

Local Planning Application Requirements -

Information required to support a valid planning application

**East Hampshire District Council
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1. Introduction

This document sets out East Hampshire District Council's policy on the information which must be provided in support of all planning application types, for the Council to determine their validity.

Further guidance on information requirements, design and access statements and the standard application form is set out in a guidance document, [Guidance on Information Requirements and Validation](#)¹.

A glossary of non-standard planning terms is provided at the end of the document, together with information on requirements for plans.

¹ This guidance accompanies Government policy on information requirements for planning applications, including design and access statements and the validation process. It should be read in conjunction with [Development Management Policy Annex: Information requirements and validation for planning applications](#) published on 10 March 2010.

2. The Policy Framework

The information required to make a valid application comprises:

- mandatory national information specified in the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2010](#) (DMPO) including a design and access statement where one is required;
- the standard application form; and
- information to accompany the application as specified by the local planning authority in its local list of information requirements

This information is necessary to enable the Council to validate an application for planning permission, listed building or conservation area consent and begin its determination.

3. Information requirements

The Council will take a proportionate approach to information in support of applications: Applicants will be asked only to provide supporting information that is relevant, necessary and material to the application.

Any supporting information should add to the Council's understanding of the development scheme submitted for determination. The information requested and provided should help to explain the nature of the proposed development, its anticipated impacts – positive and negative – and any measures proposed to mitigate any anticipated adverse impacts. [Planning Policy Statement 1, Delivering Sustainable Development \(PPS1\)](#), sets out further advice on the potential impacts of a scheme that should be understood by everyone prior to determining the planning application. [Planning Policy Statement 5: Planning for the Historic Environment](#) and the accompanying [Practice Guide](#) provides further guidance on matters relating to Heritage applications

4. Validation of applications

It is for the Council to make sure the necessary supporting material has been provided. Mandatory national requirements are specified in the DMPO. Local requirements are defined by the local planning authority. The East Hampshire District Council Local List is published on the [Council's web site](#).

The validation process is an effective check that the applicant has met the statutory requirements for a valid application. This Local List of requirements has been prepared by the Council to clarify what information is usually required for applications of a particular type, scale or location

If the Council is satisfied it has received an application that complies with both the mandatory national requirements specified in the DMPO and the published local list, the Council will proceed to validate and determine the application.

The process of validating planning applications is essentially an administrative one. The quality of the information submitted has no bearing on the validity of the planning application during the validation process. However, this will be assessed during the determination process. Provided the application submitted meets the requirements set out in the DMPO encompassing the mandatory national requirements and published Local Requirements; it will be registered as a valid application.

The Council will seek information necessary for a decision to be made and will not require a level of detail to be provided that is unreasonable or disproportionate to the scale of the proposal.

Not all the information in the Council's published Local List will be necessary in every case. Where an application is not accompanied by the information required by the Council in its Local List, the applicant should provide a **short**, written justification with the application as to why it is not appropriate in the particular circumstances.

For larger or more complex schemes, or proposals in sensitive areas, applicants should seek to agree information requirements with the Council prior to submission, through pre-application discussions, so that, where possible, the information sought is proportionate to the nature of the scheme.

If an application submitted lacks the necessary information specified in the DMPO or in the Local List, the Council will, in general, be entitled to invalidate the application and take no further action with it.

In circumstances where an applicant does not agree with the Council's requirement for an item, they should discuss the point of concern with the Council. Where an item specified in the DMPO has not been provided, or discussions fail to resolve the point of concern about an item published in the Local List, there is no right of appeal.

Applicants who wish to challenge a decision to not validate an application in such circumstances must consider other procedures, such as a claim for judicial review on legal grounds.

The Council may occasionally validate an application as it meets basic requirements, but on detailed examination, finds it lacks essential information. Where this cannot be resolved, the Council may determine to refuse the application. . In such cases, the applicant may appeal to the Planning Inspectorate under Section 78 of the Town and Country Planning Act 1990 (TCPA) with the relevant ground for appeal being non-determination within the 8 or 13 week determination period from date of validation. For further details, see Section 3 of the [Guidance on Information Requirements and Validation \(2010\)](#)

5. Notification of validity

Once an application has been received, accompanied by all the necessary information, it will be validated as soon as reasonably practicable. Notification will be given to the applicant in writing, confirming the validity of the application and the start date of the statutory period for determination.

Normally, most minor and householder applications should be validated within 3 - 5 working days from the date of receipt. Major applications should be validated within 10 working days of receipt.

6. East Hampshire District Council Local Applications Requirements list

This East Hampshire Planning Application Requirements (Local) list has two parts:

- **Part I** contains compulsory requirements for the submission of an application, including some matters that are required by law and other information that East Hampshire District Council considers necessary in all cases.
- **Part II** contains additional information (local requirements), which East Hampshire District Council considers may be necessary with certain application types or locations.

This Local List was the subject of public consultation for six weeks during August/September 2010 and was adopted by the Council in October 2010. The list was revised and further consultation carried out in November/December 2010. The revisions were adopted on 29 December 2010

7. Applications for outline planning permission

Applications for outline planning permission must identify those matters reserved for future consideration. However, where the Council receives an application for outline planning permission but is of the opinion that more information is required and the application ought not to be considered separately from all or any of the reserved matters, the Council will, in accordance with Article 4(2) of the DMPO notify the applicant within one month of the receipt of the application that it is unable to determine it unless further details are submitted. This should not, however, be confused with applications where inadequate information is submitted, or a published information requirement has not been submitted.

8. Pre-application advice

An essential element to this approach is the encouragement and provision of pre-application advice for all types of application to guide applicants through the process and to ensure that applicants are aware of the information requirements. This is particularly useful for larger and more complex schemes and can help minimise delays later in processing the application. Such advice may also identify whether other consents may be required and what other additional information may be required. The Council has published a [Pre-Application Advice Note](#) which can be viewed on the East Hampshire District Council Planning [website](#).

PART I - NATIONAL REQUIREMENTS

Planning applications may be submitted either as an online application or in 'hard copy'. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's Planning [website](#). When an application refers to the need for four sets of a plan or document, 1 original and 3 copies (i.e. 4 sets in total) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, a single "set" only is required.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

1. **The completed application form -**

The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants **MUST** answer **ALL** the questions.

2. **The correct fee**

Most planning applications incur a fee and these are described in Communities and Local Government (CLG) [Circular 04/2008, Planning-Related Fees](#). The [Planning Portal](#) includes a fee calculator for applicants.

3. **Ownership certificates**

Under Section 65(5) of the TCPA, read in conjunction with Article 12 of the DMPO, the Planning Authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission **MUST** include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for

applications for listed building consent, and Conservation Area consent for demolition. These ownership certificates are part of the standard application form.

4. **Agricultural holdings certificate**

All agricultural tenants on a site **MUST** be notified prior to the submission of a planning application. This is required by Article 12 of the DMPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. **The certificate is required whether or not the site is used agriculturally including urban areas.** It is incorporated into the standard application form, and must be signed in order for the application to be valid.

No agricultural land declaration is required for an application for:

- a) The approval of reserved matters,
- b) Renewal of temporary planning permission,
- c) Submission of matters required by conditions,
- d) Tree preservation orders,
- e) Conservation area consent for demolition,
- f) Listed building consent,
- g) A lawful development certificate,
- h) Prior notification of proposed agricultural or forestry development,
- i) A non-material amendment to an existing planning permission, or
- j) Express consent to display an advertisement.

5. **Ownership notice**

A notice that the application is being submitted to all owners of the application site, other than the applicant must be completed and served in accordance with Article 11 of the DMPO. Site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired. A copy should be served by the applicant on each of the individuals identified in the relevant certificate.

All applications **MUST** include the appropriate certificate of ownership **except** with an application for:

- a) Approval of reserved matters,
- b) Submission of matters required by conditions,
- c) Tree preservation orders, and
- d) Express consent to display an advertisement.

6. **The location plan**

ALL applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but

wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North. **Any plan from or based upon ordnance survey data must be annotated with the appropriate license number** or marked as surveyed if the plan has been drawn from a survey of the site.

The application site should be clearly edged 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** should be drawn around any other land owned by the applicant, that is close to or adjoining the application site.

7. **Site/block plan**

The site plan should be drawn at an identified standard metric scale, setting out the roofing plan. It 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

and the following, **unless these would NOT influence or be affected by the proposed development:**

- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- d) All public rights of way crossing or adjoining the site
- e) The position of all trees on the site, and those on adjacent land
- f) The extent and type of any hard surfacing
- g) Boundary treatment including walls or fencing where this is proposed

8. **Drawings (including floor plans and elevations – existing and proposed)**

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there.

For Heritage Assets (see Glossary) accurate survey drawings (plans and elevations) to a scale of 1:50 and directly comparable proposed drawings are required. Where works are very minor, a partial floor plan may be acceptable, provided its relative location and context within the building as a whole is clear. For the majority of cases, full floor plans and elevations will be needed.

In all cases, 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 the case.

Where a proposed elevation adjoins, or is within 5 metres of another building, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

Where buildings or walls are to be demolished, these should be clearly shown. The drawings should show details of the existing building(s) as well as those of the proposed development. New buildings should be shown in context with adjacent buildings (including property numbers, where applicable).

New buildings should be shown in context with adjacent buildings (including property numbers, where applicable). Proposals with altered elevations that adjoin or are within 5 metres of another building should also highlight this relationship, detailing the positions of the openings on each property.

Plans must show the direction of North with elevations appropriately marked, ie north, north-east, etc. (facing the direction in question).

9. **Section drawing**

Drawings at a scale of 1:50 or 1:100 showing a cross-section through the proposed building(s) are required:

Where a proposal involves a material change in ground levels – illustrative drawings should be submitted to show both existing and finished levels and show how proposed level changes relate to retained trees.

On sloping sites – full information (including information on existing and proposed levels) 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.

For Heritage Assets, detailed sections at 1:20 scale will be required where floors are to be inserted, removed or otherwise altered; staircases inserted or structural changes proposed.

Section drawings may also be requested in other cases. The drawings may take the form of contours, spot levels, or cross/long sections and the position of the section(s) should be shown on a plan.

10. **Design and access statement**

The statutory requirements for a [design and access statement](#) are set out in [Article 8 of the DMPO](#) and [Article 3A of the Planning \(Listed Building and Conservation Areas\) Regulations 1990 \(as amended\)](#). They are required for all applications for planning permission except:

- a) Householder development not in a conservation area;
- b) Extension of non-domestic premises less than 100m² floor area not in a conservation area;
- c) Changes of use only;
- d) Engineering or mining operations;
- e) Walls, fences, gates or other means of enclosure over 2m high within the curtilage of a listed building in a conservation area;
- f) Alteration of a building which does not increase the size of the building;
- g) Applications to vary or remove a condition on a planning permission; and
- h) Applications to extend the life of a planning permission granted before 1 October 2009.

They are required for all applications for listed building consent; however, they do not need to deal with access elements where they only relate to internal works.

Design and access statements are particularly important where design or materials is a significant issue or in the case of prominent sites. The statement should:

- a) Explain the design principles and design concept and how the design relates to its wider context (through a full context appraisal where appropriate)
- b) Be illustrated, as appropriate, with plans and elevations; photographs of the site and its surroundings; and other illustrations such as perspectives
- c) Explain how the access arrangements would ensure that all users (including people with disabilities) would have equal and convenient access to buildings and spaces and the public transport network
- d) Address the need for flexibility of the development and how it may adapt to changing needs.

See also policies GS1, GS2, GS3 and T6 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

PART II - LOCAL REQUIREMENTS

East Hampshire District Council requires that additional information, known as the Local Requirements, is submitted with a planning application, where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below. The information in categories 1 to 4 are required for all qualifying applications.

1. Major planning application

Information required

Electronic copies of the application forms, drawings and all supporting information

To enable more efficient consultations and processing, an electronic copy of the complete application, including all supporting information and drawings and three hard copies, should be submitted for **all** major planning applications to enable publication of the application details on the Council's website.

2. Outline applications

Information required

- a) An accurate site survey showing all site features and levels; and
- b) Details of layout, scale and massing.

See also policies GS2 and GS3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

3. Residential development

Information required

- a) [Affordable housing statement](#) - Where local plan policies require the provision of affordable housing - See also policies H11 and H12 of the [East Hampshire District Local Plan: Second Review](#) – Saved policies and guidance documents [Implementation of the Policy for Affordable Housing](#) and [Guide to Developers' Contributions and Other Planning Requirements](#)
- b) Public Open Space provision (many parishes have identified areas of deficiency) - See also Policy R3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies and [Guide to Developers' Contributions and Other Planning Requirements](#) and [EHDC PPG17 Study](#)
- c) Transport Contribution provision (Hampshire County Council has an adopted [Transport Contribution Policy](#)) - See also Policy GS4 and paragraph 4.51 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies
- d) Assessment of educational needs and capacity – there is pressure on school places within the district. The Children's Services Department of Hampshire

County Council will assess the impact of planning applications for new housing on school places in the relevant area. Developer's contributions will be sought in appropriate cases to mitigate the impact on school places from developments. Hampshire County Council has an adopted policy for [Developers' Contributions towards Children's Services Facilities](#) - See also Policy GS4 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies

- e) Mitigation measures if the site lies within 5km of the [Wealden Heaths: Phase II: Special Protection Area for Birds \(SPA\)](#) - See also Policy C4 and supporting text of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies and the [Conservation of Habitats and Species Regulations, 2010](#).
- f) Means of refuse storage and disposal – see [Refuse and New Properties](#)
- g) Details of car parking – [standards apply](#)
- h) Cycle parking/storage – [minimum cycle parking/storage standards apply](#)
- i) Foul sewage or surface water disposal where it is not proposed to connect to mains drainage. Areas within the district are subject to localised surface water flooding due to impermeable subsoil and ground conditions. In these areas, full surface water drainage details are required - See also Policy C7 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies
- j) An accurate site survey showing all site features and levels

See also policies GS2 and GS3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

4. **Commercial development**

Information required

Applications for new or extended commercial development must include details of:

- a) Means of refuse disposal
- b) Transport Contribution provision (Hampshire County Council has an adopted [Transport Contribution Policy](#)) - See also Policy GS4 and paragraph 4.51 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies
- c) Car/lorry parking provision – [standards apply](#)
- d) Cycle parking/storage - [minimum cycle parking/storage standards apply](#)
- e) Drainage/foul sewage disposal where it is not proposed to connect to mains drainage. Areas within the district are subject to localised surface water flooding due to impermeable subsoil and ground conditions. In these areas full surface water drainage details are required - See also Policy C7 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies
- f) External plant (air conditioning, refrigeration units, list housing etc)

See also policies GS2 and GS3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

5. Affordable housing statement

When required

- i) Within settlements above 3000 population where the site is 0.5ha or larger or that would provide 15 or more dwellings
- ii) Within Special Housing Character Areas covered by policies H9 and H10, where the development is for 25 or more dwellings or greater than 1 hectare
- iii) Within settlement policy boundaries of rural settlements with a population of less than 3,000 proposals for at least 5 dwellings or at least 0.15 hectare in size.
- iv) All planning applications for “rural exceptions” housing

Information required

- a) The number of affordable units,
- b) The mix of affordable units with number of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units,
- c) Plans showing the location of all affordable units and their number of habitable rooms and/or bedrooms and/or the floor space of the affordable units.

If different levels or types of affordability or tenure are proposed for different units, this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. Further information and advice is available in [Circular 6/98: Planning and Affordable Housing](#), the [East Hampshire District Strategic Housing Market Assessment](#), and the [Homes and Community Agency Design and Quality Standards](#).

Developers are encouraged to contact EHDC Housing Services prior to submission, to establish requirements for tenure and size of units in the area.

See also policies H11 and H12 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies and guidance documents: [Implementation of the Policy for Affordable Housing](#) and [Developers’ Contributions and Other Planning Requirements](#)

6. Agricultural statement

When required:

- i) All planning applications for agricultural or equestrian development (including extensions to existing buildings to be used for such purposes
- ii) All planning applications for new dwellings (including mobile homes) justified by their agricultural need

Information required

Applications for agricultural or other development within the countryside should provide a statement explaining why the development is necessary and explaining the

design and size requirements.

[Planning Policy Statement 7: Sustainable Development in Rural Areas](#) (PPS7) gives guidance on what will be taken into account in determining the application.

Applications for agricultural or other dwellings, whether permanent or temporary while the enterprise is proved, should be accompanied by a statement explaining how the proposals have met/would meet the functional and financial tests set out in [Annex A of PPS7](#). This will also include an explanation of the size of the dwelling and how it meets the functional requirements of the holding.

In **ALL** cases an explanation of why the building is located on a particular part of the holding should also be submitted. This may also need to be looked at as part of a landscape assessment.

See also policies GS3 and H14, and paragraphs 3.82 – 3.84 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies and a [Farmer's Guide to the Planning System](#).

7. **Crime prevention and anti-social behaviour statement**

When required

- i) Residential development of 25 or more dwellings
- ii) Development falling within Use Classes B1, B2 or B8 exceeding 1,500m² gross external area
- iii) Public houses, nightclubs and hotels (including extensions where alcohol will be served)
- iv) Takeaways and restaurants (including extensions where alcohol will be served)
- v) ATMs and banks/building societies

Information required

The design of a proposal can have a significant effect on whether a development may be susceptible to crime or anti-social behaviour and can increase the fear of crime. Initiatives such as [Secured by Design](#) can add marketing value to a scheme. For development where a large number of people may congregate the threat of terrorism needs to be taken into account.

Discussions with Police Crime Prevention Design Advisors can ensure that these requirements are taken into account.

See also policies GS1 and HE1 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies and further assistance can be found by completing the [Crime Prevention Checklist](#).

8. Economic statement

When required

For any development:

- i) Falling within Use Classes B1, B2 or B8 exceeding 1,500m² gross external area; or
- ii) Would result in the loss of either employment land or employment opportunity.

Information required

This should comprise a supporting statement that describes the employment impact from the proposed development, including the loss of employment land. It should provide:

- a) Details of existing and proposed employee numbers as full-time equivalents,
- b) The relative existing and proposed employment floorspace totals,
- c) Any community benefits,
- d) The loss of any employment land,
- e) The condition of the existing use of the site,
- f) How long the land has been marketed, and
- g) The costs of retaining it in employment use.

See also policies IB2, IB3 and IB4 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

9. Energy statement

When required

All new residential or commercial development.

Information required

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Residential development should meet the appropriate minimum Code for Sustainable Homes or BREEAM Standard for non-residential development. Further advice can be found in [Planning Policy Statement 22 \(PPS22\): Renewable Energy](#) and [Companion Guide to PPS22](#). See also policies GS1, E1 and E2 of the [East Hampshire District Local Plan: Second Review](#) – saved policies.

10. **Flood risk assessment (FRA)**

When required

Development proposals with a site area of 1ha or greater in Flood Zone 1 and all proposals for development (including extensions), in Flood Zones 2 and 3²,

Information required

The FRA 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](#). In addition [Planning Policy Statement 25 \(PPS25\): Flooding](#) provides comprehensive guidance about how to write a flood risk assessment and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Please also see further information in the [East Hampshire District Council Strategic Flood Risk Assessment](#). The Environment Agency flood risk standing advice can be found on [this link](#).

11. **Foul sewage/surface-water and utilities assessment**

When required

- i) For all new residential or commercial development where it is not intended to connect to mains drainage
- ii) For all applications that involve the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. In these cases a fuller foul drainage assessment will be required, including details of method of storage, treatment and disposal.

Information required

This should include details of how surface water runoff from the site is to be controlled and managed and for foul sewage, a description of the type, quantities and means of disposal of any trade waste or effluent as well as the means to deal with household waste, such as septic tanks.

Where any application for development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul

² You can establish whether the application's proposal site falls within one of these areas by going to the Environment Agency website at <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>. If the site falls within a dark blue area it is within Flood Zone 3; the light blue area is Flood Zone 2.

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, the foul/non-mains drainage assessment will be required to demonstrate 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 BS 6297.

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.

See also policies GS1 and C7 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies and further information can be found in the [East Hampshire District Council Strategic Flood Risk Assessment](#) and also from the [Environment Agency](#).

12. **Heritage statement**

When required

Where an application affects a known heritage asset and for major developments, heritage statements should be included when an application affects, or has the potential to affect, sites of historic environment interest; this includes both visible impact, e.g. upon the setting of a monument, building or conservation area, and invisible impact, e.g. upon below-ground archaeological remains.

The purpose is to ensure the significance of the heritage asset(s) affected is fully-understood, the impact appropriately assessed and taken account of in the development of the proposals and suitably justified. The level of detail, analysis and expertise required will be proportionate to the significance of the heritage asset in question. As a minimum, the relevant historic environment record must be consulted and the heritage asset(s) itself assessed using appropriate expertise where necessary, dependant on the level of significance extent of the impact. For example, where the work involves more substantial works or the loss of a Historic Asset, the assessment will need to be undertaken by a competent party with a proven track record and sound understanding of historic buildings.

The heritage statement, properly undertaken will help inform the appropriate design approach. It is often useful, therefore, to consider incorporating it as a clearly labelled section within the Design & Access Statement.

Information required

[PPS5: Planning for the Historic Environment](#) sets out the overall approach to the protection of Heritage Assets. A heritage asset includes any building, monument, site,

place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. They include designated heritage assets (scheduled monuments, [listed buildings](#), registered parks and gardens, [conservation areas](#)) and undesignated assets (archaeological and historic sites and monuments identified in the Hampshire Historic Environment Record)

Where an application, be that an application for planning permission, listed building consent or conservation area consent, affects a heritage asset the application must be accompanied by a Heritage Statement setting out a description of the significance of the heritage asset(s) affected and how the proposal will affect the significance of the asset(s).

Reference should be made to both above ground (largely but not exclusively buildings and conservation areas) and below ground heritage assets (largely archaeological sites). It should be noted that many archaeological sites will not be obvious and applicants are encouraged to contact the Historic Environment Record to check whether their proposals will affect below ground heritage assets.

See also policies GS1 and HE4 to HE19 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies. See also more general guidance contained in: [Listed Buildings in East Hampshire – A guide to the law](#), [Caring for East Hampshire's Conservation Areas and Historic Buildings](#) and [Conservation Directory – Conservation Areas in East Hampshire. Companion guide to PPS5](#)

13. **Infrastructure provision statement**

When required

All applications for

- i) New residential, or
- ii) Commercial development with a floor area being created over 200m².

Information required

Many developments will have an impact on the use of infrastructure of the area, some of which is already at capacity. These include:

- Public open space,
- Community and/or education facilities, or
- Highway improvements/sustainable transport measures.
- Measures with regard to mitigation of the effects of new development within 5km of the [Wealden Heaths Phase II](#) Special Protection Area for Birds.
- Affordable housing

There are various methods of dealing with this issue, whether through the physical provision of additional infrastructure or the making of a financial contribution to additional infrastructure which is collectively provided over a number of

developments. These can be secured through a Section 106 agreement.

Applicants should clarify the Council's requirements in pre-application discussions, confirm any planning obligations that they agree to provide in brief heads of terms and provide evidence and proof of title. Mortgage companies normally need to be party to any obligation so applicants should ensure that they are aware and apply to complete the obligation.

Further advice is available in [Circular 5/05: Planning Obligations](#) and East Hampshire District Council published guidance [Guide to Developers' Contributions and Other Planning Requirements](#) and Hampshire County Council adopted policy - [Developers' Contributions towards Children's Services Facilities](#)

See also policies GS4, H11, HC2, C4 (and supporting text), R3 and paragraph 4.51 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

14. **Land contamination assessment**

When required

- i) Any development, but not including changes of use where no material physical alteration is proposed, that comprises particularly sensitive uses, such as a day nursery or housing likely to be used by families with children, where the land is not currently or last used for such a use;
- ii) Any site where contamination is known to exist; or
- iii) Any site, excluding householder development, situated within 250 metres of a former landfill site.

Information required

Advice can be sought from [Planning Policy Statement 23: Planning and Pollution Control](#) (PPS23). Brownfield sites (development on previously-developed land) and some greenfield sites have the potential to be contaminated and, therefore, may pose a risk to current or future site occupiers, future buildings on the site and to the environment. A contaminated land assessment may also be required but the level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination:

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 [Planning Policy Statement 23: Planning and Pollution Control](#). Further information on requirements to be included in submitted contaminated land investigations can be found in the Council's leaflet [Development on Potentially Contaminated Land](#), available to download from the Council's website.

For all categories above, a desktop study, with site walkover, of the readily-available

records assessing the previous uses of the site and their potential for contamination in relation to the proposed development. If the potential for contamination is confirmed, an assessment detailing an intrusive site investigation of the risks to human health and the environment, and which identifies and appraises the options for remediation should be submitted (paragraph 24 of [PPS23](#)). In the event that remediation has taken place on site prior to submitting the application, a validation report should be submitted, along with a completion certificate (a template of which is available in the Council's leaflet on contaminated land).

Please note: Submission of Environmental searches does not constitute a desktop study. Such reports provide insufficient information to be able to ascertain the presence or absence of contamination.

See also policies GS1 and P7 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

15. **Landscaping details**

When required

All major developments and for any new residential or minor commercial development (excluding changes of use where no material physical alterations are proposed) within a conservation area or the South Downs National Park.

Information required

Landscaping details, including proposals for long-term management and maintenance, will be required. The landscaping proposals should follow from the design concept in the Design and Access Statement. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

For most applications, it will not be necessary to set out exact planting locations and schedules; these can be dealt by condition on any planning permission granted. However, details of the broad indication of landscaping should be shown, along with strategic landscaping.

See also policies GS1, HE4 and HE5 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies, [Planning Policy Statement 7: Sustainable Development in Rural Areas](#), and [English National Parks and the Broads](#) – UK Government Vision and Circular 2010

16. Lighting assessment

When required

- i) Any sports/recreational development (including floodlighting of manege) that proposes or involves the provision of floodlights
- ii) Any major or residential or commercial development in the countryside
- iii) Any illuminated advertisements.

Information required

This is needed for any sports/recreational development (including floodlighting of a manege) that proposes floodlights and will be required for any major commercial or residential development in the countryside. It should include technical specification designed to ensure nuisance from lighting is minimised/prevented. For i) and ii), a prediction of the vertical levels of illumination are required to be submitted. There is substantial UK and international guidance on lighting, in particular by the CIE (International Commission on Illumination) and the Institution of Lighting Engineers.

[Lighting in the countryside: Towards good practice](#) (1997) is a valuable guide. 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.

Where advertisements are to be illuminated, the lighting assessment should show how that illumination will impact on the area.

See also policies GS1 and P5 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

17. Materials details

When required

All development within a conservation area or affecting a listed building.

Information required

This requirement refers specifically to details of bricks, roofing material, window details and specification and surfacing treatment.

See also policies GS1 and HE4, HE5, HE9 and HE10 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

18. Nature conservation/biodiversity/ecological assessment

When required

- i) Any development for new housing within 5km of the [Wealden Heaths Phase II Special Protection Area for Birds](#) (SPA).
- ii) Any application within a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC).
- iii) Any application where a Protected Species Survey is required following [Natural England's protected species flowchart](#).

Information required

Applications should indicate any significant biodiversity or geological conservation interest and the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#), [Conservation of Habitats and Species Regulations, 2010](#) or other animals protected under their own legislation for example the [Protection of Badgers Act 1992](#). This information is important wherever the presence of protected species is suspected, or where the development is within or close to a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC). Guidance on the situations in which bats are likely to be present and where a developer can reasonably be expected to submit a bat survey, is given by the [Bat Conservation Trust in its "Bat Surveys – Good Practice Guidelines](#).

Where it is identified that there is a reasonable likelihood of a protected species (this may be through Natural England's protected species flowchart, data from the Hampshire Biodiversity Information Centre or other credible source) a Phase I habitat survey needs to be completed. If the presence of a protected species is identified, a Phase II survey needs to be completed together with a proposed mitigation strategy. Details of the minimum requirements of these, which depend on the species involved, can be found on [Natural England's website](#).

The species protection provisions of the Habitats Directive, as implemented by the [Conservation of Habitats and Species Regulations, 2010](#), contain three "derogation tests" which must be applied when deciding whether to grant a planning permission for a development that may harm an European Protected species, such as bats, great crested newts, dormice or otters. The three tests are that:

- the activity to be granted permission/consent must be for imperative reasons of overriding public interest or for public health and safety;
- there must be no satisfactory alternative; and
- favourable conservation status of the species must be maintained

See also policies GS1, C3 and C4 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies and [Planning Policy Statement 9: Biodiversity and Geological Conservation](#)

19. Noise impact assessment

When required

- i) Any proposals that raise issues of disturbance or are considered a noise sensitive development.
- ii) Dwellings and schools proposed close to major roads (within 300m of the A3 or A3(M), within 100m of any railway lines, or within 100m of any other noise generating use,
- iii) Any application for motor sports or motor hobbies, e.g. model aeroplane flying,
- iv) Any application for clay pigeon shooting,

- v) Any application for wind turbines.

Information required

Proposals that raise issues of disturbance or are considered a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician and, where necessary, consider the impact of vibration. Further guidance is provided in [Planning Policy Guidance Note 24: Planning and Noise.](#)

20. Parking provision

When required

- i) Any proposal where there is an increased requirement for car/lorry parking and/or where existing car/lorry parking arrangements are changing (this includes increasing bedroom numbers)
- ii) All new residential and new/expanded commercial development will require the provision of cycle stores.

Information required

Applications will be required to provide details of existing and proposed parking provision in circumstances where there is an increased requirement for car/lorry parking and/or where existing car/lorry parking arrangements are changing. Many development proposals will require the provision of cycle stores (see the minimum cycle/parking standards as set out in [The Hampshire Parking and Standards Strategy](#). In such cases, it is necessary to submit details showing the location, elevations, and materials to be used in the construction as part of the application.

Cycle stores must be designed and sited to minimise their impact and should, wherever possible, be either incorporated internally as part of the building or sited behind the building line.

See also Policy T12 of the [East Hampshire District Local Plan: Second Review](#) –

Saved Policies and the [East Hampshire advice note on adopted residential standards](#)

21. Planning statement

When required

All major planning applications.

Information required

It is the applicant's responsibility to show how a proposed development accords with policies of the [East Hampshire District Local Plan: Second Review](#), development briefs, supplementary planning guidance or advice notes. This can best be done by preparing a Planning Statement. It should also include details of consultations with East Hampshire officers and wider community/statutory consultations undertaken prior to submission. Where appropriate, it should demonstrate how the applicant has had regard to the Council's [Statement of Community Involvement](#) in preparing the planning application.

22. Playing fields and sporting facilities assessment

When required

Any development that involves the loss of playing fields or major sporting facilities.

Information required

A justification will be required for any development that involves the loss of playing fields and major sporting facilities. It should include details of what facilities exist/or last existed and when any facilities were last used; by whom they were used; and what formal sports provision is proposed, including replacement facilities (if any). For applications specifically involving playing fields, the following information is required as well:

- a) The size of the playing field and how much of the playing field is affected by the proposal (in hectares or square metres).
- b) An existing site plan clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1250 scale.
- c) A proposed site plan showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown.
- d) Any information of alternative sport and recreational provision.

See also Policy R2 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

23. **Refuse disposal details**

When required

All applications for new residential or retail/commercial/agricultural development.

Information required

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 must be submitted as part of the application.

Bin stores should be designed and sited to minimise their impact and should, wherever possible, be either internally incorporated as part of the building or sited behind the building line. For further information regarding refuse collection for major residential development and access of refuse vehicles to private roads, please contact EHDC Contracts Team or view their guidance on [New properties and waste collection](#)

See also Policy HE1 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

24. **Shopfront details**

When required

All applications for shopfronts.

Information required

Applications for new or altered shop fronts must include details of:

- a) Existing and proposed elevations and proposed section through shop front
- b) Access for people with disabilities including ramp details, gradient and cross sections
- c) Any proposed security grills or shutters. A cross-section must indicate where the shutter box, canopy and bressemer are located.

See also policies HE2, HE15, HE16 and T6 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

25. Streetscene elevations

When required

Where the proposal involves a new infill building(s) or a side extension to an existing building where there is an adjacent building (on either or both sides) which is within 10m of the building proposed **and** the development is located within a conservation area and/or the South Downs National Park.

Information required

New buildings should be shown in context with adjacent buildings (including property numbers where applicable). Proposals for extensions to elevations that adjoin or are close to another building should also highlight this relationship, detailing the positions of the openings on each property. It may not be necessary to include the entire adjacent building(s) but should, as a minimum, adequately demonstrate the proposed development in the context of the massing and scale of the streetscene. The method of surveying the heights of the neighbouring properties/buildings should be submitted with the streetscene.

See also policies GS1, GS2, HE1, HE2, HE4 and HE5 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies, [Planning Policy Statement 7: Sustainable Development in Rural Areas](#), and [English National Parks and the Broads](#) – UK Government Vision and Circular 2010

26. Structural survey

When required

Any proposal to convert a redundant barn to an alternative use, or for listed building applications which will affect a structural element, or for the demolition of unlisted buildings that make a positive contribution to a conservation area.

Information required

This is necessary for any proposal to convert a redundant barn to an alternative use, or when considering structural alterations to a listed building, or for the demolition of unlisted buildings that make a positive contribution to a conservation area as identified in an adopted [Conservation Area Statement](#).

See also policies C14, HE5, HE9 and HE10 of the [East Hampshire District Local Plan: Second Review – Saved Policies](#).

27. Sustainability appraisal

When required

- i) All major planning applications.
- ii) Any new development (excluding home extensions) that changes the nature of the existing use of the land/premises outside a [Settlement Policy Boundary](#) as defined in the [East Hampshire District Local Plan: Second Review](#).

Information required

The appraisal should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. It should also address location issues and access to alternative means of travel other than by car.

See also policies GS1, T1, T2 and T3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

28. Sustainable drainage systems (SDS) statement

When required

For all large-scale planning applications involving development of more than 25 dwellings or 1,500m² of commercial floorspace.

Information required

For all qualifying applications, details of sustainable drainage systems will be required. These must be shown on plans detailing the soakaway system to be used and the draining points and channels.

See also Policy GS1 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

29. Town centre uses statement

When required

- i) Retail development (including warehouse clubs and factory outlet centres)
 - ii) Leisure, entertainment facilities and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls), and
 - iii) Offices
- within existing centres, unless the proposal is for an extension of less than 200m² to

an existing retail or leisure use

- iv) Retail or leisure use, as defined above, outside an existing centre
- v) Applications for a town centre use as defined in [PPS4](#) which is not in accordance with the development plan.

Information required

[PPS4: Planning for Sustainable Economic Growth](#) sets out overall approach to economic development, focussing on town and district centres.

Development in categories i), ii) and iii) above require a **sequential assessment** of the proposal, as set out in Policy EC15 of [PPS4](#).

Development in categories iv) and v) require an **impact assessment** as set out in Policy EC16 of [PPS4](#).

See also policies TC1 to TC3 and S1 to S7 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

30. Transport assessment

When required

Any proposal that would lead to significant transport implications as set out in Appendix B to [CLG and DfT Guidance](#), and [Hampshire County Council](#).

Information required

The coverage and detail of the 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.

The assessment should include:

- a) A non-technical summary
- b) Proposed modal split
- c) Proposed development
- d) Assessment year
- e) Existing transport conditions
- f) Effect of travel plan
- g) Traffic impact compared to existing site use
- h) Servicing

- i) Proposed measures to address/reduce traffic impact and improve accessibility other than by car
- j) Impact upon pedestrians, cyclists, traffic and people with disabilities
- k) Loading areas and arrangements
- l) Assessment of accident records
- m) Manoeuvring, servicing and parking vehicles

Further advice is available in [Planning Policy Guidance 13: Transport](#) and from [Hampshire County Council](#)

See also policies T2 and T3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

31. **Travel plan**

When required

All planning applications for:

- i) Food and non-food retail, including extensions, where the gross floorspace created is greater than 1,000m² or more,
- ii) Cinema and conference facilities,
- iii) Other leisure (D2) uses (excluding stadia) where the gross floorspace is 1000m² or more;
- iv) B1, B2, B8 floorspace
- v) Higher and further education establishments where the gross floorspace is 2500m² or more
- vi) Stadia of 1500 or more seats
- vii) Other service developments such as hospitals.

Information required

A draft travel plan should be submitted for all large scale planning applications for development. It should set out a package of measures aimed at widening travel choices by all modes of transport and cutting unnecessary car use. Further advice is available from [Hampshire County Council](#) the [Department for Transport](#).

See also policies T1, T2 and T3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

32. **Telecommunications development statement**

When required

All Telecommunications applications

Information required

Details of the area of search, details of any consultation undertaken details of the proposed structure and technical justification for the proposed development. Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full accordance with the requirements of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the [Code of Best Practice on Mobile Network Development \(2002\)](#).

See also Policy U14 of the [East Hampshire District Local Plan: Second Review – Saved Policies](#).

33. Tree survey/arboricultural implications statement

When required

An **arboricultural impact appraisal** is necessary for any new building work (including construction of access drive, patios, and the laying of drains/services) that comes within 15 metres of:

- i) A tree the subject of a tree preservation order, either within the application site or on adjoining land or
- ii) A tree that lies within a conservation area.

An arboricultural **method statement** must be provided where there is potential for impact on a tree, or works are required to a tree, that is the subject of a Tree Preservation Order or within a Conservation Area. It is recommended that an arboricultural method statement is prepared by a qualified Arboriculturist.

Information required

An **arboricultural impact appraisal** (AIA) should follow the guidance in **BS5837** 'Trees in relation to construction – recommendations'. A survey plan should identify the location and dimensions of all relevant trees and show all tree constraints. A schedule of the trees, in accordance with section 4.2 of BS5837 should accompany the plan. The AIA should then demonstrate how the identified tree constraints have informed the design of the development. It should also identify all possible conflicts between the proposed development and existing trees on site. At this stage it is essential to consider the direct impacts of the development proposed and any related activity, including the laying of drains and services, site construction access, contractor's vehicle parking, storage of materials, and changes in ground levels (see section 6 of BS5837).

An **arboricultural method statement** sets out information regarding the measures needed to protect the trees shown to be retained and schedules of any necessary

tree work. It should also detail how the possible conflicts identified in the AIA are to be addressed and include a **tree protection plan** setting out the measures for protecting the trees during the whole development process (e.g. protective barriers/fences, ground protection measures). Further information can be found in Section 7 of BS5837.

See also Policy C6 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

34. **Ventilation/extraction details**

When required

All applications for:

- i) Use of premises for purposes within Use Classes A3 (Restaurants & cafes), A4 (Drinking establishments), A5 (Hot food takeaways), and B2 (General industrial).
- ii) Significant retail, business or leisure uses where substantial ventilation or extraction equipment is to be installed.

Information required

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics will be required for all applications for the use of premises for purposes within Use Classes A3 (Restaurants & cafes), A4 (Drinking establishments), A5 (Hot food takeaways), and B2 (General industrial). This information may also be required for significant retail, business or leisure uses, where substantial ventilation or extraction equipment is to be installed. This is because ventilation/extraction information is important to be able to assess the true visual implications arising from installing such mechanisms and to demonstrate that odour and noise/vibration is not likely to have an adverse impact upon the amenities of surrounding properties. Information must include a completed Annex B taken from the Control of Odour and Noise in Commercial Kitchen Exhaust Systems produced by DEFRA, in the case of i) a noise assessment based on BS 4142:1977; and in the case of i) and ii) which covers the time period when the extract or ventilation system will be operational.

See also Policy GS1 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies. Further guidance is also provided in [Planning Policy Guidance Note 24: Planning and Noise](#) and [Planning Policy Statement 23: Planning and Pollution Control](#).

35. **Air quality assessment**

When required

Any proposal anticipated to give rise to significant changes in air quality, including:

- Any developments in or adjacent an Air Quality Management Area (AQMA)
- Applications that will significantly alter the traffic composition on local roads
- Proposals that include significant new car parking which may be taken to be more than 100 spaces outside of an AQMA or 50 spaces inside a AQMA

Further information

Further advice on when a developer is expected to provide an air quality assessment and the information required is given in the [EPUK's Development Control: Planning for Air Quality – 2010 Update](#).

Air quality assessments should be proportionate to the risk posed by the development. They should assess the predicted concentration of pollutants of concern at appropriate dates, the predicted change in air quality, the spatial impact of the change and propose measures to prevent or minimise impact.

For more guidance see [Planning Policy Statement 23: Planning and Pollution Control](#).

36. **South Downs National Park - Identification of whether an application is within the national park**

When required

In all applications.

Further information

Identify whether or not the application site lies within or outside of the South Down National Park boundary. This is necessary as EHDC will be carrying out most of the development management work within the SDNP on behalf of the national park Authority and applications need to be correctly identified at submission as being within the national park. This information can be found through this [map link](#).

Glossary and other important information relating to plans and drawings

“DMPO”:

[Town and Country Planning \(Development Management Procedure\) \(England\) Order 2010](#)

“Employment”

Any use falling within Class B1, B2 or B8 of the schedule to the Town and Country Planning Use Classes Order 1987 (as amended).

“Heritage Asset”

In the East Hampshire context, scheduled monuments, [listed buildings](#), Registered Parks and Gardens, [conservation areas](#) or [Hampshire Treasures](#)

“Householder Development”

Development of an existing dwellinghouse or flat, or development within the curtilage of such a dwellinghouse or flat for any purpose incidental to the enjoyment of the dwellinghouse or flat as such

“Major Planning Application”

- Residential development comprising 10 or more dwellings or if the number of dwellings is unknown, the site area is 0.5 hectare or more; or
- Any other uses where the floorspace proposed is 1,000 square metres or more, or
- If the site area is one hectare or more.

“All Plans”

- Marked “Do Not Scale”, or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based, or appears to be based, upon Ordnance Survey information/maps/data, to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright