



Local Planning Application Requirements - May 2024

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1. Introduction

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

Any application made within the South Downs National Park (SDNP) area must comply with the [SDNP Local-Validation-List](#).

EHDC's Local Information Requirements were reviewed and publicly consulted upon during the period 6 November 2023 to 17 December 2023 (6 weeks).

2. 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 proposal 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 planning applications.

3. Validation of Applications

National information requirements are specified in the Development Management Procedure Order 2015 (as amended). Local information requirements are defined by the local planning authority.

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 additional information is usually required for applications of a particular type, scale or location.

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

Not all the information requirements set out 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 Local List, and the applicant considers that the information is not necessary, the applicant should provide a justification with the application as to why it is not necessary in the particular circumstances.

If the Council confirms its decision to require the information, then an 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, 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.

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

it until the necessary information is submitted.

4. Notification of Validity

Once an application has been received, accompanied by all the necessary information and relevant fee, 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 will be validated within 3 to 5 working days from the date of receipt. Major applications will be validated within 10 working days of receipt.

5. East Hampshire District Council Planning Applications Requirements

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

- Part I contains national information requirements for the submission of an application.
- Part II contains additional information (local requirements), which East Hampshire District Council considers may be necessary for specific application types or locations.

6. 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 considers 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.

7. Pre-application Advice

Pre-application advice will provide guidance for applicants 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.

Part I – NATIONAL REQUIREMENTS

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, see the [Planning Portal](#) for more information.

3. 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.
 - Applications for listed building consent
- 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).

4. 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 2017.
- 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.

5. 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

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 (no more than 1 year old) 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. 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. Written dimensions to boundaries are required in some circumstances 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.

8. Biodiversity Net Gain

Applications for planning permission, unless exempt, must deliver 10% biodiversity net gain over the pre-development value of the site. Applications must provide all of the minimum information set out in set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 including:

- a Biodiversity Statement
- a scaled plan showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.
- a completed [statutory biodiversity metric](#)

Further information is available in the [Biodiversity Net Gain Planning Practice Guidance](#).

The biodiversity metric should be completed by a competent person with specialist knowledge of habitat types and conditions, such as an Ecologist, who can advise on the calculations. Ecology consultants can be found on the [CIEEM website](#).

The BNG submission must also explain how a biodiversity net gain approach has been taken at the development site. This must be carried out in line with the [ecological mitigation hierarchy](#) of avoiding and minimising impacts first before BNG is applied.

The government has provided [advice on exemptions from the BNG requirement](#). If you think your site is exempt, then you should submit a statement with your application to explain why.

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.

1. Accommodation Schedule

When required

All major residential applications, except applications for outline planning permission.

Information required

- A summary of the proposed housing mix
- Details of size of each house type in squares metres and the numbers of each proposed house type

The accommodation schedule can be indicated on the proposed layout plan or included within the Planning Statement or the Design and Access Statement

2. Additional Plans

- a) Dimensions of the distance of the proposal to key boundaries on the block plan (householder applications only).
- b) Measurements (width, depth, ridge height, eaves) of the proposal on the elevation plans (householder applications only).
- c) Scale and paper size when printed must be clearly marked on all plans.
- d) Proposed block plans should include neighbouring properties.
- e) Existing and proposed block plans should include any existing outbuildings.
- f) Elevation plans for Prior Notification for larger homes proposals and Householder Lawful Development Certificate applications should specify that proposed materials match the existing.

3. Affordable Housing Statement

When required

- i. All sites which result in ten or more additional dwellings;
- 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 (not required for outline applications);
- 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.

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.

4. Agricultural Statement

When 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.

Information required

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

5. Air Quality Assessment

When required

- i. Development in excess of 100 dwellings or 10,000m² new floor space
- ii. Development falling within Use Class B2 with floor space of 1000m²+
- iii. Where > 300 new parking spaces are proposed.

Information required

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.

6. Annexe Accommodation Statement

When required

Applications for planning permission to provide ancillary self-contained accommodation for an existing dwelling.

Information required

Sufficient information to demonstrate how the proposal accords with sections 3.6-3.8 of the Council's Residential Extensions and Householder Development Supplementary Planning Document.

7. Biodiversity & Nature Conservation

A. Ecological Assessment

When required

A Preliminary Ecological Appraisal, Ecological Impact Assessment and/or Species specific surveys will be required for:

- I. Any application likely to adversely impact an internationally, nationally or locally designated nature conservation site e.g. Special Area of Conservation (SAC), Special Protection Area (SPA), Site of Special Scientific Interest (SSSI), Local Nature Reserve (LNR) and/or a Site of Interest for Nature Conservation (SINC);
- II. Any application likely to adversely impact a priority habitat type¹; and/or

¹Habitats of Principal Importance as listed in section 41 of the Natural Environment and Rural Communities Act 2006. These habitats are determined according to specific criteria described in UK BAP Priority Habitat Descriptions - [UK BAP Priority Habitats | JNCC - Adviser to Government on Nature Conservation](#)

- III. Any application where there is potential for protected and/or notable species² to be present and adversely impacted by the proposal.

Information required

A Biodiversity Checklist (full or householder)³ can help inform the scope of the biodiversity information needed to validate and determine the planning application. Completion of the biodiversity checklist will help identify if a designated site, priority habitat and/or legally protected/ notable species⁴ is likely to be adversely impacted by the proposed development due to its nature or location.

Where the Biodiversity Checklist or other sources indicate such biodiversity features may be present and impacted then a Preliminary Ecological Appraisal (PEA) will be required to be submitted. It should be noted the biodiversity checklists only provide a guide to situations where surveys are likely to be required but they are not exhaustive. Professional advisors may recommend, or the Council may require surveys in other circumstances.

If the PEA identifies that particular habitats of conservation significance (including designated sites and priority habitat types) are present within the zone of influence⁵ and/or there is a likelihood of legally protected or notable species being adversely affected then a more detailed Ecological Impact Assessment and further species surveys will be required. The Ecological Impact Assessment should set out how the mitigation hierarchy⁶ has been applied to the development proposal together with any necessary proposed mitigation, compensation and enhancement required.

For further information and guidance see the National Planning Policy Framework; Policy CP21 of the Joint Core Strategy and East Hampshire District Council's Planning & Biodiversity Guidance⁷.

B. Biodiversity Net Gain Additional Information

When required

All applications for planning permission, unless exempt, are required to demonstrate biodiversity net gain.

Information required

² Includes species protected under European legislation and the Wildlife & Countryside Act 1981, species listed under section 41 of the Natural & Environment and Rural Communities Act 2006, the IUCN Red List of Threatened Species; the Birds of Conservation Concern Red list; and species listed as being nationally, county, or vice-county rare or scarce.

³ [Checklists | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/Checklists)

⁴ Magic maps (www.magic.gov.uk) provides information on the location of statutory designated wildlife sites and ancient woodlands within the District. The council's on-line mapping system ([iShareMaps | East Hampshire District Council \(easthants.gov.uk\)](https://www.easthants.gov.uk/iShareMaps)) provides information on the location of non-statutory designated wildlife sites (SINCs) within the District and the Hampshire Biodiversity Information Centre ([Hampshire Biodiversity Information Centre \(HBIC\) | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/HamBiodiversity)) provides comprehensive habitat and species data, including the designation details of SINCs. There may be a charge for this service.

⁵ Zone of Influence is the geographic extent over which a development may affect landscape and biodiversity.

⁶ The series of sequential steps that must be taken in order to limit negative impacts on biodiversity and achieve a biodiversity net gain: Avoid, Mitigate, Enhance and Compensate.

⁷ [HCCET Report Template - PEA - BLANK \(easthants.gov.uk\)](https://www.easthants.gov.uk/HCCET-Report-Template-PEA-BLANK)

- i. A Biodiversity Net Gain Plan showing the location of habitat losses and gains; and
- ii. Details of the legal and funding mechanisms by which the long-term implementation of the Plan will be secured for a minimum of 30 years.

For further information and guidance see the NPPF, Policy CP21 of the Joint Core Strategy and East Hampshire District Council's Planning & Biodiversity Guidance⁸.

C. Habitats Regulations Assessment (HRA)

When required

An HRA is required for any new residential units proposed within:

- 5km of a Special Protection Area (SPA), Special Area of Conservation (SAC) and/or Ramsar. Such internationally designated sites include the Wealden Heaths Phase II SPA and the Thames Basin Heaths SPA.
- 5.6 km of the Solent SPA.

Information required

Information in the form of a Habitats Regulations Assessment (HRA) should set out how any significant adverse effects (impacts) on the ecological features and conservation objectives of the designated site will be avoided or fully mitigated. Expert ecological advice will need to be sought to provide the information required. If there is any significant impact, the HRA should include information on how the impacts will be avoided or adequately mitigated. Further information can be found in Section 7 of the Council's Biodiversity and Planning Guidance document⁹.

This information will allow the LPA to carry out an Appropriate Assessment, if required, to determine the potential impact the proposal will have on the internationally designated site.

D. Nutrient Neutrality

Extra wastewater from new housing developments within certain river catchments in the District can have a significant effect on European designated nature conservation sites. Specifically, development proposals that lie within the Solent catchment or the River Itchen catchment¹⁰ that will result in a net gain in overnight accommodation or result in a high volume of water use, will need to demonstrate nutrient neutrality to avoid adverse impacts on these internationally important sites.

Nutrient neutrality is achieved when the increase in nutrient load that is created as a result of additional wastewater (including surface water) from the development is compensated for by the use of suitable mitigation measures so that any net increase in the nutrient load is avoided.

When required

⁸ [HCCET Report Template - PEA - BLANK \(easthants.gov.uk\)](#)

⁹ [HCCET Report Template - PEA - BLANK \(easthants.gov.uk\)](#)

¹⁰ Maps showing the different river catchments within the District are shown on the Council's on-line mapping system under Planning Policy tab: [iShareMaps | East Hampshire District Council \(easthants.gov.uk\)](#)

New housing schemes and other proposals which include a net gain in overnight accommodation or development which has a high volume of water use will need to demonstrate nutrient or phosphorus neutrality.

The area affected covers the southern parishes that are served by Budds Farm Wastewater Treatment Works and will need to demonstrate nitrate neutrality. Phosphate neutrality will need to be demonstrated for parts of Ropley, Medstead, Bentworth, Four Marks and Wield Parishes which discharge into the catchment of the River Itchen. Further details on the locations of these areas are provided below.

Information required

Relevant planning applications must include:

- A site-specific nutrient budget calculation, using Natural England's most up to date budget calculator; and
- A Habitats Regulations Assessment including, as applicable, a mitigation strategy. This should include sufficient information for the LPA to carry out an Appropriate Assessment.

Natural England have provided two separate Nutrient Budget Calculators, one for the Solent catchment and one for the Itchen catchment both with accompanying maps which show the areas of the district which fall within each catchment. These and further details of the information required can be found on [our website](#).

8. Climate Change Adaptation and Mitigation: Sustainability Checklist

When required

- i) Any application for additional floorspace (i.e. aside from change of use) for residential use or overnight accommodation (Use Classes C1-C4).
- ii) Any application for additional floorspace (i.e. aside from change of use) for commercial use (Use Class E).
- iii) Any application for additional floorspace (i.e. aside from change of use) for industrial or storage & distribution use (Use Classes B2 & B8).
- iv) Any application for additional floorspace (i.e. aside from change of use) for community purposes (Use Classes F1 & F2).

Information required

A sustainability checklist prepared in accordance with the Climate Change and Sustainable Construction SPD must be submitted for purposes of demonstrating that the requirements of East Hampshire Joint Core Strategy Policies CP24 and CP29 have been met. Applications should be accompanied by a completed version of the Sustainability Checklist (Appendix 4 of the Council's Climate Change and Sustainable Construction SPD) or equivalent information in the form of a Sustainability Report that has been prepared for the proposal.

9. Community Infrastructure Levy Information

When required

- i. Net additional floor space over 100sqm (gross internal area)
- ii. Net increase of 1 or more dwellings (even if less than 100sqm)
- iii. Development in excess of 100sqm of new/additional retail floor space or hotel space
- iv. Change of use to residential C3.

Information required

Completion of the CIL Form 1: Additional Information and CIL Form 2: Assumption of Liability is required.

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 our CIL webpage.

10. Economic and Marketing statement

When required

For any development that would result in the loss of premises in Class E (g), B2 and B8 employment use, or loss of land or sites allocated for employment use in the development plan.

Information required

The Council's Guidance on the Loss of industrial or business uses (May 2021) 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 promises 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.

11. Flood Risk Assessment (FRA)

When required

- Development proposals with a site area of more than 1 hectare in Flood Zone 1
- All development proposals (including extensions), in Flood Zones 2 and 3
- Sites of less than 1 ha in flood zone 1 where the proposed development includes the change of use to a more vulnerable Use Class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example ground water, surface water, drains or reservoirs).

- Sites in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency (currently the Environment Agency has not designated any “areas with critical drainage problems” in East Hampshire District).

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. Further guidance is available on the Planning Practice website: [Flood risk assessments if you're applying for planning permission](#). The East Hampshire District Council Strategic Flood Risk Assessment provides details of areas at risk of flooding from rivers, surface water and groundwater, [SFRA East Hants](#).

12. Heritage statement

When required

Where an application has the potential to affect the significance (including the setting) of affects a known heritage asset or is in an area of archaeological potential and for major developments in or immediately adjacent to a conservation area

Information required

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. The level of detail should be proportionate to the assets' importance. Further details of when a Heritage Statement is required can be found in the [Heritage Statement Guidance](#).

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

13. Land Contamination Assessment

When required

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

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.

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

14. Landscaping Details

When required

All major developments (full planning permission only).

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.

15. Lighting Assessment

When required

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

Details should include a technical specification, layout plan with beam orientation, a schedule of equipment and intended hours of illumination. The reports need to provide the information in relation to sky glow (%) and Source Intensity, measurements in Lux.

For further information see the Institution of Lighting Professionals guidance for the reduction of obtrusive light: [Guidance Note 1 for the reduction of obtrusive light 2021 | Institution of Lighting Professionals \(theilp.org.uk\)](#) and planning practice guidance [Light pollution - GOV.UK \(www.gov.uk\)](#).

Schemes should be prepared by a recognised independent consultant.

16. 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).

Information required

An assessment should be prepared by a suitably qualified acoustician and outline the potential sources of noise/vibration generation, and how this may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate and reduce to a minimum potential adverse impacts.

17. Odour Assessment

When required

Development likely to generate odours (e.g. sewage works, intensive animal rearing, processing of animal remains, solid waste management, composting and some industrial processes)

Information required

The assessment should be prepared by a suitably qualified professional and be in accordance with Chapter 3.1 (Content of an Odour Assessment for Planning) of the Institute of Air Quality Management – Guidance on the Assessment of Odour for Planning (2018).

18. 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. 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.

19. Planning Statement**When required**

All major developments

Information required

The planning statement should provide a balanced justification for the proposed development and include an assessment of how the proposed development relates to relevant national and local planning policies. It may also include the planning history of the site and details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission.

The statement should clearly set out the planning balance, summarise all the supporting documents and weigh all material considerations in the balance.

20. 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 – Planning for Sport](#).

21. 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.

22. Structural Survey

When required

- Applications for listed building consent where the proposed works have implications for the structural integrity of the building
- Applications for the conversion of rural buildings outside a settlement boundary
- Proposals where the proposed works are to address structural issues associated with the building.
- A structural survey may also be required in support of an application if the proposal involves substantial demolition.

Information required

A structural survey/report prepared by a structural engineer or an appropriately qualified engineer.

This should include each of the following where appropriate:

- General description and age of building.
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering.
- Assessment of repairs necessary to ensure retention of the building.
- Assessment of structural and other alterations necessary to implement the proposed conversion.
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers.
- Opinion as to the suitability of building for proposed conversion.
- Photographs are often helpful but not essential.
- A schedule of works necessary to preserve the building.
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

23. 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 Ofcom Electronic Communications Code.

See also Policy U14 of the East Hampshire District Local Plan: Second Review.

24. Town Centre Uses Statement

When required

- i. 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
- ii. 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.

25. 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) B2 and E(g) 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 [Technical guidance notes | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/technical-guidance-notes)

26. 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 F1(e), F2(b), F2(c) and F2(d) uses (excluding stadia) where the gross floorspace is 1000m² or more
- iv. E(g), 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 113 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 Hampshire County Council [Technical guidance notes | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/technical-guidance-notes).

27. 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 arboriculturist.

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.

28. Ventilation/extraction details

When required

All applications for:

- i. E(b) use for the sale of food and drink for consumption (mostly) on the premises)
- ii. Sui Generis former A4 drinking establishments (– use as a public house, wine-bar or other drinking establishment)
- iii. Sui Generis former 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

If a new development may give rise to odour, or be affected by existing odour, we will expect planning applications to include an odour assessment. Assessments should meet

the recommendations in Guidance on the assessment of odour for planning published by the Institute of Air Quality Management.

For proposed commercial kitchens, assessments should be in accordance with Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems and include the information set out in Annex B and a risk assessment in accordance with Annex C of the document. Whilst this document has been withdrawn by DEFRA, we consider it to be best practice and have adopted it as local guidance.

29. Viability Assessment

When required

Any applications where the proposal does not provide planning policy requirements for affordable housing and infrastructure.

Information required

Any viability assessment should reflect the government's recommended approach to defining key inputs as set out in National Planning Guidance.

A full, un-redacted viability assessment will be published in full on the planning website, except in exceptional circumstances where the publication of certain specific information would harm the commercial confidentiality of the developer to no public benefit. Applicants making a case for exceptional circumstances must provide a full justification as to the extent to which disclosure of a specific piece of information would cause an 'adverse effect' and harm to the public interest that is not outweighed by the benefits of disclosure. Applicants will be required to pay the Council's costs for an independent review of the viability assessment.