



**Horsham  
District  
Council**

# **VALIDATION CHECKLIST LOCAL LIST OF REQUIREMENTS**

**Advice for officers, applicants and agents**

# CONTENTS

	Page
INTRODUCTION.....	2
1. AFFORDABLE HOUSING STATEMENT .....	3
2. AGRICULTURAL/FORESTRY/HORTICULTURAL BUILDINGS/DWELLINGS STATEMENT.....	3
3. AIR QUALITY ASSESSMENTS (AQAs) .....	3
4. BIODIVERSITY .....	4
5. DAYLIGHT/SUNLIGHT ASSESSMENT .....	5
6. ENVIRONMENTAL STATEMENT .....	5
7. FLOOD RISK ASSESSMENT.....	6
8. FOUL SEWERAGE AND UTILITIES ASSESSMENT.....	6
9. HERITAGE STATEMENT .....	8
10. LAND CONTAMINATION ASSESSMENT .....	9
11. LANDSCAPING DETAILS.....	9
12. LIGHTING ASSESSMENT.....	10
13. NOISE ASSESSMENT.....	10
14. OPEN SPACE ASSESSMENT .....	11
15. PARKING PROVISION .....	11
16. PHOTOGRAPHS AND PHOTOMONTAGES .....	11
17. PLANNING OBLIGATIONS (DRAFT HEADS OF TERMS) .....	12
18. PLANNING STATEMENT .....	12
19. RETAIL IMPACT ASSESSMENT .....	13
20. SITE WASTE MANAGEMENT PLAN.....	13
21. STATEMENT OF COMMUNITY INVOLVEMENT.....	14
22. STREET SCENE ELEVATION.....	14
23. STRUCTURAL STATEMENT .....	14
24. SUSTAINABILITY AND ENERGY STATEMENT .....	15
25. TELECOMMUNICATIONS DEVELOPMENT – SUPPLEMENTARY INFORMATION .....	15
26. TRANSPORT ASSESSMENT.....	16
27. TRAVEL PLAN .....	16
28. TREE SURVEY/ARBORICULTURAL IMPLICATIONS .....	16
29. VENTILATION/EXTRACTION STATEMENT.....	17
30. VIABILITY STATEMENT .....	17
31. VISIBILITY SPLAYS AND SIGHTLINES.....	18



## INTRODUCTION

From 6th April 2008 the Government has introduced a standard national planning application form. It has been accompanied by changes to the procedures involved in the validation of applications.

In addition to national statutory requirements for validating applications as set out in the Council's separate document, the Government has also produced a list of additional requirements which local planning authorities are encouraged to adapt to suit their individual circumstances and to formally adopt as part of the process of validating applications.

The adopted requirements are known as the 'Local List' and will be used in conjunction with the national statutory requirements (the 'National List') to determine whether a submitted application is valid.

The following list of Local Requirements constitutes the comprehensive local list adopted by Horsham District Council. However, all items on the list will not be necessary in respect of every application as the information required will vary depending on the type of application.

The validation checklists should be referred to in conjunction with the following local list (as well as the National List) to ascertain the precise requirements for the type of application being submitted.

**Where a submission is required under any of the categories below, the Council will require 1 original and 3 copies of documents and 4 copies of all plans (except when applications are submitted electronically). For complex applications additional copies may be requested to assist in the speed of determining the application.**

The proposed list of Local Planning Application Requirements below refers in detail to the specific requirements set out on the Council's validation checklists. The list also contains links where appropriate to national and local planning policies, plus advice on how documents, plans and assessments should be put together.

We recognise that this list might seem daunting to applicants, but most complex applications only require a few of these technical reports, where relevant to their proposal or the site concerned.



## **1. AFFORDABLE HOUSING STATEMENT**

In line with PPS3 (December 2006) and the Council's adopted Local Development Framework documents, we require details relating to the provision of affordable housing. In such cases, information will be required concerning both the affordable housing and any open market housing to be provided and in particular whether it meets an identified local need for both Category 1 and 2 Settlements. Further details are contained in Policy CP5 of the Core Strategy (2007) of the Horsham Local Development Framework.

The statement should include the number and mix of residential units, the number of habitable rooms and/or bedrooms or the floor space of the units. A plan showing the location of the units and floor plans should be included. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Details of any registered social landlords acting as partners in the development should also be given. Further advice is available in Planning Policy Statement 3 and Policy CP12 of the Horsham District Local Development Framework: Core Strategy (2007) and Policy DC18 of the Horsham District Local Development Framework: General Development Control Policies (2007).

The Council would also welcome a statement setting out draft heads of terms for the Section 106 Agreement alongside any planning application to allow negotiation to proceed at the earliest possible stage.

## **2. AGRICULTURAL/FORESTRY/HORTICULTURAL BUILDINGS/DWELLINGS STATEMENT**

A detailed statement is required for full applications to erect agricultural/forestry/horticultural buildings and/or dwellings or tracks, lakes or ponds. This should detail the proposed use of the building and justify how the building(s), dwelling, track, lakes or pond will benefit the overall farm or form part of a diversification or business plan. Appendix A provides additional details and information and should also be completed and attached to this statement.

## **3. AIR QUALITY ASSESSMENTS (AQAs)**

AQAs will be required for all proposals that impact on air quality or are potential pollutants or where the development could itself result in the designation of an air quality management area. Assessments should indicate the change in air quality likely to result from the proposed development and outline appropriate mitigation measures. Thresholds for other statements are set out within the relevant checklists.



Further advice on the completion of these documents including scoping may be obtained from the Council's Head of Public Health and Licensing. Further advice is available in PPS23:Planning and Pollution Control and policy CP2 of the Horsham District Local Development Framework: Core Strategy (2007). Information on air quality management areas can be found on the UK Air Quality Archive.

#### **4. BIODIVERSITY**

Where a proposed development may have an impact on wildlife, ecology or habitats or on sites and areas of biodiversity value such as Sites of Scientific Interest (SSSI) and ancient woodland, appropriate information should be provided in relation to biodiversity and the possible development impact to allow full consideration of those impacts.

Where proposals are made for mitigation and/or compensation measures, information to support those proposals will be needed.

Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.

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

Certain proposals which involve the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species. Information will need to be provided so that any potential impact can be assessed together with any mitigation proposals.

Government policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005). PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System (ODPM Circular 06/2005, and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

Material produced by other organisations may also provide a useful reference resource e.g. Association of Local Government Ecologists "Validation of Planning Applications – Template for Biodiversity and Geological Conservation" (draft June 2007).



There are a range of local policies that also should be referred to including Policy CP1 of the Horsham District Local Development Framework: Core Strategy (2007) and Policy DC5 of the Horsham District Local Development Framework: General Development Control Policies (2007).

In the event that any development proposal is likely to have an effect on interests of acknowledged importance as set out above, applicants are advised at the earliest possible stage to discuss the implications with the Council.

## **5. DAYLIGHT/SUNLIGHT ASSESSMENT**

In circumstances where there is a potential for adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then we will require applications to be accompanied by a daylight/sunlight assessment, or shadow diagrams.

Further guidance can be obtained from the Building Research Establishment ([www.bre.co.uk](http://www.bre.co.uk)) guidelines on daylight assessments.

## **6. ENVIRONMENTAL STATEMENT**

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided.

The need for such assessment is most commonly confined to large scale agricultural, industrial or minerals related developments and significant infrastructure projects. In the overwhelming majority of cases EIA will not be required.

An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the planning authority before submitting the application. However, where EIA is not required, the local planning authority may still require environmental information to be provided.

Advice on the preparation of the landscape design element of this statement is contained with "Guidelines for Landscape Assessment and Visual Impact Assessment", 2<sup>nd</sup> edition by The Landscape Institute with the Institute of Environmental Management and Assessment.



## **7. FLOOD RISK ASSESSMENT**

At the planning application stage, an appropriate Flood Risk Assessment (FRA) may be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account.

Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). This 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.

For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

Even householder development can be subject to risk from flooding. It is vital that new extensions are built and designed to minimise the risk of flooding. It is extremely unlikely that planning permission will be granted for development in flood risk areas unless the FRA is provided.

You can find out if your application site is within a flood risk zone by checking the Environment Agency web site ([www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)). If the application site is within a flood risk zone you should then access the user flowchart at [www.pipernetworking.com](http://www.pipernetworking.com) which will identify whether the site lies in zone 1, 2 or 3.

The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. Planning Policy Statement 25: 'Development and Flood Risk (December 2006) provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Policy DC7 of the Horsham District Local Development Framework: General Development Control Policies (2007) relates to flooding.

## **8. FOUL SEWERAGE AND UTILITIES ASSESSMENT**

It is important even for minor development such as extensions and single dwellings that the location of existing utility infrastructure is investigated and taken into account at an early stage. Southern or Thames Water can provide further advice and guidance.



If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). A foul sewerage assessment should include a description of the method of storage, treatment and means of disposal of any trade waste or effluent where appropriate. All new buildings need separate connections to foul and storm water sewers

It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.

Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

There is increasing pressure on utility providers to ensure that they are able to provide the appropriate water, gas and electricity supplies required to service developments. This often manifests itself by later requests for separate drainage facilities, substations etc, which are often subject to requirements for planning permission and which because of the overriding need for them detract from the quality of the eventual development.

A Utilities Statement will therefore be required for a range of applications, with details on how an application connects to existing utility infrastructure systems.

Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.

Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

Utilities statements should demonstrate that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; and that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.



The identified requirements following examination of available services will need to be built into development proposals.

## **9. HERITAGE STATEMENT**

A Heritage Statement will be required to accompany applications for listed building and Conservation Area consent and for planning applications that affect listed buildings, Conservation Areas, historic parks and gardens and archaeological sites.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or the Council's Design and Conservation officer before any application is made.

The statement should also make reference to locally based information collated by Parish Councils in the form of a Parish Design Statement – Policy CP3 of the Horsham District Local Development Framework: Core Strategy (2007) recognises the worth of these statements which concentrate on principles of good design applicable to locally distinctive areas.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. In addition, consideration should be given to using local materials indigenous to the area i.e. thatch and Horsham Stone.

A structural survey may be required in support of an application for listed building consent.

For applications for Conservation Area consent, a written statement including a structural survey, an analysis of the character of the building and justification for the proposed demolition may be required.

For applications within or adjacent to a Conservation Area, an assessment of the impact of the proposal on its character and appearance may be required.

Advice on the preparation of these statements is contained within PPG15: 'Planning and the Historic Environment' (September 1994) and a series of recent government circulars are also available. English Heritage also provide information on the preparation of these documents.



Policies DC10, DC11, DC12 and DC13 of the Horsham District Local Development Framework: General Development Control Policies (2007) deal with Heritage issues and applicants should therefore carefully consider how their development will meet the policy objectives.

## **10. LAND CONTAMINATION ASSESSMENT**

Applications may need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Planning Policy Statement 23 'Planning and Pollution Control' (November 2004).

The processes associated with land remediation are potentially lengthy and therefore it is essential that information is gathered as early as possible in order to characterise sites and identify the levels of contamination on site and links to potential receptors.

Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

## **11. LANDSCAPING DETAILS**

The Council encourages applicants and agents to provide a programme of landscaping as part of the application process. The appropriate treatment of external areas can provide an attractive setting for new development and the Council considers that the areas around buildings and use of suitable hard and soft landscaping are as important in defining the setting of buildings as the buildings are themselves.

It is therefore vital for certain categories of application that an appropriate landscaping strategy is set out to accompany the application. It may be appropriate to take independent specialist advice prior to producing a scheme for consideration alongside planning applications. Submissions will be returned if they are inadequate in addressing the checklist requirements, or if they are not accompanied by the necessary landscape scheme and strategy.

Applications that are accompanied by landscaping details should include proposals for long-term maintenance and landscape management. There should also be reference to the landscaping strategy which follows from the design concept in the Design and Access Statement, if appropriate.

Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.



Policies CP1 and CP3 of the Horsham District Local Development Framework: Core Strategy (2007) and Policies DC2 and DC11 of the Horsham District Local Development Framework: General Development Control Policies (2007) refer to the importance of landscape character.

These policies state that the Landscape and Townscape of the District should be both conserved and enhanced. Guidance on landscape character can be found in the Horsham District Landscape Character Assessment (2003).

Further guidance on the requirements and content of landscape design proposals can be found in Horsham District Council's "Landscape Design" working draft (January 2006).

## **12. LIGHTING ASSESSMENT**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design.

Such schemes should be prepared by a recognised consultant and submitted alongside applications to enable the effects of such lighting to be fully assessed.

Lighting assessments will also be required to detail the level of luminance for all advertisements.

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

## **13. NOISE ASSESSMENT**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in Planning Policy Guidance 24: Planning and Noise (September 1994).



## **14. OPEN SPACE ASSESSMENT**

For development within or that would affect open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need.

National planning policy is set out in Planning Policy Guidance Note 17: Planning for open space, sport and recreation (July 2002). The Council has an up to date Open Space, Sport and Recreation Facilities Assessment and this can be viewed on the Council's website [www.horsham.gov.uk](http://www.horsham.gov.uk).

## **15. PARKING PROVISION**

A statement will be required for all proposals where a new parking layout and/or access from the highway form part of the application.

It is essential that parking layouts afford safe manoeuvring and the ability to access and egress sites in forward gear. Such plans need to identify turning areas consistent with the size and frequency of vehicles visiting a site, provisions to enable safe and convenient movement for pedestrians, and facilities for cyclists, disabled users and where appropriate motor cyclists.

Such plans should be drawn at a scale of 1:200 with the position of building(s) on site included together with accesses. This information can form part of the site plan if at the above scale if its inclusion on the site plan will not afford difficulty in interpreting other information.

## **16. PHOTOGRAPHS AND PHOTOMONTAGES**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building. It is essential however that photomontages or "street scene" elevations showing adjoining buildings are based on accurate, surveyed information.



## **17. PLANNING OBLIGATIONS (DRAFT HEADS OF TERMS)**

Planning obligations, or Section 106 Agreements are private agreements negotiated between local planning authorities and persons with an interest in a piece of land or developers, and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Where relevant, the Council requires a statement of the proposed Heads of Terms to be submitted with the application.

The Council's Local Development Framework contains policies that give details of likely planning obligation requirements including affordable housing and developer contributions.

The Council adopts a proactive approach to securing Section 106 contributions from a range of developments. Guidance is given in the Council's 'Planning Obligations' (SPD) (June 2007). Most contributions are directed towards sustainable transport and provision of community facilities, open space and recreation.

We welcome early discussions to confirm and establish any planning obligations that may apply. The validation checklists set out a number of categories of development where a Section 106 Agreement will be required from the outset and for these particular categories it is preferred that draft Heads of Terms are put forward for consideration alongside the application.

Details of the applicant's solicitor should be provided in order for the draft obligation to be prepared and circulated as necessary.

Further advice on planning obligations is available in Circular 05/2005, Planning Obligations and a model Section 106 Agreement is available on the Communities and Local Government website.

## **18. PLANNING STATEMENT**

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. Alternatively, a separate statement on community involvement (see number 21 below) may also be appropriate.



## **19. RETAIL IMPACT ASSESSMENT**

Proposals put forward for town centre uses outside the defined town, district and local centres will need to be accompanied by a retail impact assessment which sets out the effects of the proposal on existing centres.

For larger proposals a full retail impact assessment is required, however, smaller out of centre uses can cumulatively begin to impact on town centres and for that reason the Council will require smaller scale proposals to address the likely impact on the particular local centre whose catchment could be affected.

On occasion and depending on the size and location of the proposal, an assessment of centres outside Horsham may be required.

Planning Policy Statement 6: Planning for Town Centres (March 2005), sets out the main town centre uses to which the policy applies (see paragraph 1.8). Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

In addition to national guidance, local guidance on retail uses is set out in Policy CP17 of the Horsham District Local Development Framework: Core Strategy (2007) and in policies DC34, DC35 and DC36 of the Horsham District Local Development Framework: General Development Control Policies (2007).

## **20. SITE WASTE MANAGEMENT PLAN**

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform "Site Waste Management Plans: guidance for construction contractors and clients". These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.



## **21. 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 adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Further guidance on Statements of Community Involvement is available in Chapter 7 of *Creating Local Development Frameworks: A Companion Guide to PPS12* (November 2004). See also Horsham District Councils Statement of Community Involvement 2007.

## **22. STREET SCENE ELEVATION**

This is required to demonstrate how new build development will fit into its immediate environment. When the proposal involves the erection of a new building, a scaled streetscene (1:100 or 1:200) accurately plotting the siting, height and separation distances of the existing adjoining properties and the proposed building(s) will be required (see also number 16 above).

A minimum of two dwellings/buildings either side should be plotted, though full elevational detail need not be provided. For corner sites a street scene should be provided for each street frontage.

## **23. STRUCTURAL STATEMENT**

Where the proposal involves a barn conversion, a structural survey will be required. This should give an appraisal of the structural stability of the building, together with a schedule of the work that is required to convert the building and a method statement for carrying out the work. This should be accompanied by plans indicating the repairs and alterations required. The survey should be carried out by an independent specialist consultant.

Additionally, if it is proposed to demolish all or part of a listed building/structure, a structural survey will be required. This will need to confirm the status of the building clarifying that demolition is the only available option in the event that historic fabric either cannot be retained or is beyond meaningful repair. A structural survey may also be required in relation to proposals for the demolition of buildings in a Conservation Area.



## **24. SUSTAINABILITY AND RENEWABLE ENERGY STATEMENT**

The Supplement to PPS1: Planning and Climate Change sets out the requirement for all development to mitigate its impact and adapt to the effects of climate change. Reflecting this national commitment to improve the sustainability of construction and reduce the carbon emissions of development, Horsham has set high expectations for the sustainability of all new development.

These expectations are set out in the Horsham District Local Development Framework Policy CP2 of the Core Strategy (2007) and Policy DC8 of the General Development Control Policies Document (2007) and in the guidance leaflet “Sustainable Construction and on-site Renewable / Low-carbon Energy in Horsham District” (forthcoming).

Full applications for all appropriate new development should include a detailed statement setting out how the proposed development will address the need to reduce carbon emissions and incorporate more sustainable construction techniques. The statement should also cover the proposed measures to address environmental quality, the protection of the natural environment, the likely energy and water consumption, the generation of waste and likely sources of pollution.

Applications for new-build dwellings must include in the statement the anticipated level of the Code for Sustainable Homes that all of the proposed dwellings will achieve.

In addition, full applications for major non-residential development or for residential developments of 10 or more dwellings must set out in the statement how sufficient on-site renewable energy technology, or other design measures, will achieve a reduction in carbon emissions of at least 10% over current building regulations.

## **25. TELECOMMUNICATIONS DEVELOPMENT – SUPPLEMENTARY INFORMATION**

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines 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 Practice on Mobile Network Development (2002). In addition, Planning Policy Guidance PPG8:Telecommunications provides further information.

## **26. TRANSPORT ASSESSMENT**

A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the TA should simply outline the transport aspects of the application, while for major proposals; the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.

The TA 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. Further guidance is available in Guidance on Transport Assessment, (March 2007) published by the Department for Transport.

## **27. TRAVEL PLAN**

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, including those set out in paragraph 89 of PPG13: Transport (or its replacement).

Further advice is available in Using the planning process to secure Travel Plans: Best Practice Guide ODPM and DfT, 2005, also Making Residential Travel Plans Work: Good Practice Guidelines for New Development: DfT and A Guide to Development Related Travel Plans (Addison & Associates) and Manual for Streets 2007.

Policy CP19 of the Horsham District Local Development Framework: Core Strategy (2007) and Policy DC40 of the Horsham District Local Development Framework: General Development Control Policies (2007) relate to Transport and Travel Plans.

## **28. TREE SURVEY/ARBORICULTURAL IMPLICATIONS**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works.



This information should be prepared by a suitably qualified and experienced arborist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'.

Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Policy DC6 of the Horsham District Local Development Framework: General Development Control Policies (2007) refers.

## **29. VENTILATION/EXTRACTION STATEMENT**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

This requirement is consistent with Policy DC36 of the Horsham District Local Development Framework: General Development Control Policies (2007).

## **30. VIABILITY STATEMENT**

A Viability Statement is required for all applications involving a loss of retail or change of use from retail to other uses.

Policy CP17 of the Horsham District Local Development Framework: Core Strategy (2007) and Policies DC34, DC35, DC36, DC37 and DC38 of the Horsham District Local Development Framework: General Development Control Policies (2007) seek to ensure that development enhances the vitality and viability of Horsham Town Centre and the centres of the smaller towns and villages in the District. The statement should demonstrate how new uses will meet this criteria and thus maintain the vitality and health of the town and village centres including the evening economy.



### **31. VISIBILITY SPLAYS AND SIGHTLINES**

A plan drawn to a metric scale of 1/1250 or 1/500 is required which shows the achievable splays and sightlines for any new or altered highway access onto the public highway for any type of planning application.

Policy DC40 of the Horsham District Local Development Framework: General Development Control Policies (2007) relates to highway safety and access requirements.

Advice on the required visibility splays and sightlines can be obtained from West Sussex County Council Highways Department (contact tel 01243 642 105) or from their website [www.westsussex.gov.uk](http://www.westsussex.gov.uk).