

Local Planning Application Requirements

Information required to support a valid planning application

**East Hampshire District Council
Adopted 8 April 2016**



CONTENTS

Introduction	2
Policy framework	3
Information requirements	3
Validation of application	3
Notification of validity	5
East Hampshire District Council Local List	5
Applications for outline planning permission	5
Pre application advice	6
PART I - National Requirements	7
PART II - Local Requirements	11

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. **The South Downs National Park has separate Local Requirements to EHDC and their list of local requirements can be found at:**

[SDNPA Local Requirements](#)

Any application made within the SDNP area must comply with the SDNP Local List of Requirements.

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.

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 Town and County Planning (Development Management Procedure) Order 2015

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

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 2015 ([DMPO](#)) including a design and access statement where one is required;
- the standard application form;
- the necessary fee; 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 a planning application 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 likely to be material to the determination of 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. The National Planning Policy Framework ([NPPF](#)) and National Planning Practice Guidance ([NPPG](#)) provide further guidance on matters relating to 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 EHDC Local List is published on the [Council's web site](#). (Please note link goes to current list).

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. If the applicant considers that the information requested is:

- Neither reasonable having regard to the nature and scale of the development;
- Nor about a matter which will be a material consideration in the determination of the application

then they should write to the Council explaining this and ask that the requirement be waived. The Council, through a reviewing officer, will re-consider this request and will either waive the requirement or confirm its request, in writing.

If the Council confirms its decision to require the information, then a applicant can appeal to the Planning Inspectorate (PINS) after 8 or 13 weeks plus 7 working days after they have given their reason (s) for asking for a waiver. At this point, PINS will either agree with the applicant, and in which case will consider the matter as an appeal, or will agree with the Council and decline jurisdiction.

See Article 12 of the DMPO 2015 for further details.

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.

Local planning authorities are required to publish a list of their information requirements for applications which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis.

EHDC's Local Information Requirements have been reviewed and publicly consulted upon during the period 12 February to 25 March 2016.

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 5(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 they 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. Here is a link to the Councils [Pre-Application Advice Note](#).

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](#). When an application refers to the need for two sets of a plan or document, 1 original and 1 copy (i.e. 2 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. **A 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** questions.

2. **The correct fee**

Most planning applications incur a fee and these are set out in the link below. The [Planning Portal](#) includes a fee calculator for applicants. A list of all application fees can be found at:

http://www.planningportal.gov.uk/uploads/english_application_fees.pdf

3. **Ownership and agricultural holdings certificates**

All applications for planning permission must include the appropriate certificate (A, B, C, or D) of ownership stating the ownership of the property (for this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the un-expired term of which is not less than 7 years).

A = If you are the sole owner

B = If any part of the application goes outside land in your sole ownership

C = If you do not know the names of all the owners

D = If you do not know the names of any of the owners

- In the event you need to serve notice on an 'owner' of the site :Non-Householder applications – please use Notice under Article 13 of Application for Planning Permission
- Householder applications – please use Notice under Article 13 of Application for Householder Development

Copies of Notices can be found under Schedule 2 of the [DMPO](#) 2015

In the event you do not know some, or any, of the 'owners' of the site and have to publish details of the application in a local newspaper, please use [this link](#).

Agricultural Holdings Declaration

Application forms printed after June 2013 include joint Ownership Certificate and Agricultural Holdings Declaration – please use the Planning Portal website to obtain a paper copy of the form or submit your application electronically

4. **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 13 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.

5. **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 licence 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.

6. **Other plans or drawings** necessary to describe the subject of the application including:

Block plan (scale 1:500 or 1:200) – to show the footprint of the proposal and detailing any changes to the existing boundary treatment. A block plan need not be provided where the information is only a duplication of that clearly visible and identifiable on the location plan. Written dimensions to boundaries can be included to assist with the understanding of the development and its relationship to neighbouring properties.

Existing and proposed elevations (scale 1:100 or 1:50) – as necessary to clearly show the proposed works in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings

Existing and proposed floor plans (scale 1:100 or 1:50) – as necessary to clearly show the proposed works in relation to what is already there. Where applicable, these should highlight any existing walls or buildings that are to be demolished

Existing and proposed site sections, finished floor and site levels (scale 1:100 – 1:50) – where the proposal involves a change in ground level or sloping sites

Roof plans (drawn to an identifiable scale – can be shown on block plan) – where the roof design is not simple single, dual or mono pitches, to clearly show the proposed works in relation to what is already there.

7. **Design and access statement**

A Design and Access Statement must accompany applications for both outline and full planning permission for:

- Major development: 10 or more dwellings or creation in excess of 1000 sq m of non-residential floor space
- The provision of one or more dwellings or creation in excess of 100 sq m of non-residential floor space in a conservation area.

A Design and Access Statement shall include:

- The design principles and concepts that have been applied to the development
- How issues relating to access have been dealt with.

And shall:

- i. Explain the design principles and concepts that have been applied to the development
- ii. Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account
- iii. Explain the policy adopted as to access and how policies relating to access are relevant
- iv. State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- v. Explain how any specific issues that might affect access to the development have been addressed.

The statutory requirements for a design and access statement are set out in [Article 9 of the DMPO](#) and [Article 3A of the Planning \(Listed Building and Conservation Areas\) Regulations 1990 \(as amended\)](#) works.

See also policies CP2, CP19 and CP31 of the East Hampshire District Local Plan: [Joint Core Strategy](#).

8. **Environmental Impact Assessment** (where necessary)

Environmental Impact Assessment (EIA) is needed for certain types of development; these are usually but not always major developments. Information can be found in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2011](#) (as amended)

You can seek a formal opinion (*a screening opinion*) from the Local Planning Authority as to whether an EIA is needed before you submit your planning application. If EIA is needed you can also ask the Authority to advise upon what the EIA should contain (*a scoping opinion*). If you decide not to ask for either a screening or scoping opinion before you submit your planning application, the Authority will carry out screening and scoping when we receive your application but please be aware that this may lead to delays if an EIA is found to be needed.

If you have any questions about EIA, please contact us.

PART II - LOCAL REQUIREMENTS

East Hampshire District Council (EHDC) 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 with key policy references.

1. Major planning applications

Information required

Electronic copies of 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 two hard copies.

2. Affordable housing statement

When required

- i. All sites which result in one or more additional dwelling;
- ii. All planning applications for “rural exceptions” housing

Information required

- a) The number of additional units,
- b) How the requirements of policies CP13 or CP14 of the East Hampshire District Local Plan Joint Core Strategy are to be met;
- 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;
- d) If different levels or types of affordability or tenure are proposed for different units, this should be clearly and fully explained.
- e) The affordable housing statement should also include details of any Registered Providers acting as partners in the development.

Further information and advice is available in:

[East Hampshire District Strategic Housing Market Assessment](#)
[Homes and Community Agency Design and Quality Standards](#)
[CIL Regulations 2010](#)

Developers' Contributions and Other Planning Requirements

Developers are encouraged to contact EHDC Housing Services prior to submission, to establish requirements for size of units in the area to meet local need. For affordable housing contributions, see Planning Obligations Statement in this document.

3. 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.

The NPPF gives guidance on what will be taken into account in determining the application.

Applications for dwellings where it is contended there is an essential need for a rural worker to live at or near their place of work in the countryside, whether permanent or temporary, while the enterprise is proven, should be accompanied by a statement explaining the essential need. The Council has adopted non-statutory guidance, in the form of the former [Annex A of PPS7](#) to allow applicants to show how the proposals have met/ would meet this need. This will also include an explanation of the size of the dwelling and how it meets the functional need of the holding.

In **ALL** cases, an explanation of why the building is 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 policy CP19 of the [Joint Core Strategy](#) 2014 and H14 of the [East Hampshire District Local Plan: Second Review](#) – saved policies

4. Air quality assessment

When required

- Major development within/or adjacent to an Air Quality Management Area(AQMA)
- Development in excess of 100 dwellings or 10,000m² new floor space

- Development falling within Use Class B2 with floor space of 1000m²+
- Where > 300 new parking spaces are proposed.

Why is it required?

Part IV of the Environment Act 1995 requires local authorities in the UK to review air quality in their area and designate air quality management areas, if improvements are necessary. There are a range of different limits, depending on the pollutant. The majority of local sources of pollution are from motor vehicles.

Further information

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 and sensitive locations, the predicted change in air quality and the spatial impact of the change. Sensitive locations may include elements of the proposed development, existing buildings & land uses within the vicinity of the proposed development, or within the wider area.

If significant impacts or significantly increased exposures are shown to be likely, measures to prevent or minimise impact should be proposed and may be required as a condition of any consent granted.

Also see NPPF Appendix 1 and [The Air Quality Standards Regulations 2010](#)

5. Community Infrastructure Levy

When required

Net additional floor space over 100sqm (gross internal)

Net increase of 1 or more dwellings (even if less than 100sqm)

Development in excess of 100sqm of new/additional out of town retail floor space or hotel space

Extension over 100sqm (gross internal floor area)

Information required

Completion of BOTH the [Additional Information Form](#) and [Assumption of Liability Form](#) is required. [Assumption of Liability can be withdrawn using the relevant form at any stage up to commencement of the development (should it be approved) or transferred using the relevant form up to the day before date when final payment is due]

If you intend to apply for Self Build Exemption (including new dwellings and extensions over 100sqm), Charitable Relief or Social Housing Relief, you will need to complete and submit the relevant form from the Planning Portal

For further information see [NPPF](#), NPPG [CIL Regulations 2010](#), [EHDC CIL information](#), EHDC Planning Contributions and Community Infrastructure Levy.

6. Economic and Marketing statement

When required

For any development that would result in the loss of premises in Class B employment use, or loss of land or sites allocated for Class B employment use in the development plan.

Information required

The Council's Guidance on the Loss of industrial or business Uses (Sept 2015) sets out the minimum action requires when actively marketing business premises or a site and outlines the marketing evidence which must be provided when submitting an application for change of use. The guidance also provides information on the financial viability evidence required to demonstrate that the premises or site is no longer suitable for employment in some form.

Also see policy CP4 of the [Joint Core Strategy](#), policies IB2, IB3 and IB4 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

7. Energy statement

When required

i) Commercial development exceeding 1,500m²

Information required

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current BREEAM Standard for non-residential development. Further advice can be found in the [NPPF](#).

See also policy CP24of the [Joint Core Strategy](#) 2014

8. 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's web site](#). In addition, the [technical guide to the NPPF](#) provides guidance on 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 through [this link](#). Also see [NPPF](#) and [Technical Guidance to NPPF](#) for further guidance

9. Foul sewage/surface-water and utilities assessment

When required

For all new residential or commercial development where it is not intended to connect to mains drainage

- a) 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
- b) Disposal of surface water for all new residential or commercial development
- c) Sustainable drainage schemes (required for all major development)

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.

² You can establish whether the application's proposal site falls within one of these areas by going to the Environment Agency website at [If the site falls within a dark blue area it is within Flood Zone 3; the light blue area is Flood Zone 2.](#) <https://www.gov.uk/prepare-for-a-flood>

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 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 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 CP2 and CP26 of the Joint Core Strategy 2014 and Paragraphs 156 & 162 of the [NPPF](#). Further information can be found in the [EHDC Strategic Flood Risk Assessment](#) and from the [Environment Agency](#).

10. Heritage statement

When required

Where an application affects a known heritage asset or archaeological feature and for major developments in or immediately adjacent a conservation area.

Information required

A Heritage Statement may be required where archaeological or historical features or remains may be affected. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Further details of when a Heritage Statement is required and what it should contain can be found [here](#).

If applicants still require further information, they are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.

See also policies 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](#)

11. Land contamination assessment

When required

- i. Any new development of dwellings, greater than 10 units
- ii. Any site where contamination is known to exist
- iii. Excluding householder application, any site within 250 metres of an existing or former landfill site listed by the Environment Agency (See 'Further Guidance').

Information required

Part 2A of the Environmental Protection Act 1990, provides a risk-based approach to the identification and remediation of land where contamination poses an unacceptable risk to human health or the environment.

Applications should be supported by such information as is necessary to allow a screening assessment of the risks from ground contamination to the completed development, to sensitive adjacent land uses or ecosystems, and to controlled waters, where:

- Development is proposed on land that has been previously developed, whether or not previous structures have been demolished, or
- Proposals include a sensitive land use such as residential units, private residential gardens, public open space, play space or allotment gardens

The minimum information that should be provided by an applicant under these circumstances is an environmental desk study and site 'walkover' survey report.

Based upon the screening assessment (desk study & site walkover), additional investigation may be required following the granting of consent in order to determine the existence or otherwise of contamination, its nature and scale, and appropriately estimate the risks it may pose to human health, buildings, controlled waters & the wider environment. All intrusive investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 [2011] Code of Practice for the Investigation of Potentially Contaminated Sites).

If unacceptable levels of contamination are found to be present, a scheme of risk mitigation or soil remediation will be required to be undertaken & validated.

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.

Government policy is set out in the NPPF. 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:

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. 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).

See also Policy CP27 of the Joint Core Strategy 2014 and policy P7 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies. Further guidance can be found at:

[NPPF](#) [Appendix 1]

BS10175 [2011] Code of Practice for the Investigation of Potentially Contaminated Sites

[Environment agency search for current landfill sites](#)

[Environment agency search for historical landfill sites](#)

12. 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.

Information required

Landscaping details, including proposals for long-term management and maintenance, will be required and for major applications, setting the development into its wider landscape context. The landscaping proposals should follow from the design concept in the Design and Access Statement, if one was required.

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 any strategic landscaping.

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

13. Lighting assessment

When required

Will be required to accompany all applications for:

- i. external lighting systems associated with sports pitches, maneges, car parks and garage forecourts
- ii. Any major residential or commercial development in the countryside

Information required

Light nuisance can have a detrimental impact on the quality of the local environment. Under Section 79 of the Environmental Protection Act 1990, local authorities have a duty to take reasonably practicable steps to investigate complaints of statutory nuisance, being prejudicial to health or a nuisance.

Schemes should be prepared by a recognised independent consultant and submitted alongside applications to enable the effects of such lighting to be fully considered. The reports need to provide the information in relation to sky glow (%) and Source Intensity, measurements in Lux.

[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.

See also policy CP27 of the [Joint Core Strategy](#) 2014 and [the Institution of Lighting Engineers, Guidance for notes for the reduction of light pollution](#).

14. 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 [NPPF](#), [Hampshire Biodiversity Information Centre](#), [Biodiversity Checklist](#); policy CP21 of the [Joint Core Strategy](#) 2014

15. Noise impact assessment

When required

- i. Developments considered to be noise sensitive and which are close to existing sources of noise or vibration, e.g. major roads, railway lines and industrial developments
- ii. All applications for B2 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 (except where permitted development applies).

Why is it required?

Noise nuisance can have a detrimental impact on the quality of the local environment. Under Section 79 of the Environmental Protection Act 1990, local authorities have a duty to take reasonably practicable steps to investigate complaints of statutory nuisance and being prejudicial to health or a nuisance.

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. Further guidance is provided in the [NPPF](#) and [Noise Policy Statement for England \(March 2010\)](#).

16. 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 CP31 of the [Joint Core Strategy 2014](#) and [East Hampshire advice note on adopted residential standards](#).

17. Planning obligations statement (Also see Community Infrastructure Levy)

When required

All applications for:

- i. New residential,
- ii. Delivery of site specific infrastructure.

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:

- Measures with regard to mitigation of the effects of new development within 5km of the [Wealden Heaths Phase II](#) Special Protection Area for Birds.
- Measures with regard to mitigation of the effects of new development within 5.6km of the [Solent Special Protection Area](#)
- Affordable housing
- Site specific infrastructure (identified through the pre-application process)

These contributions can be secured through a Section 106 Agreement or unilateral obligation.

Applicants should clarify the Council's requirements in pre-application discussions, confirm any planning obligations 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 they are aware and apply to complete the obligation.

For further information see [NPPF](#), NPPG [CIL Regulations 2010](#), [EHDC CIL information](#), EHDC Planning Contributions and Community Infrastructure Levy.

18. 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 on alternative sport and recreational provision.

See also Policy [CP17 of the Joint Core Strategy 2014](#) and [Sport England – Spatial planning for Sport Development](#)

19. 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 CP29 of the [Joint Core Strategy](#)

20. 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 in England](#).

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

21. Sustainability appraisal

When required

All major planning applications.

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 CP2 and CP31 of the [Joint Core Strategy](#) and NPPF paragraphs 7 – 10.

22. Town centre uses statement

When required

- Applications for main town centre uses as defined in the NPPF that are not in an existing centre and are not in accordance with an up-to-date Local Plan

- Applications for over 2,500 m2 of retail, leisure and/or office development outside town centres, which are not in accordance with an up-to-date Local Plan

Information required

The NPPF sets out overall approach to economic development, focussing on town and district centres.

Development in category i) above requires a **sequential assessment** of the proposal.

Development in category ii) requires an **impact assessment**.

See also policies CP7 and CSWB3 of the [Joint Core Strategy](#) 2014 and policies TC2 to TC3 and S2 to S7 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

23. Transport assessment

When required

Any proposal that would lead to significant transport implications as set out in guidance produced by Hampshire County Council, i.e. development above the following thresholds:

- i. Residential development: 50 units
- ii. B1 and B2 uses: 2,500m²
- iii. B8 uses: 5,000m²
- iv. Retail uses: 1,000m²
- v. Education uses: 2,500m²
- vi. Health uses: 2,500m²
- vii. Care establishments: 500m² or 5 bedrooms
- viii. Leisure, stadia or ice rinks: All (1,500 seats)
- ix. Leisure, other: 1,000m²
- x. Commercial development not falling in the above categories: 500 m²

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, including existing traffic flows
- f) Effect of travel plan
- g) Traffic impact compared to existing site use in future years
- 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 the NPPF and from [Hampshire County Council](#).

Travel plan information can also be found from [Hampshire County Council](#).

See also policies T2 and T3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies, [Manual for Streets](#) and [Hampshire County MfS Companion Guide](#)

24. 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 and higher and further education establishments, where the gross floorspace is 2500m² or more,
- v. Stadia of 1500 or more seats,
- vi. Other service developments such as hospitals, and
- vii. Smaller traffic attracting developments in rural areas.

Information required

A draft travel plan should be submitted where significant levels of movement are likely to be generated as stated in Paragraph 36 of the NPPF. 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](#).

See also policy CP31 of the [Joint Core Strategy](#) 2014 and policies T2 and T3 of the [East Hampshire District Local Plan: Second Review](#) – Saved Policies.

25. Tree survey/Arboricultural impact appraisal/Arboricultural method statement

When required

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

A tree the subject of a tree preservation order, either within the application site or on adjoining land or

A tree that stands within a conservation area.

Information required

For all applications (including outline applications) the AIA must include a tree survey and finalised tree retention/removal plan. Retained trees and root protection areas should be shown on the proposed layout. In line with the recommendations of BS5837:2012, the AIA is required to be produced by a suitably qualified/experienced arboriculturalist.

The AIA should 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 BS5837-2012).

An **Arboricultural method statement (AMS)** will be required where work will be within the root protection area of protected trees. An AMS 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, existing and proposed finished ground levels). Further information can be found in BS5837-2012.

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

26. Ventilation/extraction details

When required

All applications for:

- i. A3 (i.e. restaurants and cafes – use for the sale of food and drink for consumption on the premises)
- ii. A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment)
- iii. A5 (i.e. hot food takeaways – use for the sale of hot food for consumption off the premises)
- iv. B2 (general industrial)
- v. Or required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed (excluding odour abatement techniques unless specifically required).

Information required

Odour and noise nuisance can have a detrimental impact on the quality of the local environment. Under Section 79 of the Environmental Protection Act 1990, local authorities have a duty to take reasonably practicable steps to investigate complaints of statutory nuisance, including “any dust, steam, smell or other effluvia arising on industrial, trade or business premises and being prejudicial to health or a nuisance.

Details of the position and design of ventilation and extract must be submitted. Noise assessment shall be based on BS4142:2014; and cover the time period when the extract or ventilation system will be operational.

For a kitchen extract system, information must include a completed Annex B taken from the [Control of Odour and Noise in Commercial Kitchen Exhaust Systems](#) produced by DEFRA.

POST VALIDATION REQUIREMENTS

Planning statement

Where a design and access statement is not provided. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

Structural survey

Where the structural integrity of the building is affected, i.e., barn conversions or reuse of other buildings, if the condition is questionable. A structural survey may also be required in support of an application if the proposal involves substantial demolition. See also policies C14, HE5, HE9 and HE10 of the [East Hampshire District Local Plan: Second Review](#).

Statement of Community Involvement

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 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.

Viability Appraisal

Where a viability assessment is required, the applicant should provide sufficient detail to enable the LPA to assess the applicant's contention that the scheme would not be viable if it made provision for elements required by relevant policies (e.g. affordable housing) as stated in the [Joint Core Strategy](#).

To support this contention, the applicant should provide the following details:

- a) Supporting reports for any site abnormalities, costs, etc
- b) QS Cost assessment- The evidence should include a full build cost estimate, not summary, showing how the costs have been estimated.

- c) Market evidence- This needs to comprise:
 - (i) Estimate of sales values
 - (ii) Market evidence in support of the sales values
 - (iii) Values assessed for any affordable housing
- d) Detailed valuation reports (Include tenures, easements, description etc). This needs to include a valuation of the site in its existing or potential or alternative use with an explanation showing how these values have been assessed.
- e) Viability appraisal including cash flow. This needs to be a viability toolkit and should be provided as a standard spreadsheet document to enable the Council to see how the calculations have been done.
- f) Development programme - This would show the anticipated period involved in development, including pre- build, build period and marketing period.
- g) Agreement to meet the reasonable cost of the Council having the viability appraisal checked by an independent valuer

Glossary and other important information relating to plans and drawings

“DMPO”:

Town and Country Planning ([Development Management Procedure](#)) (England) Order 20105 (as amended)

“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](#). Further advice can be found at [Heritage Statements](#).

“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