



LOCAL REQUIREMENTS FOR PLANNING APPLICATIONS

The Government has changed the system for validating planning and related applications. The revised proposals will require all applications to provide a core and mandatory list of information known as the "National" Requirements and such further information as required by a "Local" Requirements list. National Requirements are set out on the planning application forms. The list below identifies the Local Requirements for different types of planning proposals. This list has been the subject of formal consultation and has been adopted by the District Council. Failure to supply the required information for relevant proposals will result in your application not being validated.

In order to make sure you have all the relevant information with your application, we would strongly advise that you discuss your proposal with us prior to submitting the application. Pre-application discussions will also help to identify and resolve any issues which may come up during the applications and consequently mean a decision can be secured more quickly.

For advice about pre-application discussions and what information is required for your proposal, please call us on 01636 655888 or visit our website at www.newark-sherwooddc.gov.uk.

This information must be submitted with your application and your application will not be validated if the relevant information is not submitted or is inadequate.

Design & access statement: The Department of the Communities and Local Government Circular 01/2006 requires most planning applications to have a Design and Access Statement. Exceptions to this are applications solely for engineering works, applications for change of use of land or buildings and applications for extensions/alterations to houses outside of Conservation Areas. Further advice on preparing a Design and Access Statement is available at the CABI website at www.cabi.org.uk.

Planning obligations: If your application is for residential development, the Council may seek provision for affordable housing, open space, play equipment, or other facilities, through a legal agreement. The Council will require the submission of a draft agreement as part of an application.

- **Affordable Housing**
Developments in Newark comprising 0.4ha or ten or more dwellings, or elsewhere in the District comprising 0.2ha or five or more dwellings will be expected to provide 30% on-site social/affordable housing, in accordance with the District Council's Interim Policy Note "Planning Provision for Affordable Housing" 2005.
- **Public Open Space**
Developments of 10 or more dwellings should provide a minimum of 20 square metres per family dwelling for children's play space. Developments of 60 or more dwellings will be required to provide on-site playground equipment. Developments exceeding 100 dwellings will need to make additional

contributions towards sport facilities. These provisions accord with Policies R4 and R5 of the Newark and Sherwood Local Plan, and the District Council's Supplementary Planning Guidance Note "Guide to the Provision of Open Space in connection with New Housing Development".

Viability Appraisal: Where an application seeks to demonstrate that normal planning obligation requirements would make a development unviable, then it must be accompanied by a viability appraisal detailing the costs of carrying out the development and the anticipated return on investment.

The viability statement should be in the form of a fully detailed land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions normally required by the Local Planning Authority.

Developers should take planning obligation requirements into account in negotiating realistic acquisition costs with site owners. Only costs that are proven to be unforeseeable at the time of site acquisition will normally be taken into account for the purpose of varying obligation requirements. There may, however, be exceptional circumstances where 'abnormal' costs associated with the development of a site, such as remediation, may need to be taken into account. As well as S106 requirements, known site costs and development constraints will include, demolition, site preparation, piling and raft foundations, infrastructure provision, highways works, servicing, flood mitigation measures, archaeological issues, site remediation and trees and natural features

Where appropriate, the Council will seek an independent assessment of such information.

Transport assessment: Proposals likely to generate significant levels of traffic or require significant works to the road network, will normally require a Traffic Impact Assessment alongside the application. You can contact them on 0844 980 8080. You should discuss specific requirements with the Highway Authority prior to submission. Development which may impact upon the strategic (trunk road and motorway system) will also need to be accompanied by an assessment, to the satisfaction of the Highways Agency. Further guidance on assessments can be found in 'Guidance on Transport Assessment', published by the Department for Transport (March 2007).

Travel plan: Major employment developments will require a Travel Plan which outlines the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice is available in "Using the Planning Process to secure Travel Plans: Best Practice Guide" available from Communities and Local Government website: www.communities.gov.uk

Retail assessment: Proposals for retail development may require a retail assessment to be undertaken in accordance with the advice contained in PPS 6: Planning for Town Centres. The Assessment should include the need for development, whether it is of appropriate scale, that there are no more central sites for development, that there are no unacceptable impacts on existing centres and that the location is accessible. Policy advice can be found in PPS6: "Planning for Town Centres" (March 2005) or go to their website: www.communities.gov.uk/planningandbuilding

Sustainability assessment: Required for all major developments, including housing sites of 10 or more dwellings or 0.5ha, and other developments where floorspace exceeds 1000 sqm or the site exceeds 1ha. The statement should address the impacts of the scheme in terms of the following categories; measures to minimise energy and water usage, reduction of CO₂ emissions, sustainable drainage, pollution, waste minimisation, use of materials, micro-renewables and transport. Residential schemes should be assessed against the Government's "Code for Sustainable Homes". Schemes should meet Code Level 3 or above. www.communities.gov.uk/planningandbuilding/buildingregulations/legislation/englandwales/codesustainable/ Commercial schemes should utilise the BREEAM (BRE Environmental Assessment Method), see www.breeam.org

Flood risk assessment: Proposals at risk of, (or likely to increase the risk of), flooding must be accompanied by a Flood Risk Assessment, in accordance with the criteria outlined in PPS25 "Development and Flood Risk". For more information as to the boundaries of the Indicative Flood-plain or the form of assessment required, you should contact The Environment Agency on 08708 506506 or go to their website: www.environmentagency.gov.uk

Tree & hedgerow survey: Where the application involves works that affect any trees or hedgerows within the application site, the species spread, roots and position of trees should be illustrated accurately on a plan. This must indicate any trees or hedgerows which are to be felled or affected by the proposed development. The location of any trees or hedgerows within adjacent properties that may be affected by the application should also be shown. A statement in relation to the measures to be adopted during construction works to protect those trees and hedgerows shown to be retained on the submitted drawings will also be necessary. A tree report by a suitably qualified person on the health of the trees and impact of the development should be submitted. Statements should accord fully with the requirements set out in BS5837 'Trees in relation to construction' - recommendations.

Protected species: Applications relating to barns and other buildings capable of supporting protected species must include a Protected Species Survey to show whether any protected species are present together with proposals for mitigation. Natural England has a list of approved consultees and also provide advice notes. You can contact them on 01476 584800.

Ecological assessment: Proposals likely to impact upon wildlife or habitat must include an Ecological Assessment, undertaken by a qualified practitioner. Natural England has a list of approved ecological consultants and can provide relevant advice. You can contact them on 01476 584800. The Ecological Assessment should identify natural features, habitats, flora and fauna and proposals for protection. Assessments may be required for sites not identified for their national importance (e.g. Sites of Special Scientific Interest - SSSIs), County importance (Sites of Importance for Nature Conservation - SINCs) or for their local importance (Nottinghamshire Biodiversity Action Plan Habitat). Particular consideration must be given to the presence of protected species such as badgers, bats, barn owls, great crested newts, reptiles and water voles. See also Protected Species Surveys, above.

Barn conversions: Applications must include a full structural survey, by a qualified practitioner. This should accurately detail the physical condition of existing buildings and the extent of demolition, re-building and repair required as part of any conversion works. Drawings must include scaled sections and coloured or hatched plans identifying building fabric to be demolished, rebuilt or repaired. Council policy seeks to limit conversion of barns to residential use in favour of business proposals. Applications for residential conversion must include a statement of justification, including evidence that the property has been actively marketed for commercial use at a realistic price. Proposals must also be accompanied by a Protected Species Survey, as above.

New agricultural dwellings: Applications must include an agricultural appraisal, by a qualified practitioner, presenting evidence of exceptional need in accordance with the criteria in Annex A of PPS7: "Sustainable Development in Rural Areas". A supplementary guidance booklet "Agricultural Workers Dwellings and Occupancy Conditions" is available from Planning Services.

Removal of agricultural occupancy condition: Applications must include a statement demonstrating that the occupancy condition is no longer valid. It should include evidence that the dwelling has been marketed at a realistic price. A supplementary guidance booklet "Agricultural Works Dwellings and Occupancy Conditions" is available from Planning Services.

Archaeological assessment: Proposals likely to impact upon archaeological remains or Sites of Historic Interest must include an evaluation by a qualified practitioner. This will identify the nature and extent of any remains, the implications of development and any mitigation measures, in accordance with the requirements of PPG16 "Archaeology". Advice on archaeological evaluation and the location of likely sites is available from the Nottinghamshire County Council Archaeologist on 0115 9772129.

Contamination survey: Where the development relates to previously developed land a survey of the site will be required to establish the degree of contamination and remedial measures which will be required.

Stages of survey required for planning applications with possible land contamination:

- Site Investigation.
- Desk Top Study.
- Detailed Investigation.
- Remediation Strategy/Validation Report.

Ventilation/extraction statement: Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises). This information will also be required for other developments where substantial ventilation or extraction equipment is proposed to be installed.

Lighting assessment: 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, must 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. 'Lighting in the countryside: Towards good practice' (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside. www.communities.gov.uk/publications/planningandbuilding/lighting

Noise impact assessment: Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG 24: Planning and Noise available from the website: www.communities.gov.uk/planningandbuilding