies, a statement will be required concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Further advice is available in Circular 6/98: Planning and Affordable Housing.

- Agricultural appraisal

Proposals for agricultural or forestry workers dwellings in the countryside must be accompanied by an independent assessment of the need prepared by a suitably qualified professional. Further advice can be found in PPS7: Sustainable Development in Rural Areas, Annex A.

- Air quality impact assessment

Generally an air quality impact assessment will be required where:

- Development is likely to cause an increase in vehicle trip generation in the local area and traffic volumes by 5% or more on individual roads with more than 10,000 vehicles per day,
- Development may result in increased congestion and lower vehicle speeds in areas of public exposure, and
- Development is for industrial activities, or the extension of such activities with potentially significant air emissions.

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate

mitigation measures as necessary. Further advice is available in PPS 23: Planning and Pollution Control.

- Bat survey

Proposals that affect potential bat roosting sites are required to be accompanied by a bat survey, and mitigation measures. Relevant proposals include those that relate the

Change of use or demolition of traditional barns, outbuildings, stables, stores, dairies etc which have not been previously converted;

Demolition of dwelling houses;

Conversion of lofts in building predating 1946

Any alteration to underground cellars, bunkers, culverts, tunnels etc

Further advice on Bat Surveys is available on the Council's website (www.southsomerset.gov.uk) or from the Council's Ecologist within the Conservation Section

- Design statement

Applicable for all applications where design is an issue (in accordance with advice in PPS 1), including materials to be used.

The purpose of a Design Statement is to demonstrate how a proposal has been designed and how it represents good design in response to the requirements of current Planning Policy Statements. PPS1 aspires to have all development contribute to making places better for people, appropriate in its context, making the most of opportunities for improving the character and quality of the area and the way it functions. The format and level of detail required will depend upon the scale and likely impact of the proposed development but the process in essence is as applicable to proposals for a single house as to a major retail development.

A design statement should

Explain the design principles and design concept on which the proposal is based. Outline how these are reflected in the layout, density, scale, visual appearance and landscape of the proposals

Explain how the design relates to the site and the wider area (through a full site and area appraisal where appropriate), how it would integrate into the existing urban form and to the local natural and built environment

Explain how the development will meet the LA's urban design objectives (and other pl policies)

Include illustrated by photos of site and surroundings, plans and elevations other illustrations perspectives to amplify

Include a summary where this will assist public consultation subject to scale of proposals

Full guidance on design statements is contained in publications from CABI By Design

- Energy statement

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Further advice is available in PPS22: Renewable Energy.

- Farm diversification plan

A Farm Diversification Plan should be submitted to demonstrate how the alternative uses would supplement farm income and thus help sustain an agricultural enterprise. Further guidance is available in PPS7: Sustainable Development in Rural Areas.

- Flood risk assessment/drainage strategy

Planning Policy Statement 25: 'Development and Flood Risk' provides comprehensive guidance for both LPA's and applicants 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. Depending on the location, scale and nature of a development a flood risk assessment may well be required. All Major Applications submitted to South Somerset District Council will require a flood risk assessment. This should consider the risk of flooding to the development proposed over its expected lifetime and its effect on flood risk elsewhere. Assessments may require detailed hydrological investigations to determine the risks at particular sites and to inform the process of detailed design and the selection of mitigation measures.

Assessment will also be required of the run off from the site before and after development. A flood risk/run-off assessment, carried out by a suitably competent person, is an essential element to the assessment for acceptability in planning terms. For major developments sustainable drainage systems should form part of the application, for further guidance see Leaflet '*Sustainable Drainage Systems*'. Developers are advised to contact the Environment Agency at an early stage in order to identify any issues in respect of flooding.

- Heritage Statements

Heritage Statements are required for all applications for listed building consent.

Planning Policy Guidance Note 15, paragraph 3.4, states that applicants for listed building consent must be able to justify their proposals and '*will need to show why works which would affect the character of a listed building are desirable or necessary. They should provide the Local Planning Authority with full information to enable them to assess the likely impact of their proposals on the special architectural or historic interest of the building or its setting*'. Such a statement to justify proposals is known as a Heritage Statement.

What is a Heritage Statement?

A heritage statement is a written (and illustrated as necessary) statement which examines the impact proposals may have on the special character of the listed building or structure, its features, fixtures and fittings, its setting and the setting of

adjacent listed buildings. It is not an explanation as to why you wish to carry out the proposals although it may explain why the works are desirable.

Conservation is the practice of managing change in ways that will best sustain the values of a building as a cultural entity. To do this effectively requires an understanding of the building, its history, evolution and special features. It is a requirement of the LBC process that proposals for change must be supported by an understanding of the building and the effect changes to it will have. The nature of the proposals and the sensitivity of the building will dictate the level of detail that will be required for a heritage statement.

As a guide a Heritage Statement will need to answer the following questions

What are your proposals?

Why do you want to do this?

What is the historic interest and significance for the building of the elements that would be affected by the proposals?

What is the age, condition and quality of the elements that would be affected by the proposals?

In your proposals what will be demolished or removed?

Why is this appropriate for the building?

What measures will be included to mitigate the effect of these works?

What new additions are you proposing and why is the design and quality of these appropriate to the building?

What benefits for the building will result?

Are the materials and methods to be employed in the works in accordance with good conservation practice?

At its most complex the production of the heritage statement will need to include historical research, architectural and landscape history, measured surveys, structural analysis, archaeological analysis of the fabric to reveal the evolution of the building and an evaluation of the relative significance of its various elements. At a lesser level historical analysis of the building sufficient to understand its evolution, its construction and the age and origin of its different elements will be required together with an evaluation of the historic interest of the elements to be altered or removed.

- Historical and Archaeological Assessment.

Supporting information will include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battle fields. If an application affects such a site an applicant will need to commission an assessment of existing information and submit the results as part of the application in accordance with advice in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19. In cases where the development could have an adverse effect on ancient monuments and/or sites of archaeological importance applicants will be required to undertake and submit an archaeological assessment in accordance with Planning Policy Guidance Note 16, paragraphs 18 to 25. In Areas of High Archaeological Potential and elsewhere where there is reason to believe archaeological remains exist this may

require limited excavation. Further advice is available from the Heritage Section of the Somerset County Council.

Land contamination survey

Brownfield sites, and some Greenfield sites, have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination, for example: Where contamination is suspected a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined.

Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out.

If the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.

Comprehensive information and guidance on how to undertake a contaminated land assessment and the information that must be submitted is available in Annexe 2 (Development on Land Affected by Contamination) of PPS 23: Planning and Pollution Control.

- Landscape assessment

A landscape assessment should be submitted with the application, which provides a description of the landscape context; an analysis of the site within its landscape context; and the predicted impact of the application proposal upon local landscape character, and the extent of its visibility. The applicant will be required to assess the significance of these impacts, and put forward landscape mitigation proposals to counter impacts identified. The assessment should include both written and photographic material, and be undertaken as per the guidelines for landscape and visual impact assessment (*LI and IEA, 1995*) and landscape character assessment (*Countryside Agency 2002*).

- Landscape management plan

On major development sites, a management plan shall be submitted, to provide management prescriptions for all landscape elements and open spaces identified on the landscape master plan, including works to existing vegetation and landscape features, to ensure that the long term care and development of the site is consistent with the master plan vision. The plan is to include standard specifications that will apply to all the work, and benchmark standards that will determine suitability for adoption. The plan will be expected to cover initial

maintenance to adoption, thereafter with ongoing prescriptions for management over 25 years.

- Landscape masterplan

On major development sites, a landscape masterplan shall be submitted, which will set a framework for development, and indicate all existing landscape features that are to be retained; structural landscape provision; proposed landscape features; urban spaces; and formal and informal open space. 'Open space' here includes space falling within the definitions of that term in the Town and Country Planning Act 1990 or PPG17.

- Landscape design (soft finishes)

Applications shall be accompanied by a detailed soft landscape scheme for the development, based upon the approved masterplan for the site. Each plan is to indicate;

new planting, seeding, soft surfacing works;

treatment of existing landscape features, e.g.; trees, hedges, ponds etc. arising from a condition survey, and ;

ground levels

and include a specification for the above works.

- Landscape design (hard finishes)

Applications shall be accompanied by a detailed soft landscape scheme for the development, based upon the approved masterplan for the site. Each plan is to indicate;

ground modeling works and hard landscape features;

fencing and enclosure;

general levels and surface drainage arrangements; and

street furniture

and include a specification for the above works.

- Details of any Lighting Scheme including a light pollution assessment

This should include technical specification designed to ensure nuisance from lighting is minimised/prevented. There is numerous UK and international guidance on lighting in particular by the CIE (International Commission on Illumination) and the Institution of Lighting Engineers. It is the Government's intention that Planning Policy Statement 23 will include an annexe on artificial light.

- Mineral working and restoration

MPG 2 Applications, Permissions and Conditions sets out detailed requirements for mineral working applications. In many cases, and specifically where development is likely to have significant effects, an Environmental Assessment will be required. In other cases, the complexity of detail required will depend on the circumstances of the particular case, but generally comprehensive information will be required which should be discussed and agreed during pre-application discussions. In particular, sufficient information will be required to

ensure that working will be carried out to modern working, restoration, aftercare and environmental standards.

- Noise impact assessment

By nature of location or use, a development may cause unreasonable harm to existing land uses, health, the natural environment or amenity through excessive noise. Where such potential impacts are identified which would give rise to conflict between land uses, a noise impact assessment prepared by a suitably qualified acoustician will be required. Further guidance is provided in PPG 24: Planning and Noise.

- Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene.

Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

- Planning obligation(s)/Draft Heads of Terms

This should include brief draft heads of terms for a section 106 agreement or unilateral undertaking. Applicants should clarify the LPA's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms. Further advice is available in Circular 1/97: Planning Obligations.

- Regeneration statements

In the case of an application that proposes to change the use of the land or building, including both complete and partial changes of use. A supporting statement should be submitted to describe employment impact from the proposed development, including:

- details of existing and proposed job numbers as full-time equivalents;
- the relative existing and proposed employment floor space totals;
- any community benefits;
- the loss of any employment land;
- the condition of the existing use of the site;
- how long the land has been marketed for;
- the costs of retaining it in employment use; and
- reference to any regeneration strategies that might lie behind or be supported by the proposal.

- Retail Impact assessments

When a development could harm other interests of acknowledged importance especially the vitality and viability of the town centre or local shopping centre a retail impact assessment will be required. Government guidance is found in PPS 6: Planning for Town Centres. The assessment should include the need for development, which it is of an appropriate scale, there are no sites close to a centre for the development, there are no unacceptable impacts on existing centres and locations are accessible.

- Refuse disposal details

In many applications information of how refuse is to be disposed of will need to be submitted with the application. Where bin stores are required, details of the location, elevations and materials to be used in the construction of a bin store suitable for the housing of wheeled or euro bins shall be submitted to and approved by the LPA. These shall be submitted as part of the original application.

- Sound insulation requirements

Advice should be sought from the Council's Environmental Protection Unit for individual Council requirements for sound insulation in residential and commercial developments and from Building Control about the need to submit either a 'Full Plans' application under the building regulations or a Building Notice for the erection of most types of buildings, and material alterations to existing buildings. Works will need to be inspected on site during the construction process.

- Structural survey

A structural survey of a property may be required, for example, when considering listed building applications, the demolition of unlisted buildings that make a positive contribution to the conservation area, or for applications for conversion of barns etc. to new uses.

- Sunlight/Daylighting Assessment

Applicable for all applications where there is a potential adverse impact upon the current levels of sunlight/daylighting enjoyed by adjoining properties and building(s) – further guidance is provided in the Building Research Establishment's (BRE) guidelines on daylighting assessments.

- Supporting Planning Statement

Information will include how the proposed development accords with policies in the development plan, Supplementary Planning Documents or development briefs. It should also include details of consultations with LPA and wider community/statutory consultees undertaken prior to submission.

- Sustainability Statement

A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.

- Transport assessment

A transport assessment should reflect the scale of development and the extent of the transport implications of the development proposal. The scope of the assessment will require agreement with the Highway Authority prior to submission. For proposals impacting or likely to impact on the trunk road network, the Highways Agency will also be required to require a comprehensive transport assessment this will be required and need to include the following information:

- Non-technical summary
- Proposed development
- Existing transport conditions
- Proposed modal split
- Assessment years
- Effect of travel plan

- Traffic impact compared to existing site use - Servicing
- Assessment of accident records
- Impact upon pedestrians, cyclists and people with disabilities
- Parking (car, cycles)
- Accessibility impact, for further guidance see RPG 10 – Annex A, ‘*Accessibility and Parking Standards*’
- Proposed measures to address/reduce traffic impact and improve accessibility by alternatives to the private car

- Travel Plan

A draft travel plan should outline a package of measures tailored to the needs of the individual business premises aimed at promoting more sustainable travel choices and reducing reliance on the car. The Travel Plan strategy should be designed to reduce the impact of traffic especially for the journey to and from work. It may form part of a wider company transport plan that can include a range of issues including commuting, business travel, fleet management and other commercial activities. Further advice is available in PPG13: Transport (2001), *Using the planning process to secure travel Plans: Best practice guide* ODPM and DfT, 2002, and from the County Council’s Principal Travel Plan Co-ordinator on 01823 355598 Clamberton@somerset.gov.uk.

- Treatment of foul sewage assessment

This should include a description of the type, quantities and means of disposal of any trade waste or effluent.

- Tree survey/arboricultural statement

Existing landscaping and trees should be taken into account at the outset of development. Where such features are present on a site, a survey will be required which identifies the species, spread, roots, position of trees, height and spread of existing and proposed trees, and, existing and proposed service provision or alterations that may affect trees and other features.

The location of any trees within adjacent properties that may be affected by the application should also be shown.

A statement should be submitted indicating how the presence of the trees has been incorporated into the design, and what measures are to be adopted during construction works to protect those trees shown to be retained on the submitted drawings will also be necessary. Further guidance is also provided in BS5837: 2005 ‘a guide for trees in relation to construction’.

- Utilities Statement

This should include how an application connects to existing utility infrastructure systems.

- Ventilation/extraction

For example; for hot food take-a-ways, restaurant uses and launderettes etc. This will include a written specification and elevations of the proposed ventilation and extraction system.

Wildlife habitat survey

A wildlife habitat survey will be required where a site is known or suspected to have wildlife interest. Where this occurs a survey of habitats of the site will be required at a time of year that allows the main features of the wildlife interest to be identified. The survey should be carried out using standard Phase 1 type methodology (handbook for phase 1 habitat survey, Nature Conservancy Council, 1990) to determine the presence of Biodiversity Action Plan (both UK and Somerset) habitats and species. In particular sites should be assessed for badgers, bats, reptiles and amphibians, and breeding birds. Should habitats or species of significance or special importance be identified from the survey, further ecological assessment will be required to determine the impact of development on the wildlife feature of interest and propose mitigation to minimise the impact. This will include proposals for long-term 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 PPS9 and its accompanying Good Practice Guide. Further advice is available from the Council's Ecologist in the Conservation Section.

General notes

The scale must be shown on each plan and drawing. We are only able to accept plans that are drawn to a conventional stated scale. It must be possible for anyone to take measurements directly from the plans using a scale ruler (whether or not dimensions are stated). Drawings that state "Not to Scale" and "Do not scale" will not be accepted.

Applications are open to public inspection and plans should clearly show the proposed works so they can be easily understood.

It is important that plans are accurate so that Officers and Members of the Council and the public are not misled.

Consideration of applications is likely to be delayed if requests for clarification have to be made.

It is also helpful to include in a covering letter, details of the background of the site, the submitted proposal, and key considerations.

If you need assistance in submitting an application or on planning matters please contact the Planning Department:

The Planning Department
South Somerset District Council
Brympton Way
Yeovil
Somerset
BA20 2HT

Tel: 01935 462462
Fax: 01935 462299
Email: planningadmin@southsomerset.gov.uk
Website: www.southsomerset.gov.uk

Below are details of the information that will need to be supplied to enable South Somerset District Council to validate your application, If you have any queries regarding the required information please do contact the Planning Department.

Householder application for planning permission for works or extension to a dwelling

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995

- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENT - may include some or all of the following:

- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Noise impact assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements
- Photographs/photomontages
- Planning Statement
- Tree survey/Arboricultural implications

Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Noise impact assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

Householder Application for planning permission for works or extension to a dwelling and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Noise impact assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

Application for planning permission

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity survey and report
- Conservation Area appraisal
- Daylight/sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment

- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management plan (including relevant refuse disposal details)

Application for outline planning permission with some matters reserved

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
 - Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
 - Design and access statement, if required
 - The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Daylight/sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment

- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Protected species survey and report
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for outline planning permission with all matters reserved

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
 - Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
 - Design and access statement, if required
 - The appropriate fee
 - In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Daylight/sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Protected species survey and report
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for planning permission and Conservation Area consent for demolition

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity Survey and Report
- Conservation Area appraisal
- Daylight/Sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement

- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for planning permission and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for planning permission and Advertisement consent

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (5 copies to be supplied unless the application is submitted electronically)

- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment

- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs and photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Conservation Area appraisal

- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

Listed Building consent for alterations, extension or demolition of a listed building

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and access statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)

- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

Application for Advertisement consent

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Lighting assessment (where illuminated advertisements are proposed)
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs and photomontages
- Planning Statement

Listed Building consent for alteration, extension or demolition of a listed building and advertisement consent

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least

- two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
 - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
 - Design and access statement
 - In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Lighting assessment (where illuminated advertisements are proposed)
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (5 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Existing elevations (e.g. at a scale of 1:50 or 1:100)
- Existing floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Photographs/Photomontages
- Planning Statement

Application for a Lawful Development Certificate for a proposed use or development

NATIONAL REQUIREMENTS

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (5 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning Statement

Application for prior notification of proposed agricultural development – proposed building

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Photographs/photomontages
- Planning Statement

Application for prior notification of proposed agricultural development

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Planning statement

Useful supporting information – application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Planning statement

Useful supporting information – application for prior notification of proposed agricultural development

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Planning statement

Useful supporting information – application for prior notification of proposed development in respect of permitted development by electronic communications code operators

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A plan indicating the proposed location
- The appropriate fee
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

LOCAL REQUIREMENTS - may include some or all of the following:

- Acoustic report where relevant
- Any other relevant additional information
- Area of search
- Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area
- Explanation if no alternatives considered
- Map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- Planning Statement
- Signed declaration that the equipment and installation fully complies with the ICNIRP requirements
- Statement of community involvement
- Supplementary
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna

- Technical justification — details about the purpose of the site and why the particular development is required
- Visual impact assessment where relevant

Application for Hedgerow Removal Notice

NATIONAL REQUIREMENTS

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting

LOCAL REQUIREMENTS - may include some or all of the following:

- Arboricultural implications
- Ecological survey

Application for prior notification – proposed demolition

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Photographs/photomontages
- Planning Statement
- Structural survey
- Tree survey/Arboricultural implications

Application for Approval of Reserved Matters following outline approval

NATIONAL REQUIREMENTS

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access statement
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

NATIONAL REQUIREMENTS

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee

LOCAL REQUIREMENTS - may include some or all of the following:

- Plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Affordable housing statement
- Air quality
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access statement
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement

- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Transport assessment
- (Draft) travel plan
- Tree survey/arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Useful supporting information – application for approval of details reserved by condition

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (5 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (5 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (5 copies to be supplied unless the application is submitted electronically)

LOCAL REQUIREMENTS - may include some or all of the following:

- Photographs/photomontages
- Planning Statement

Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA)

Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons. In particular, you should provide:
- report by a tree professional (eg arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s)
- report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered;
- plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs.

- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

**SOMERSET COUNTY COUNCIL
PLANNING CONTROL
REGULATION GROUP**



**APPLYING FOR PLANNING PERMISSION:
THE VALIDATION OF PLANNING APPLICATIONS FOR
WASTE AND COUNTY COUNCIL DEVELOPMENTS
(CONTAINING THE DRAFT LOCAL LIST OF
REQUIREMENTS)**

**CONSULTATION DRAFT
February 2008**

APPLYING FOR PLANNING PERMISSION TO SOMERSET COUNTY COUNCIL

Somerset County Council is committed to providing a professional and efficient Planning Control service. To provide a quality service it is essential that we receive quality applications, and this document is part of a suite of documents that will help all potential applicants to prepare their submissions to ensure that they can be dealt with promptly, and to make sure applications contain all the information that we require to efficiently process the application.

Pre-Application Advice

In order to assist applicants/agents as much as possible before they submit their applications, the County Council has a protocol in place to offer you pre-application advice. Seeking advice from a Planning Officer can help you submit a quality application and in the knowledge that you have received an informal professional view. To help understand how we can help you prepare your planning application please read the **Pre-Application Advice Protocol** before making contact with the Team.

A new Standard, Mandatory Planning Application Form (1APP)

As part of the drive to provide a quicker, more predictable and efficient planning service, on the 6th April 2008 the Government intends to introduce a new, mandatory, standard application form (known as 1APP) for all applications for planning permission made under the Town and Country Planning system apart from Minerals applications. To support the use of this standard application form the Government is introducing new information requirements (known as Planning Application Requirements, PAR) for the validation of planning applications by local planning authorities. *Validation means what is required to enable the County Council to register and therefore process your application.*

You will be required to use the 1APP form whether you are submitting applications on paper or electronically. If you are submitting electronic documents/plans only single copies will be required, and if you intend to submit a supporting document on paper you will need to provide 6 copies.

Somerset County Council has the technology in place to allow you to submit your planning applications electronically, including minerals applications. For more information contact Planning Control, or visit our website at www.somerset.gov.uk/somerset/ete/planning/. Alternatively information is available on www.planningportal.co.uk.

The Purpose of this Document

The purpose of providing guidance on the validation of planning applications is to:-

- help planning applicants to understand the type and extent of information that will be required of them;
- provide greater certainty;

- enable the County Council to have all the information it needs in order to determine the application, draft the planning permission and word any planning conditions required;
- minimise the risk that the County Council will have to go back to an applicant for more information and thus help us determine your application more efficiently;
- ensure more consistency when we register and validate applications, recognising the need for variation depending on the nature of your proposal.

The following guidance is provided in accordance with the Department for Communities and Local Government document produced in December 2007 called "*The Validation of Planning Applications: Guidance for Local Planning Authorities*".

Following public consultation, Somerset County Council will adopt the validation checklist and supplementary guidance.

This document provides lists the minimum requirements (which are set nationally and are statutory, known as the "**National List**") for all applications, and a list of additional information requirements (the "**Local List**") which may be required depending on the type of application you are submitting. **Your views are sought on the Local List proposed.**

In order to assist you as much as possible there are notes included which explain what we expect you to submit in each case. Applicants should note that in some cases additional information not contained within these lists may be required; however, the absence of such information will not impair the registration of the process and will be sought post-validation.

WE ALWAYS ADVISE YOU TO SEEK PRE-APPLICATION ADVICE AND CONSULT THE GUIDANCE BELOW IN ORDER TO MAKE SURE YOUR APPLICATION IS CORRECT.

Invalid Applications

The County Council can decline to determine any invalid application. However, we have adopted a practice that provides applicants the opportunity to rectify their application. In addition to there being a delay if we receive an invalid application, if the initial check upon receipt suggests that an application is acceptable but is subsequently found to be substandard we can de-register the application in order to make sure it is corrected.

If the County Council declares an application invalid, it will normally set out its reasons in writing to the applicant as soon as possible. Applications which have been declared invalid will be returned if all the required information has not been provided within 28 days of the applicant being informed that the application is invalid.

Validation Checklists

When submitting your application you are required to print, complete and attach the relevant checklist as part of the documents to be provided to the County Council (if you are submitting an electronic application you will need to a Word document¹ containing the checklist as part of your submission). The checklists will assist us to make sure we have received all the relevant documents referred to and can speed up the processing of the application.

What type of applications do these requirements cover?

Application Category	Types of Applications
<u>Waste</u>	Applications such as Sewage or Waste Treatment Works; Kiosks; Waste Transfer Stations; Recycling Centres; Lawful Development Certificates (for existing or proposed uses); waste disposal; landfill.
<u>County Developments</u>	Works to Local Authority premises (such as temporary units, new build, or extensions to existing premises on educational or social services sites); highway-related work (such as new roads, cycle routes or bridges); development on county farms.

¹ Cut and Paste the national and local checklist into a new Word document, save as a separate document titled "National Checklist" or "Local Checklist" and submit as a supporting document as part of your application.

Waste Developments

[\(↑ to application types\)](#)

Types of development are:-

- Outline planning permission
- Reserved Matters (following, more detailed application linked to the grant of outline planning permission)
- Section 73 applications (removal or variation of condition)
- Sewage Treatment Works (new or extension to an existing site)
- Sewage treatment-related Kiosks
- Waste Treatment Works (new or extension to an existing site)
- Waste Transfer Stations (new or extension to an existing site)
- Waste processing for energy generation
- Waste Storage (new or extension to an existing site)
- Waste Recycling (new or extension to an existing site)
- Landfill sites (new or extension to an existing site)
- Lawful Development Certificates (for existing (CLEUD) or proposed (CLOPUD) waste-related uses)

THE NATIONAL LIST – WASTE DEVELOPMENTS

For waste developments you will always be required to submit:-

- [One original and five copies of the completed and signed application form](#)
- [One original and five copies of the Certificate of Ownership \(part of the 1APP form\)](#)
- [One original and five copies of the Article 7 \(Agricultural Holdings\) Certificate \(part of the 1APP form\)](#)
- [The Correct Fee](#)
- [One original and five copies of a Site Location Plan at a suitable metric scale](#)
- [One original and five copies of a Site/Block Plan](#)
- [One original and five copies of elevations and floor plans of any building or structure at a suitable metric scale](#) (if a new building or amendment/extension to an existing one is being proposed a [Section Drawing](#) will also be required)

**If you are submitting a Section 73 application you may not have to submit all the above – please contact Planning Control for more information.*

If submitting a [CLEUD or CLOPUD](#) (click for explanation) application, you will be required to submit the following:-

- [One original and five copies of Supporting Information](#)
- [One original and five copies of a Site Location Plan at a suitable metric scale](#)
- [The Correct Fee](#)

THE LOCAL LIST – WASTE DEVELOPMENTS

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
Additional copies of documents (depending on the nature of the application)	When the application is sufficiently significant or controversial that a large amount of interest may be generated.	Contact the Planning Control Team for advice
Air Quality Impact Assessment	When the site is within or adjoining an Air Quality Management Area	None – contact the Planning Control Team for advice as to whether the site falls within this category or to assess whether the proposal may have an adverse impact on air quality.
Biodiversity and geological conservation report	When there is a potential impact on designated sites, protected species or habitats	<ul style="list-style-type: none"> • Where Natural England has confirmed in writing that the development will not affect any statutory site. • And where SCC's ecologist or an appointed ecological advisor has confirmed in writing that the development will not affect a locally designated nature conservation or geological site or priority habitat. • And where SCC has stated in writing that a protected species survey is not required. • Or where evidence from a suitably qualified person is included to demonstrate that protected species are not present

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
<u>Design and Access Statement</u>	All applications where construction of buildings is to take place	Where the waste application does not relate to physical construction or is a renewal of an existing permission
<u>Draft Planning Obligations</u>	<ul style="list-style-type: none"> • Where a proposal that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, a statement with proposed Heads of Terms for an agreement may be submitted as part of the application. • Where Local Development Framework or Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application. 	Contact the Planning Control Team for advice
<u>Environmental Impact Assessment</u>	<ul style="list-style-type: none"> • Where the development is one which is prescribed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999. • Where the development is one which is prescribed in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999. 	<ul style="list-style-type: none"> • Where the proposal does not fall within the Regulations. • Where a screening opinion has been sought and it has been determined that no EIA is required.
<u>Environmental Statement</u>	<p>Details will be required for the following in the circumstances stated:-</p> <p>Groundwater - Where dewatering or abstraction is proposed. Where it is proposed to infill with any materials other than clean fill in former mineral workings.</p>	None

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
	<p>All applications for Waste Recycling (including Material Reclamation Facilities /Scrap yards/ Vehicle Dismantling), Waste Transfer Stations, Household Waste Recycling Centres, and Thermal Treatment.</p> <p>All applications at existing or proposed waste water treatment works.</p> <p>For all Composting Schemes and where the application site is within 250metres of a workplace or boundary of a dwelling, a bio-aerosol risk assessment will also be required.</p> <p>For all applications for Waste Incineration or applications for other energy from waste applications.</p> <p>For all Pollution Control-related applications.</p> <p>For all Hazardous Materials-related applications where it is proposed to store, process or dispose of hazardous substances.</p> <p>Restoration – for all land filling and land raising applications; reworking or reclamation of former landfill sites.</p>	

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
Flood Risk Assessment	<ul style="list-style-type: none"> • Development proposals, including change of use of 1 hectare or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zone 2 and 3. • Where development proposals may affect watercourses, flood defences or off-site flood mitigation. • Where the proposed development may be subject to other sources of flooding. • Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing. 	<p>Where the development has a footprint of less than 250metre squared and is within Zone 1. Also an FRA is not required due to the cumulative affect of development (Environment Agency standing advice may be used). For further information applicants should contact the Environment Agency.</p>
Foul Sewage and Utilities Statement	<ul style="list-style-type: none"> • If the proposed development results in any changes or replacement to an existing system, or the creation of a new system. • Where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply. 	<p>None</p>
Heritage Statement	<ul style="list-style-type: none"> • For all major applications. • Applications within a Conservation Area. • Where a proposal is likely to affect or impact on a nationally designated site including Scheduled Ancient Monument; Registered Historic Park or Garden; Listed Building or its setting. • Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected, 	<ul style="list-style-type: none"> • Where the County Council's archaeologist has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site. • Or where, in the case of a proposal that English Heritage would be a Statutory Consultee, English

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
	<p>as may be specified in pre-application advice.</p> <ul style="list-style-type: none"> • Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre-application advice. • Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice. • Where a hedge is to be removed or moved or would be affected by the proposal. • Where a proposal involves substantial demolition of an existing building. 	<p>Heritage has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site.</p>
<p><u>Land Contamination Assessment</u></p>	<p>Where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.</p>	<p>None</p>
<p><u>Landfill Applications</u></p>	<p>For all Landfill or land raising proposals; reworking or reclamation of former landfill sites.</p>	<p>None</p>
<p><u>Landscaping Scheme</u></p>	<p>Where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types.</p>	<p>None</p>
<p><u>Lighting Scheme (including light pollution assessment)</u></p>	<p>Where proposals involve the provision of external lighting, or where it will be necessary due to the nature of the development, and where it may have an impact upon the locality. Examples include publicly accessible developments, in the vicinity of residential</p>	<p>Where no external lighting is proposed as part of the scheme</p>

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
	property, a Listed Building or a Conservation Area, or open countryside.	
<u>Noise Impact Assessment</u>	<p>All land-filling and land raising applications; reworking or reclamation of former landfill sites; recycling of inert waste; where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest no the nearest noise sensitive property.</p> <p>Further advice should be sought from the Planning Control Team on whether this will be required for your development.</p>	None
<u>Open Space Assessment</u>	Where the site is within or adjoining an area of designated or proposed open space.	None
<u>Photographs and/or Photomontages</u>	All applications (apart from Section 73 applications – please seek advice from Planning Control Team) should include some photographs or photomontages to enable assessment of the characteristics of the site and its setting.	None
<u>Section Drawing</u>	In all cases where a proposal involves any change in ground levels.	None
<u>Site Waste Management Plan</u>	<ul style="list-style-type: none"> • Where excavations are proposed as part of or as a consequence of the development and will be transported off site. • Where demolition/removal of existing permanent or temporary buildings is proposed and will be transported from the site. 	None
<u>Statement of Community</u>	Where the application requires the applicant to conduct consultation with the wider community before	Where the requirements of the Statement of Community Involvement

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
<u>Involvement</u>	submitting an application, as set out in the County Council's Statement of Community Involvement.	do not apply.
<u>Supporting Planning Statement</u>	All waste-related applications should include a supporting document to help justify the proposal in planning terms.	None
<u>Transport Assessment (which includes Parking provision)</u>	All Waste related applications (including Material Reclamation Facilities /Scrap yards/ Vehicle Dismantling), Waste Transfer Stations, Household Waste Recycling Centres, and Thermal Treatment.	None
<u>Travel Plan</u>	All applications that have the potential for significant traffic and travel-related implications (refer to the thresholds in the Department for Transport Travel Plan Guidance).	Where the perceived impacts are not sufficiently significant; contact the Planning Control Team for Advice
<u>Tree survey/Arboricultural Statement</u>	Where there are trees within, on the boundary or in close proximity that could be affected by the proposed development.	None
<u>Ventilation/Extraction Statement</u>	Where the proposal could have adverse impacts upon the locality in terms of odour.	None

Links to the Validation Checklists

[Checklist 1 – The National List](#)

[Checklist 2 – The Local List](#)

Please contact the Planning Control Team to ensure that you are fully aware of what needs to be submitted with your application.

[**↑Back to application types**](#)

County Council Developments

[\(↑ to application types\)](#)

Types of development are:-

- Outline applications
- Temporary or relocatable buildings (new applications, renewing temporary permissions, or retention)
- Extension or alteration to existing building(s)
- New buildings
- Fencing or other boundary treatment
- New equipment (such as solar panels, wind turbines, play equipment, and sometimes lighting)
- New access (pedestrian or vehicle including cyclists)
- Car parking (new or extension)
- Change of use of buildings or land
- New Highway provision (new road, cycle route, footpath, bridge)
- County farm-related work (new buildings, fences, equipment, change of use)

THE NATIONAL LIST – COUNTY COUNCIL DEVELOPMENTS

For waste developments you will always be required to submit:-

- [One original and five copies of the completed and signed application form](#)
- [One original and five copies of the Certificate of Ownership \(part of the 1APP form\)](#)
- [One original and five copies of the Article 7 \(Agricultural Holdings\) Certificate \(part of the 1APP form\)](#)
- [The Correct Fee](#)
- [One original and five copies of a Site Location Plan at a suitable metric scale](#)
- [One original and five copies of a Site/Block Plan](#)
- [One original and five copies of elevations and floor plans of any building or structure at a suitable metric scale](#) (if a new building or amendment/extension to an existing one is being proposed a [Section Drawing](#) will also be required)

**If you are submitting a Section 73 application you may not have to submit all the above – please contact Planning Control for more information.*

If submitting a [CLEUD or CLOPUD](#) (click for explanation) application, you will be required to submit the following:-

- [One original and five copies of Supporting Information](#)
- [One original and five copies of a Site Location Plan at a suitable metric scale](#)
- [The Correct Fee](#)

Links to the Validation Checklists

[Checklist 1 – The National List](#)

[Checklist 2 – The Local List](#)

Please contact the Planning Control Team to ensure that you are fully aware of what needs to be submitted with your application.

[↑Back to application types](#)

THE LOCAL LIST – COUNTY COUNCIL DEVELOPMENTS

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
Additional copies of documents (depending on the nature of the application)	When the application is sufficiently significant or controversial that a large amount of interest may be generated.	Contact the Planning Control Team for advice
Air Quality Impact Assessment	When the site is within or adjoining an Air Quality Management Area	None – contact the Planning Control Team for advice as to whether the site falls within this category or to assess whether the proposal may have an adverse impact on air quality.
Biodiversity and geological conservation report	<ul style="list-style-type: none"> When there is a potential impact on designated sites, protected species or habitats or where a biodiversity survey is required. 	<ul style="list-style-type: none"> Where Natural England has confirmed in writing that the development will not affect any statutory site. And where SCC's ecologist or an appointed ecological advisor has confirmed in writing that the development will not affect a locally designated nature conservation or geological site or priority habitat. And where SCC has stated in writing that a protected species survey is not required. Or where evidence from a suitably qualified person is included to demonstrate that protected species are not present.

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
<u>Design and Access Statement</u>	All applications where construction of buildings is to take place	Where the waste application does not relate to physical construction or is a renewal of a permission
<u>Draft Planning Obligations</u>	<ul style="list-style-type: none"> • Where an unacceptable proposal in planning terms may be made acceptable through the use of planning obligations a statement of proposed Heads of Terms might be submitted as part of the application. • Where Local Development Framework or Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application. 	Contact the Planning Control Team for advice
<u>Environmental Impact Assessment</u>	<ul style="list-style-type: none"> • Where the proposal is prescribed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999. • Where the development is one which is prescribed in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 	<ul style="list-style-type: none"> • Where the proposal does not fall within the Regulations. • Where a screening opinion has been sought and it has been determined that no EIA is required.
<u>Environmental Statement</u>	Please refer to the guidance provided. A notable trigger for this requirement is when the site for development is on potentially unstable land or is involved. See the guidance provided.	None

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
Flood Risk Assessment	<ul style="list-style-type: none"> • Development proposals including change of use of 1 hectare or greater in Flood Zone 1 and all proposals including change of use for Development located in Flood Zone 2 and 3. • Where development proposals may affect watercourses or flood defences. • Where the proposed development may be subject to other sources of flooding • Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems. 	<p>Where the development has a footprint of less than 250metre squared and is within Zone 1. Also an FRA is not required due to the cumulative affect of development (Environment Agency standing advice may be used). For further information applicants should contact the Environment Agency.</p>
Foul Sewage and Utilities Statement	<ul style="list-style-type: none"> • If the proposed development results in any changes or replacement to an existing system, or the creation of a new system. • Where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply. 	<p>None</p>
Heritage Statement	<ul style="list-style-type: none"> • For all major applications. • Applications within a Conservation Area. • Where a proposal is likely to affect or impact on a nationally designated site including Scheduled Ancient Monument; Registered Historic Park or Garden; Listed Building or its setting. • Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected, as may be specified in pre-application 	<ul style="list-style-type: none"> • Where the County Council, or an approved archaeologist, has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site. • Or where, in the case of a proposal that English Heritage would be a Statutory Consultee, English Heritage has confirmed in writing





Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
	<p>advice.</p> <ul style="list-style-type: none"> • Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre-application advice. • Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice. • Where a hedge is to be removed or moved or would be affected by the proposal. • Where a proposal involves substantial demolition of an existing building. 	<p>that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site.</p>
<p><u>Land Contamination Assessment</u></p>	<p>Where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.</p>	<p>Development within the boundary of the site of an existing school where previous applications and/or site history have shown that there is no reason to suspect contamination of the school site.</p>
<p><u>Landscaping Scheme</u></p>	<p>Where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is to expected for most application types.</p>	<p>None</p>
<p><u>Lighting Scheme (including light pollution assessment)</u></p>	<p>Where proposals involve the provision of external lighting, or where it will be necessary due to the nature of the development, and where it may have an impact upon the locality in particular on nearby residences. Examples include publicly accessible developments, in the vicinity of residential property,</p>	<p>Where no external lighting is proposed as part of the scheme</p>

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
	a Listed Building or a Conservation Area, or open countryside.	
<u>Noise Impact Assessment</u>	<p>All applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property.</p> <p>Further advice should be sought from the Planning Control Team on whether this will be required for your development.</p>	None
<u>Open Space Assessment</u>	Where the site is within or adjoining an area of designated or proposed open space.	None
<u>Photographs and/or Photomontages</u>	All applications (apart from Section 73 applications – please seek advice from Planning Control Team) should include some photographs or photomontages to enable assessment of the characteristics of the site and its setting.	Where the application does not require any form of visual aid to considering its impact – please contact Planning Control for advice.
<u>Section Drawing</u>	In all cases where a proposal involves any change in ground levels.	None
<u>Site Waste Management Plan</u>	<ul style="list-style-type: none"> • Where excavations are proposed as part of or as a consequence of the development and will be transported off site. • Where demolition/removal of existing permanent or temporary buildings is proposed. 	None
<u>Statement of Community Involvement</u>	Where the application requires the applicant to conduct consultation with the wider community before submitting an application, as set out in the County Council's Statement of Community Involvement.	Where the requirements of the Statement of Community Involvement do not apply.

Information required (click on the title to get information about this requirement)	When Required?	Possible Exceptions
<u>Supporting Planning Statement</u>	All applications should include this supporting document.	None
<u>Transport Assessment (which includes Parking provision)</u>	All applications where there is likely to be a significant impact upon the existing transport, and with the need to provide suitable parking.	Where there will be no significant increase in either the level of transportation involved with the development, or that parking provision is not an issue.
<u>Travel Plan</u>	<ul style="list-style-type: none"> • All applications that have the potential for significant traffic and travel-related implications (refer to the thresholds in the Department for Transport Travel Plan Guidance). • Given their capacity to generate significant travel requirements, all educational establishments including schools, colleges, out-door centres, children's centres and nurseries where an increase in numbers will result due to the development proposed. 	Where the perceived impacts are not sufficiently significant; contact the Planning Control Team for Advice.
<u>Tree survey/Arboricultural Statement</u>	Where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.	None

VALIDATION OF PLANNING APPLICATIONS

GUIDANCE ON WHAT INFORMATION IS REQUIRED

Key:  **WNL** – Waste applications National List
 **WLL** – Waste applications Local List
 **CNL** – County applications National List
 **CLL** – County applications National List

To return to the guidance specific to your type of application please click on the relevant icon these icons alongside each requirement below.

Completed Application Forms



One original and five copies of application forms and all plans listed under part one above will be required for a valid application. Additional copies may be requested if needed for consultation purposes, and the Council's officers will endeavour to indicate any such requirements at pre-application stage. If you are submitting your application electronically you only need to submit the single form. Please make sure you complete all the relevant sections; if you are unsure please contact Planning Control for guidance. **Make sure that all copies are signed.** It is acceptable for you to complete one set and photocopy it.

You are encouraged to submit your application in electronic format. Please see the Council's web site at www.somerset.gov.uk/somerset/ete/planning/

Certificate of Ownership



We cannot entertain an application for planning permission unless the relevant certificate(s) concerning the ownership of the site have been completed. All applications (except for approval of reserved matters, discharge or variation of conditions) must include the appropriate certificate of ownership. If submitting electronically you will note that this Certificate is part of the form. An ownership certificate must be completed stating the ownership of the property. There are four options namely Certificates A, B, C and D. Certificate A (the applicant/agent is the owner of the land) and Certificate B (the applicant/agent has informed the owner of the land) are the most commonly used.

Part 1 Notice - A Part 1 Notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate.

For all purposes above an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Agricultural Holdings Certificate



This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is required for all applications apart from if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement. If submitting electronically you will note that this Certificate is part of the form.

The Correct Fee

[↑CNL](#)

[↑WNL](#)

A fee is required for the majority of planning applications; please see for the details of what the relevant fee for your development is on our website:-

http://www.somerset.gov.uk/media/8D1/AD/Guide_to_Planning_Fees05.pdf

Location Plan

[↑CNL](#)

[↑WNL](#)

All applications must include one original and five copies of a location plan based on an up-to-date map (preferably from an Ordnance Survey base) at a metric scale of 1:1250 or 1:2500. In exceptional circumstances plans of other larger scales can also be acceptable (for example if there are very large sites, such as quarries or landfill sites). Plans should show at least two named roads and any surrounding buildings. Any other public rights of way affected (if known) should also be shown. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A **blue line** must be drawn around any other land owned by the applicant, close to or adjoining the application site.

In the case of Certificate of Lawfulness applications (CLEUD or CLOPUD), the plan will need to clearly differentiate between uses if two or more are being applied for.

Site Plan (sometimes known as Block Plan)

[↑CNL](#)

[↑WNL](#)

One original and five copies of the existing and proposed site plan should be submitted. This should be drawn at a scale of at 1:200 or 1:500 (for larger sites it may be permissible for a 1:1000 scale) and should accurately show:

- a) The direction of North;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) Areas for parking and access to serve the site itself;

- e) The species, position and spread of all trees within 12 metres of any proposed buildings or operations;
- f) The extent and type of any hard surfacing;
- g) Boundary treatment including walls or fencing where this proposed.

Plans and Elevations

[↑CNL](#)

[↑WNL](#)

One original and five copies of all existing and proposed floor plan and elevation drawings should be submitted. These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. The plans should show the relationship the proposal and any buildings nearby, including the position of any openings. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. A roof plan, which shows the shape of the roof, its material, vents and other relevant details, will also be submitted.

Plans will be checked for consistency; any significant discrepancies will result in the application being invalid. Any plans marked with a disclaimer (such as “do not scale” or “not to scale”) will result in the application not being valid.

Section/Levels Drawing

[↑CNL](#)

[↑WNL](#)

Plans drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s) should be submitted. In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. These plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. The drawings may take the form of contours, spot levels or cross or long sections as appropriate to the type of development proposed.

Development on sloping sites must be carefully considered and as such the respective levels are very important as part of a submission.

CLEUD or CLOPUD: Supporting Information

[↑CNL](#)

[↑WNL](#)

These are certificates of lawfulness for either a proposed use or operation/development or an existing use or operation/development. This type of application can also be one where condition(s) on a planning consent have not been complied with and you are

wishing to regularise the situation. The burden of proof is firmly with the applicant, and therefore sufficient and precise information should be provided.

We will need information specifying the land in question, describing the use, operations or other matter in question and stating under which paragraph of either section 191(1) or 192(1) of the Town and Country Planning Act 1990 the application is being made. (You can access the Town and Country Planning Act 1990 at:- http://www.opsi.gov.uk/ACTS/acts1990/Ukpga_19900008_en_1.htm)

You will need to provide evidence to support your application so that, in the balance of probabilities, your application can be proven. It is important that you collate as much evidence as possible to support your application, and copies of any documents, affidavits etc. can be useful in such cases. You will need to tell us about the use of the land at the time of the application (or, when the land is not in use at the date, the purpose for which it was last used).

You will need to provide a statement on your interest in the land, the name and address of any other person known to you to have an interest in the land and whether you have notified any such person.

If your application relates to a certificate of lawfulness of an existing operation or use, you will need to tell us the date on which the use, operations or other matter in question began or, in the case of operations carried out without planning permission, the date on which operations were substantially completed.

If your application is for a use, you will need to give reasons for why you believe the use as described in the application is lawful and should be granted a certificate.

In the case of applying where a development has taken place without complying with any condition or limitation, you will need to provide sufficient details/evidence to support your claim.

Design and Access Statement

[↑CLL](#)

[↑WLL](#)

Applicable to all building applications except an application for material change of use, engineering or mining operations. These statements will need to include details such as amount of development; layout; scale; landscaping; and appearance. The statement should also demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account.

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be

proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the GDPO and Department for Communities and Local Government Circular 01/06 – *Guidance on Changes to the Development Control System*.

Applicants may be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications concerning buildings accessible to the public. This is a notable requirement for County Council's own developments. Your attention is drawn to legislation to provide access for the disabled.

Further guidance on design statements is also available in publications by the Commission for Architecture and the Built Environment (CABE) on their website. For more advice please view:- <http://www.cabe.org.uk/default.aspx?contentitemid=1334>

Environmental Impact Assessment/ Environmental Statement

[↑CLL](#)

[↑WLL](#)

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No.293) require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects as stated in the Regulations) to enable the Authority to give proper consideration to the likely environmental effects of a proposed development. A “screening opinion” can be obtained from the Council as to whether the development proposed comprises development falling within the scope of the regulations. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. You are strongly advised to seek Planning Officer advice on this issue prior to making your application. You can view the Regulations at <http://www.opsi.gov.uk/si/si1999/19990293.htm>.

If the site is within an **aerodrome safeguarding zone** or **protection area**, this Statement should include details of how the proposal will not constitute a hazard to air traffic, with (if possible) mitigation measures proposed.

If the proposal is on or adjoining land which is known or suspected to be **unstable** or **potentially unstable** this Statement should include reference to this issue. This may include the effects of both natural and manmade underground cavities; unstable slopes; and ground compression. The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.

The assessment should include the physical capability of the land to be developed; possible adverse effects of instability on the development; possible adverse effects of the development on the stability of adjoining land; possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed. Further advice is contained within PPG 14 “Development on Unstable Land”.

Where **dewatering** is proposed, applicants are strongly advised to consult the Environment Agency at an early stage and to involve a qualified Hydrogeologist. Technical information, including the calculation of the extent and volumes of dewatering will be required in order for the Agency and the County Council to assess further investigations. This may include monitoring of the existing water regime for at least 12 months prior to submission of the application in order to ensure that surface and ground water can be safeguarded.

Applicants should indicate natural water table including its depth, source catchment areas and characteristics. The statement must show that third parties will not be affected by the dewatering. Where investigations show that dewatering will have an impact on public and private water supplies or water bodies or watercourses details of mitigating measures must be included in the application e.g. recharging reservoirs etc. Details of proposed methods of dewatering and proposed methods of water disposal must be given.

Applicants should include proposed measures to control potential Pollution to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

For **Waste recycling** proposals the maximum, annual capacity, type and quantities of waste and sources should be identified with sufficient detail for analysis. Details of any new buildings should be shown on the proposed plans, including floor plans and elevations, where existing buildings are to be retained these should also be shown. Details of type and colour of external materials to be used should be given. Where external stockpiles are proposed the height and construction of storage bays and maximum heights of stockpiles should be shown. Locations of skips should be shown. All proposed plant should be located on the site where its impact is minimised. Plant should be designed and coloured to blend with its surroundings and screened where appropriate.

For Household Waste Recycling Centres applications, details of the site layout should, include access arrangements and proposed vehicular movements within the site for householder traffic.

Where **Waste Water Treatment** is involved the Statement should reflect the following potential impacts (and show details on a layout plan at a suitable metric scale).

Proposed surface and above ground equipment/structures; Surfacing details; Means of enclosure; Contractors compound (if applicable); Screening; Landscaping proposals; for new or extended treatment facilities please submit the proposed maximum annual capacity of the plant (in litres); and any other proposed works such as kiosks.

For **Composting proposals** the statement should include details of the layout of site on a proposed Plan (including surfacing/drainage details and control of surface run-off); the

type and quantities of waste and identified sources of waste; details of plant/equipment to be installed or used on site (e.g. shredders, mulchers etc); details of site management procedures for in-vessel or for open windrow composting (including details of monitoring incoming wastes/storage/pretreatment/method of turning/controls over odours/uses for composted material).

For proposals involving **Waste Incineration** the statement should show that the scale of the proposal will not compromise waste recovery operations higher in the waste hierarchy (i.e. recycling and composting).

For proposals involving **Pollution Control** the statement should detail the proposed methods for controlling and suppressing dust and other potential pollutants arising from activities at the site. This will include spread of mud/waste onto public highway; odours from the waste and any landfill gas; surface & ground water pollution and drainage/flood control; spillage/seepage of fuel oils during delivery/storage and handling; birds/flies/vermin/litter (where applicable). The statement may also include details of airborne particles which may be detrimental to public health. Given the nature of these issues you are advised to contact the Environment Agency for advice when preparing your application.

The Environment Agency should be contacted if your application involves **hazardous materials/substances**, or if you are unsure whether the materials in your proposal are hazardous.

Restoration is an important issue for the County Council to take into account when determining an application's impacts, and for applicants to demonstrate that they have considered the future of the site. Applications involving waste disposal will need to include details of how it is proposed to restore the site to a condition that will allow a specific after-use to occur. Restoration proposals should be designed to create a landscape that is in character with its surroundings. Consideration should be given to site layout, landscape structure, other uses and the principles of restoration. Site layout, slopes and materials should be designed at the time of the application to suit a specific after-use. Works should be phased, so that restoration and the establishment of planting are achieved during working. Details of proposed access arrangements should be provided together with confirmation of areas to be restored for agriculture, landscaping or other uses including details of planting.

Applicants are reminded that any after uses other than agriculture, forestry, nature conservation or amenity, will require a separate application. The Planning Control Team can provide advice on these matters.

Supporting Planning Statement

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Information will include how the proposed development accords with policies in the development plan, supplementary planning document(s), masterplans or development briefs. It should also include details of any consultations with LPA and wider community/statutory consultees undertaken prior to submission. Importantly, the need for

the development will be stated. A separate **Statement of Community Involvement** may also be appropriate for some developments (these are requirements set out in the adopted Statement of Community Involvement). Further guidance on Statements of Community Involvement is available in Chapter 7 of *Creating Local Development Frameworks: A Companion Guide to PPS12*, or by contacting the County Council's Strategic Planning Team.

Transport Assessment

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Where developments (during and after their construction) will have significant transport implications, Transport Assessments should be prepared. The coverage and detail of the Transport Assessment should reflect the scale of development and the extent of the transport implications of the proposal. For small schemes, the Transport Assessment should simply outline the transport aspects of the application. For major proposals, the assessment should illustrate accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. These assessments enable local planning authorities better to assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development. The Department for Transport and the Department for Communities and Local Government are in the process of preparing guidance on the preparation of Transport Assessments.

Draft Travel Plan

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A draft 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, and a strategy for implementation. For example, in terms of a school it could indicate that any new pupil levels generated by the new proposal will be brought on to the site either by public transport or by hired coaches. In terms of a minerals and waste application this will vary as the applicant will have to indicate the amount of traffic movements that will occur during operating hours. The draft should identify a plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy could also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Further advice is available in *Using the planning process to secure travel Plans: Best practice guide* at <http://www.dft.gov.uk/pgr/sustainable/travelplans/work/publications>.

Planning obligations – Draft Head(s) of Terms

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Planning obligations (or “section 106 agreements”) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or

“developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

This could include brief draft heads of terms for an agreement, or even a draft section 106 Agreement or unilateral undertaking. Applicants should clarify the County Council’s potential requirements in pre-application discussions and confirm any planning obligations that they might need to meet. Further advice is available in Circular 5/05: Planning Obligations, see <http://www.communities.gov.uk/index.asp?id=1500145>. The Department of Communities and Local Government site also includes a model Section 106 Agreement.

Flood Risk Assessment

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Planning applications for development proposals of 1ha or greater in Flood Zone 1 and all proposals for new development, which are located in Flood Zones 2 and 3, or other areas where the Environment Agency, Internal Drainage Boards and other bodies have indicated that there may be drainage problems, should be accompanied by a Flood Risk Assessment. This Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account. Maps of flood zones are available from the Environment Agency or by using their website <http://www.environmentagency.gov.uk>. In addition Planning Policy Guidance 25: ‘Development and Flood Risk’ provides comprehensive guidance for both Councils and applicants 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. This guidance can be found at <http://www.communities.gov.uk/index.asp?id=1144113>.

Landscaping Scheme

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The impact your proposal has on the locality is an important consideration for the County Council when determining planning applications. Applications are to be accompanied by landscaping details and include proposals for long term maintenance and landscape management. It will assist your proposal greatly if the Scheme is clear and specific, and makes reference to suitable methods of ameliorating any potential negative impacts. Landscaping schemes should include:

(a) proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse bins, lighting columns etc);

(b) 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/planting densities where appropriate;

(d) show existing vegetation to be retained together with measures for its protection during the course of construction. Applications for full planning permission (apart from change of use) should preferably be accompanied by a fully detailed scheme, as above;

there is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the design and access statement.

Tree survey/arboricultural statement

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The potential impact of your development on existing trees both on the site or adjacent to it needs to be taken into account. Survey information should be provided using BS5837:2005 *A guide for trees in relation to construction*. A tree survey should be provided (see Part 4 of BS5837:2005), and it should include the positions of all trees of 75mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries; the canopy spread of such trees; all shrub masses and hedges; annotation of any trees/shrubs that are to be removed; and any other relevant features of the site such as banks, slopes, walls and fences and water features. Details of the trees should be recorded and the trees should be categorised in accordance with the tree categorisation method set out in BS 5837:2005. Constraints, implications of the development in terms of impact on trees/shrubs, tree protection plan and method statement should all be included. An up to date aerial photograph can be useful, and may even be acceptable on its own if the development has a very minor impact upon existing trees.

Heritage Statement

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The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

Where a listed building is affected a written statement that includes 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 the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

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

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

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice is provided in ***Planning Policy Guidance Note 15 Planning and the Historic Environment***, (September 1994). For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16: Archaeology and Planning*** (November 1990).

Biodiversity survey and geological conservation report

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Where Question 14 of the standard application form is answered “yes” a biodiversity report will be required unless the exceptions apply.

Somerset has a special and diverse landscape and habitats that require careful attention when development is proposed that could affect it. Applications should include the results of a survey indicating any existing significant biodiversity interests and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or other animals protected under their own legislation, for example the Protection of Badgers Act 1992. Where pre-application discussion has identified the necessity for survey information on protected species or other biodiversity or geological conservation interests, this should accompany the application. Where the development proposal will result in significant harm to biodiversity and/or geological conservation interests, evidence must be supplied as to why the development cannot reasonably be located on any alternative sites that would result in less or no harm. Where no such alternatives are available, full details of proposed mitigation/compensation measures should be given.

Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.

The Somerset Nature Officer's Group has produced a consultation draft (December 2007) titled "*Requirements for Information on Biodiversity and Geological Conservation to be submitted with applications for planning permission*", which includes criteria and indicative thresholds providing guidance on when a protected species survey is required. To obtain advice or a copy, please contact the Planning Control Team's Technical Advisor (Ecology), Tony Serjeant on afserjeant@somerset.gov.uk, telephone 01823 358143.

In addition to the Somerset Nature Officer's Group guidance, on dealing with the impacts of development on biodiversity and/or geological conservation is given in Planning Policy Statement No.9 and its accompanying Government Circular and Good Practice Guide, see <http://www.communities.gov.uk/index.asp?id=1143832>.

Applications for major development in the countryside that will affect areas designated at the national level in relation to landscape and scenic beauty will need supporting information to enable consideration of the issues set out in paragraphs 21-23 of PPS7 (see <http://www.communities.gov.uk/index.asp?id=1143823>).

Noise impact assessment

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Application proposals that raise issues of disturbance to the locality due to the noise they will generate, or are considered to be a noise sensitive development that need protection themselves, should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. The statement should normally include the existing ambient noise climate and a survey of both pedestrian and vehicular numbers in and around the premises; assessment of the existing and future noise climate due to the proposed development, indicating any increase in predicted noise levels; assessment of the existing and predicted number of events and their size and scale and finally details of management procedures to reduce the impact of the premises' operation on the locality, including noise from incoming and outgoing vehicles. Developments that may require sound insulation of a building to contain the noise generated within it need to be accompanied by these details. Proper sound insulation can assist to minimise the disturbance experienced by other properties in the area of a proposal.

Further guidance is provided in PPG 24: *Planning and Noise* (see <http://www.communities.gov.uk/index.asp?id=1144097>).

Air quality (including dust)

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All proposals that have the potential to have an adverse impact on air quality will require the submission of a scheme detailing how the application will limit its impact on the surrounding environment. This should include details on how heavy industry machines will reduce noise impacts on the surrounding environment. Any application that has the potential to generate increased dust should include a dust suppression scheme will need to indicate how the applicant will minimise the impact of dust on the surrounding area.

Where the development is proposed inside, or adjacent to, an air quality management area (AQMA), where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a LA's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Further advice is available in Planning Policy Statement No. 23: *Planning and Pollution Control* see <http://www.communities.gov.uk/index.asp?id=1143916>. This information may be provided as part of the Environmental Impact Assessment where applicable or through other validation requirements, for example through information provided on lorry movements.

Foul Sewage and Utilities Statement

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All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in ***DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.***

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate that :-

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;

(d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Details of any lighting scheme including a light pollution assessment

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Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. The intention is to allow for the County Council to assess the potential light spill and therefore the impact of the proposed development on the locality. *‘Lighting in the countryside: Towards good practice (1997)* is a valuable guide on this issue, and demonstrates what can be done to lessen the effects of external lighting. The advice is applicable in towns as well as the countryside.

Photographs and Photomontages

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These can provide useful background information and can help to show how large developments can be satisfactorily integrated within the landscape or street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building. To provide a context to a proposal photomontages can be useful for larger applications such as for mineral extraction or landfill-related proposals, including landscaping.

Site Waste Management Plan

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Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004 ‘Site Waste Management Plans: guidance for construction contractors and clients’. These do not require formal approval by planning authorities, but are encouraged to identify the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. (see <http://www.constructingexcellence.org.uk//resources/publications/view.jsp?id=2568>)

Land Contamination

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Applications may need to be accompanied by a land contamination assessment that should include an extended assessment of contamination in line with **Planning Policy Statement 23: Planning and Pollution Control** (November 2004, see <http://www.communities.gov.uk/index.asp?id=1143916>). Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly

vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Landfill applications



Applicants should provide sufficient information to enable the County Council to fulfil its requirements under the Landfill (England and Wales) Regulations 2002 (see <http://www.opsi.gov.uk/si/si2002/20021559.htm>). This information may be provided as part of the Environmental Impact Assessment. It is important that sufficient detail is provided in order to allow the County Council to properly assess the proposal. Proposals for landfill or reworking or reclamation of former sites should include the following:-

Details of the capacity of the site (i.e. the total amount of material that it is intended to deposit) and the rate at which infill will take place (in cubic metres/per week); the type of waste to be deposited and its source, expected levels of settlement and methods of compaction.

A **site plan** normally at a scale of 1:2,500 (although larger scale plans may be appropriate in some cases) showing:-

- the land to which the application relates, edged red. Please note that the access route between the site and the public highway, any landscaping works, amenity bunds and landfill gas monitoring boreholes etc. should be included within the red line and any gas monitoring boreholes falling outside the main site should also be shown;
- any other adjoining land under the applicant's control, edged in blue;
- any land within or adjoining the site which has been used for mineral working, waste disposal or associated development, including the position of working/tipping faces, areas restored etc and any planning permission references;
- the position of any existing buildings, underground services, overhead lines, roads, public rights of way on, or adjacent to the site;
- the position of walls, hedges and trees within the adjacent to the site;
- existing contours at appropriate levels within and normally for a distance of at least 250 metres outside the site to illustrate the relationship of the site to the surrounding topography;
- the position of any existing watercourse, culverts, drainage ditches or ponds within or bounding the site showing, where appropriate, the direction of flow;
- the positions of trial pits and boreholes.

Aerial photographs of the site and its surroundings are helpful but are not essential for inclusion with your submission.

Working Plan(s) should also be submitted. These should be at the same scale as the site plan and include the following information:

- Any areas to be filled shown diagonally hatched. Such boundaries should allow a
- sufficient safety margin to protect rights of way, railway lines, watercourses, services, buildings, trees etc which are to remain undisturbed;

- Proposals for the storage of topsoil, subsoil and overburden (other than screening bunds);
- Proposals for screening and landscaping the operations, including details of screening bunds (if temporary, include date of removal) and advance tree planting (include type, size, spacing and maintenance);
- The location of processing and other plant, stockpiles, buildings, offices, weighbridges, wheel cleaners etc. (Note: the maximum height of stockpiles should be indicated and detailed on drawings for plant and buildings – see below);
- Details of fencing and other security arrangements;
- The method, direction and phasing of working, and filling (Note: the estimated duration of each phase should be given);
- The position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply, means of drainage and the position of any water discharges going to existing watercourses;
- The position of landfill gas monitoring and control facilities, if relevant;
- Full details of the vehicular access route from the site to the public highway. The detailed design of the access junction with the public highway should be submitted on a separate on a separate plan at a scale of 1:100 or a similar appropriate scale. This should show the width of the road, its means of construction, the turning radii and sight lines;
- Details of proposed measures to divert, remove or avoid overhead lines and other services;
- Any public rights of way affected and any proposals to close or divert them.

Open Space assessment

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Proposals for development on existing open spaces can be contentious. For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application. Government planning policy is set out in ***Planning Policy Guidance note 17: Planning for open space, sport and recreation*** (July 2002.)

Statement of Community Involvement

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

Further guidance on Statements of Community Involvement is available in Chapter 7 of ***Creating Local Development Frameworks: A Companion Guide to PPS12*** (November 2004).

Ventilation/Extraction statement

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Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany applications which could potentially have certain adverse impacts upon the locality. For example, this could relate to some waste uses. This information (excluding odour abatement techniques unless specifically required) will be required for business or industrial developments where substantial ventilation or extraction equipment is proposed to be installed.

For further information on The Validation of Planning Applications please view the following Government document:-

The Validation of Planning Applications: Guidance for Local Planning Authorities (published December 2007)

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/582764>

SOMERSET COUNTY COUNCIL CONTACT DETAILS

Planning Control, Regulation Group, Somerset County Council, County Hall, Taunton, TA1 4DY. Telephone 01823 358254 or via Somerset Direct on 0845 345 9188.

Email: planning@somerset.gov.uk

Planning Control is part of the Regulation Group, which is within the Environmental Regeneration and Regulation Service of the Environment Directorate.

SOMERSET COUNTY COUNCIL VALIDATION CHECKLIST – THE NATIONAL LIST



This sheet is to be printed and submitted with your application.
The number of copies referred to relate to applications submitted on paper only. In these cases this sheet is to be printed and submitted with your application.

PRE-APPLICATION ADVICE

It is strongly advisable that you seek advice from a planning officer prior to submitting your application. Please tick if you have received any advice; please include copies of any correspondence, dates of any meetings/discussions, and name of Council Officer(s) with your application.

Your application **MUST** include the following:-

Requirement	Please tick if to be submitted
One Original and 5 copies of the completed planning application forms, signed and dated	<input type="checkbox"/>
One Original and 5 copies of the completed signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
One Original and 5 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated	<input type="checkbox"/>
The correct fee (if required)	<input type="checkbox"/>
One Original and 5 copies of a Site Location Plan at a suitable Metric scale (1:1250, 1:2500), showing the application site outlined in Red and the land owned by the applicant in Blue. The Plan should show at least two nearby highways, surrounding buildings and the direction of North.	<input type="checkbox"/>
One Original and 5 copies of an existing and proposed Site Plan (1:200, 1:500) showing proposed features such as landscaping, trees to be retained, etc.	<input type="checkbox"/>
FOR BUILDINGS/STRUCTURES	
One original and 5 copies of floor plans and elevations at a suitable Metric scale (1:50, 1:100)	<input type="checkbox"/>
Section Drawing at a suitable Metric Scale (1:50, 1:100), including showing finished surface and floor levels	<input type="checkbox"/>

FOR CERTIFICATES OF LAWFULNESS (CLEUD OR CLOPUD) APPLICATIONS

One original and five copies of the Supporting Information to accompany the application

One original and five copies of a Site Location Plan at a suitable metric scale (1:1250, 1:2500)

The Correct Fee

Contact Planning Control for advice on Section 73 applications.

**SOMERSET COUNTY COUNCIL
VALIDATION CHECKLIST – THE LOCAL LIST**



APPLICATION TYPE* – COUNTY COUNCIL / WASTE

**Delete as applicable*

This sheet is to be printed and submitted with your application.

Requirement	Please tick if to be submitted	Requirement	Please tick if to be submitted
Design and Access Statement	<input type="checkbox"/>	Biodiversity and geological conservation report	<input type="checkbox"/>
Section Drawing	<input type="checkbox"/>	Noise Impact Assessment	<input type="checkbox"/>
Environmental Impact Assessment/Environmental Statement	<input type="checkbox"/>	Ventilation/Extraction Statement	<input type="checkbox"/>
Supporting Planning Statement	<input type="checkbox"/>	Air Quality Impact Assessment	<input type="checkbox"/>
Transport Assessment (incl. parking provision details)	<input type="checkbox"/>	Photographs/Photomontages	<input type="checkbox"/>
Draft Travel Plan	<input type="checkbox"/>	Site Waste Management Plan	<input type="checkbox"/>
Draft Planning Obligations	<input type="checkbox"/>	Land Contamination Survey	<input type="checkbox"/>
Flood Risk Assessment	<input type="checkbox"/>	Foul Sewage and Utilities Statement	<input type="checkbox"/>
Listed Building or Conservation Area Appraisal	<input type="checkbox"/>	Statement of Community Involvement	<input type="checkbox"/>
Landscaping Scheme	<input type="checkbox"/>	Lighting Scheme	<input type="checkbox"/>
Tree Survey/Arboricultural Statement	<input type="checkbox"/>	Landfill applications details	<input type="checkbox"/>
Heritage Statement	<input type="checkbox"/>		
Open Space Assessment	<input type="checkbox"/>		

Contact Information

Planning Control

Planning Control, Somerset County Council, County Hall, Taunton, TA1 4DY.

Planning Control email address Planning@somerset.gov.uk

Planning Control telephone number 01823 358254

In addition to seeking pre-application advice applicants and agents can obtain some information, policies and guidance from the County and District Council websites, the addresses of which are as follows:-

Somerset County Council www.somerset.gov.uk

Mendip District Council www.mendip.gov.uk

Sedgemoor District Council www.sedgemoor.gov.uk

South Somerset District Council www.southsomerset.gov.uk

Taunton Deane District Council www.tauntondeane.gov.uk/

West Somerset District Council www.westsomersetonline.gov.uk

There are numerous websites available which give more information on the planning system, the following being the most notable:-

The Planning Portal <http://www.planningportal.gov.uk/>

**Planning Control, Regulation Group, Somerset County Council
February 2008**

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BEST VALUE

Unlike their county and district counterparts, town councils are free to choose their own performance indicators. These play an important part in the Best Value process, as they are the yardsticks by which the targets set are measured.

To make sure indicators chosen give a balanced view of performance, the Government has suggested using five dimensions of performance:

- Strategic Objectives
- Cost/Efficiency
- Service Delivery Outcomes
- Quality
- Fair Access

The Council has set corporate health performance indicators as well as setting additional ones for each service. The Policy, Resources and Finance Committee has adopted a list of corporate performance indicators compiled from the mandatory list that all principal councils must adopt. Achievements against targets set will be reported to that Committee next month.

Service related indicators are just as important. The Council has agreed that these are best chosen by the Service Committees - who are already responsible for monitoring and reviewing the services within their purview. Last year, all the Service Committees were asked to put forward a performance indicator for each of the major services/functions under their control.

As far as this Committee is concerned, the major services are planning and licensing. It is suggested that as far as possible, performance indicators should be chosen which measure activities/services within the control of the Council.

Planning

The Town Council is consulted by the District Council on all planning applications falling within the Town. The Committee meets on a regular basis to ensure a frequent turnaround. The speed at which the Town Council expresses its views helps the District Council to achieve its statutory obligation of determining a prescribed proportion of applications within eight weeks.

The Town Council currently considers virtually all applications within 5 working days of receiving details from the District Council. This is an excellent level of service and its continued achievement is a good measure of the Town Council's commitment to providing a speedy and effective service.

Last year, the Committee set itself a target of views on 95% of planning applications to be formally expressed by the Town Council within 5 working days of receipt.

The turnaround figure achieved during the year was 99%. This clearly demonstrates that the quality of the information being provided by the District Council; the administration of the applications by the Town Council and the decision-making process are working extremely effectively.

Licensing

The Town Council has a number of licensing activities delegated to it by the District Council. It has been agreed by the Committee that an effective performance indicator is the issue of hackney carriage/private hire vehicle licences, which is largely within the control of the Town Council.

Last year, the Committee set itself a target of 95% of hackney carriage/private hire vehicle licence applications to be processed within 3 working days of receipt. Many visitors and local residents rely on taxis and the administration of new applications and renewals plays a key part in taxi availability.

The turnaround achieved during the year was 100%. This clearly demonstrates that the Town Council is performing well in its operation of the licensing service.

It is **RECOMMENDED** that the Committee notes this year's achievements and sets similar targets for this year's performance.

(Alan Tawse, Town Clerk - 01935 382424)