



# **PLANNING APPLICATIONS: LOCAL REQUIREMENTS**

## 1. General Requirements for Plans, Drawings and Documents

With an increasing tendency for applications to be submitted or transmitted electronically / over the web there is a need to set some conventions in connection with scaling and printing.

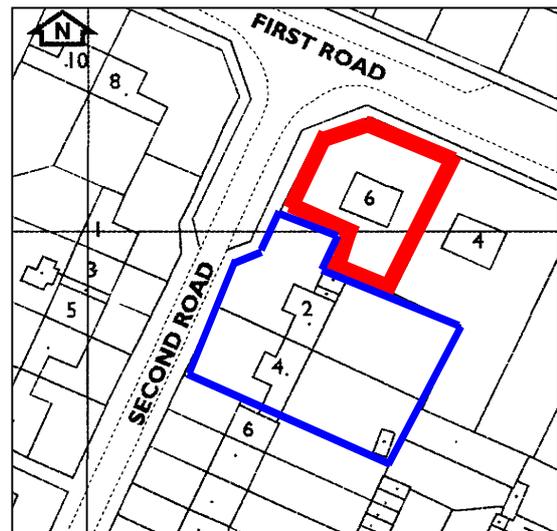
- All plans and drawings must be drawn to an appropriate metric scale.
- Scaling should be associated with sheet size so that it is clear when documents have been enlarged or reduced. An acceptable format is for the scale to be shown as 1:100 @ A1 / 1:200 @ A3. This applies equally to paper submissions which may be forwarded electronically for consultation.
- Vertical and horizontal scale bars assist with measuring from enlarged or reduced drawings.
- Dimensions shown on key elements of the proposal avoid the need for reliance on scaling.
- Drawings should be accurate. Ambiguous statements such as "Do not scale", "Not to scale" or similar call into question the accuracy of the drawing and therefore cannot be accepted.
- Electronic documents should be of a sufficiently small file size to facilitate easy transfer and transmission (individual documents should be no larger than 5MB). This is difficult to achieve with colour drawings.
- Supporting documents should be provided in electronic format (CD or emailed) as well as hard copy. Please ensure they are complete eg word document with plans and appendices. Multiple or split documents should be sequentially named eg 01 Introduction, 02 Site Plan, 03 Appendix A.
- Printed paper documents will be scanned in black and white and transmitted electronically. Please bear this in mind when shading or colouring.

We request that for paper submissions, **one** original and **three** copies of all documentation are submitted. For larger applications further copies may be requested at pre-application stage.

## 2. Drawings Necessary to Describe

Plans to identify the site (location plan) – for all applications other than tree works.

- The application site (including access to the highway) must be shown by **red** edging; any adjoining land that you have an interest in should be edged in **blue**;
- The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an ordnance survey based map to a scale of 1:1250 or 1:2500 will be adequate.
- Should normally be A4 sized;
- Include a "North" point;
- Show surrounding buildings; and
- Ideally show two named roads



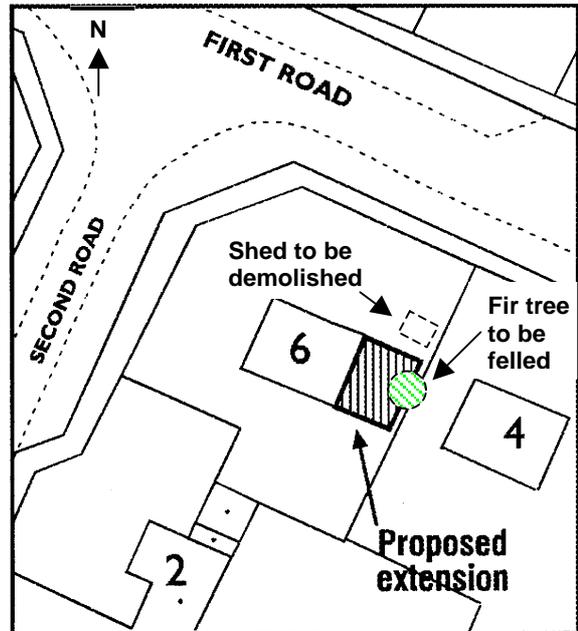
Scale 1:1250

Site layout / block plan – for all applications except prior notification applications.

- The plan must be to a scale appropriate to the site and development (normally 1:500 or 1:200, although for particularly large sites, other scales may be more appropriate). If in doubt, check with your LPA.
- All site layout / block plan to include a “North” point.

The plan should show your proposals for:

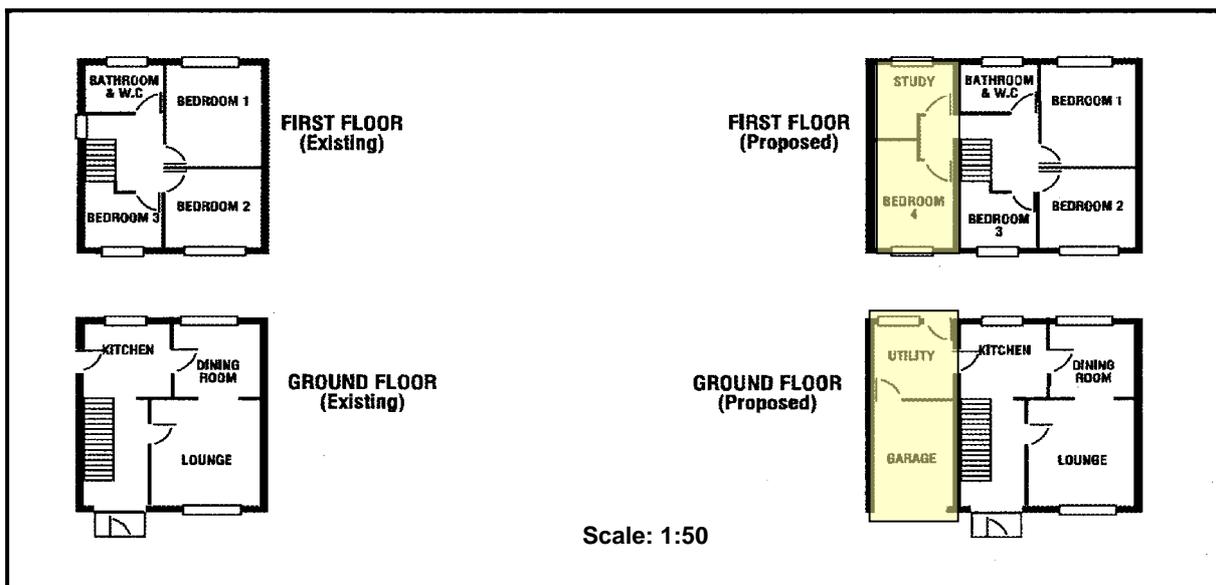
- the new works in relation to the site boundaries and other buildings within and surrounding the site;
- new buildings should be shown in context with adjacent buildings including property numbers/names where applicable and roads and footpaths adjoining the site;
- on-site access, parking, and turning arrangements and facilities for cycle parking;
- vehicle access visibility splays at the highway boundary;
- the species, position and spread of all trees within 12 metres of any proposed building works;
- the extent and type of any hard surfacing;
- boundary treatment (including all heights and materials); and
- applications for new developments must include provision for the storage and collection of waste and recyclables.



Scale 1:500

Floor plans - for applications altering / creating floor space or use of floor space.

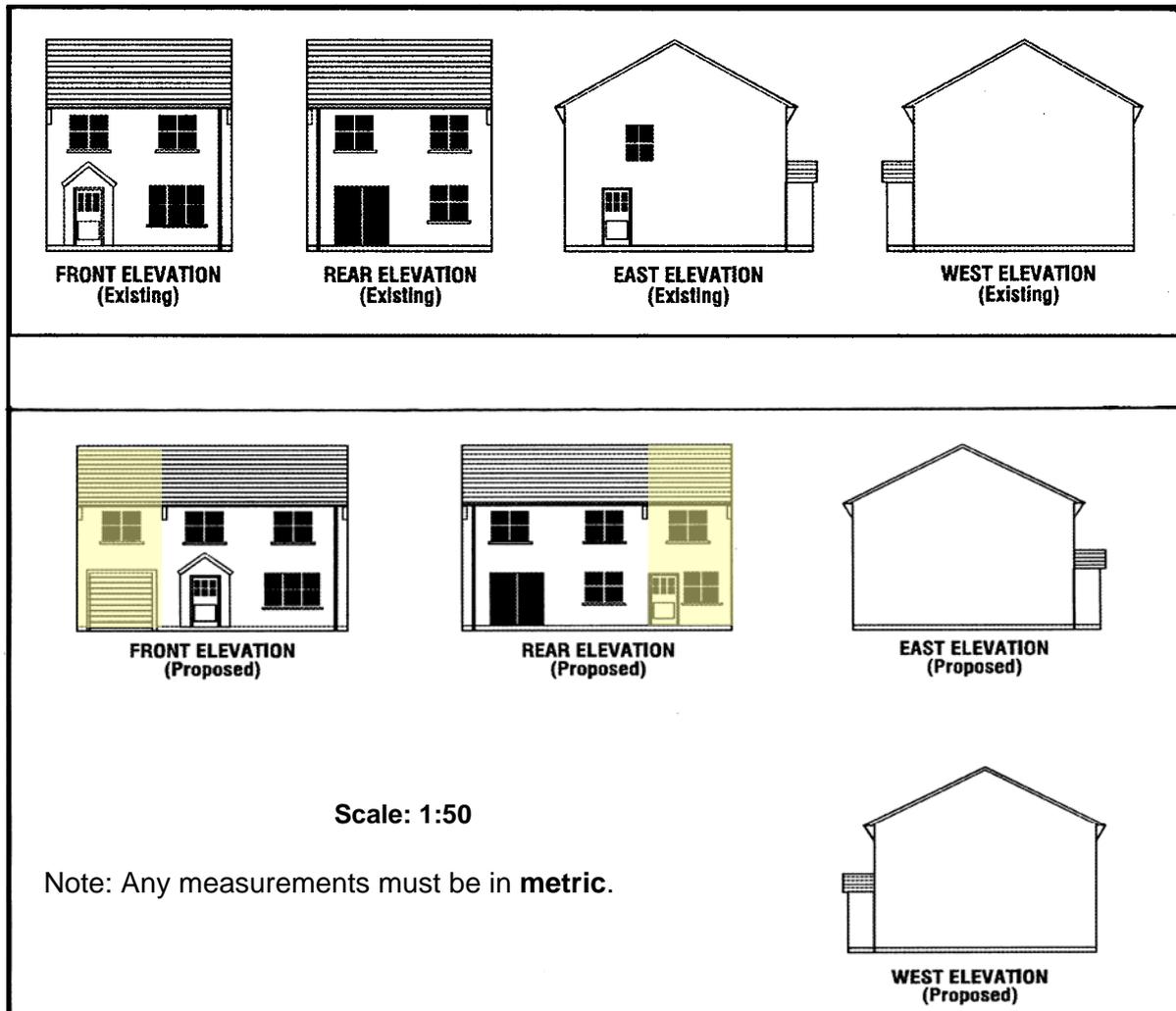
These should show the existing and proposed floor layouts of each storey to be built or altered. They may be drawn separately or the new work may be indicated by shading etc. They should normally be to a scale of 1:50, but for larger buildings 1:100 would be acceptable.



Scale: 1:50

Elevations - for applications erecting or altering exteriors of buildings.

These should normally be drawn to 1:100 scale, or 1:50 for small buildings. These should show all faces of the building affected by the works, including blank walls. Where the elevation adjoins or is in close proximity to another building, drawings should show the relationship between the buildings and the position of openings on each property. Existing and proposed drawings should be submitted. Again, they may be drawn separately or the new work may be indicated by shading etc. Each elevation should be labelled to show its compass orientation.



Site Levels and Site Cross Sections and Finished Floor Levels - for all applications except those solely involving advertisements on existing buildings, prior notifications, tree works and solely involving change of use.

It is necessary for applications to demonstrate how proposed buildings and extensions relate to existing site levels and neighbouring development. Plans should therefore show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

### Site survey

This should show existing:

- Built features including walls, buildings and other structures
- Natural features on or close to the site including trees, hedges, ponds and water courses

## **AND ANY OTHER PLANS NECESSARY TO DESCRIBE THE PROPOSALS.**

### **3. Design & Access Statements**

In accordance with Section 42 of the Planning & Compulsory Purchase Act 2004 that came into force on 10th August 2006 it is a requirement that Design and Access Statements are prepared to accompany most types of planning applications. Your application will not be registered until a suitable statement has been submitted.

#### What are they?

- Design and access statements are reports that explain the design thinking behind a planning application, and justify what is being applied for.
- They accompany a planning application but are not part of it.

#### Why are they required?

- As part of the Government's commitment to achieving high quality developments.
- To make you think more carefully about the quality of your proposal and how you will ensure accessibility within your scheme.
- To give you the opportunity to explain and justify your proposal.
- To assist in better informed negotiation and decision making and more certainty for everyone.
- Can be linked to planning decisions by conditions if developers are to be required to follow them.

#### For what type of planning applications are they required?

- All outline applications and most types of full applications.
- Listed building applications (although a combined statement can be submitted where there is also a planning application for the development).
- Although Design and Access Statements are not required for applications for Approval of Reserved Matters, it will be necessary to demonstrate how the design principles of the outline application are accorded with. Any variation from the original design principles/concept should be justified.

#### For what type of applications are they not required?

- Householder applications (e.g. extensions to dwellings, outbuildings within the garden), unless within a Conservation Area or other designated area.
- Change of use of land or buildings (not involving operational development), engineering or mining operations, or applications relating to advertisements, tree preservation orders or storage of hazardous substances.
- Prior notification applications (e.g. Telecommunications, agricultural developments).

What format should they be?

- A written description and justification of the planning application.
- Photos, maps and drawings may be needed to illustrate points made.
- Cover the headings of amount, layout, scale, landscaping and appearance (for planning applications)
- Cover the headings of layout, scale and appearance (for listed building consent applications)

What should the statements include?

- The amount of detail they contain should reflect how complex the application is. They need not be long for a relatively small development.
- A design and access statement should not be two separate documents. The design and access components should be interrelated, with each element helping to inform the other.
- As a general guide the following issues should be covered within the statement, although this will vary depending on the nature of the proposal, whether the application is in full or outline and whether it relates to an application for listed building consent:-

**The design component**

- The design principles and concepts that have been applied to particular aspects of the development, and how access to and within the development has been dealt with should be explained and justified. This should include the following:-
  - a) Amount

How much development is proposed – i.e. number of residential units, or proposed floor space for all other uses. How the development will be distributed across the site, how the proposal relates to the surroundings and how accessibility between parts of the development will be maximised.
  - b) Layout

The way in which buildings, routes and open spaces are arranged on the site, and the relationship between them and the buildings and spaces surrounding the development. Show how the development will create safe and vibrant places, will be accessible in relation to its surroundings and how crime prevention measures have been incorporated.
  - c) Scale

The height, width and length of the building(s). Explain and justify the scale of the buildings proposed, including in relation to the surroundings and skyline.
  - d) Landscaping

The treatment of private and public spaces, how the landscaping will be maintained, and the relationship of the landscaping with the surrounding area. Where possible a schedule of planting and hard landscaping materials to be used should be provided.
  - e) Appearance

What the building(s) and spaces will look like, including building materials, architectural details and lighting. Explain and justify the appearance of the scheme, how it will relate to the character of its surroundings and how its appearance will have an impact upon the development's accessibility.

- The statement should demonstrate how local context has influenced the design and layout of the scheme and the use(s) proposed. You should therefore carry out a full assessment of the site's immediate and wider context and consult community members and professionals prior to evaluating and designing your scheme.

### **The access component**

- The statement should explain the policy adopted in relation to access, how relevant policies in local development documents have been taken into account and details of any consultation undertaken should be provided.
- The statement should explain why access points and routes have been chosen, how the site responds to road layout and public transport provision, and how everyone can get to and move through the place on equal terms.
- The statement should explain how access for people with disabilities has been taken into account in the development, if there are any inaccessible areas, and if so why.
- Access for the emergency services should be explained where relevant.

### **Applications for listed building consent**

- The statement should explain the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal, but not amount, use and landscaping.
- The statement should explain how the design has taken account of the historic and special architectural importance of the building, the physical features of the building that justify its designation and the buildings setting, and the approach to ensuring the scheme preserves or enhances the buildings special historic and architectural importance.
- It should be made clear how the scheme has balanced the duties imposed by the Disability Discrimination Act, and any access issues which arose and options considered in view of the buildings listing.

### **Planning Policy Statement: Planning and Climate Change (2007)**

- This national Statement indicates that, where possible, Planning Authorities should make use of Design and Access Statements to obtain from applicants the necessary information to show how their proposal will contribute to the key objectives of Planning and Climate Change. Your attention is drawn to paragraph 42 of the Statement which lists criteria relating to environmental performance.

### **Designing out Crime**

- Design and Access Statements should demonstrate how guidance in Safer Places: The Planning System and Crime Prevention has been taken into account plus the Council's supplementary planning guidance: Planning out Crime in Northamptonshire (2004).

### **Waste Audits**

- Proposals should have regard to waste arisings associated with development and the management of waste in residential developments including bin storage and recycling facilities.

For more detailed information on preparing a Design and Access Statement consult "Design and access statements, "How to write, read and use them" produced by CABE. ([www.cabe.org.uk](http://www.cabe.org.uk))

#### **4. Air Quality Assessment**

All planning and reserved matter applications that propose development inside, or adjacent to, an air quality management area (AQMA); where the development could in itself result in the designation of an AQMA; or where the grant of planning permission would conflict with, or render unworkable, elements of a LA's air quality action plan; will need to be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Further advice is available in PPS23: Planning and Pollution Control

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps23/T>). This information may be provided as part of the Environmental Impact Assessment where applicable or through other validation requirements, for example through information provided on lorry movements.

#### **5. Biodiversity Survey & Report**

For major applications a Natural Environment Statement will be required to explain how the planning proposal impacts upon existing biological and geological resources both within and in the vicinity of the site, and the measures to be put in place to both mitigate loss or damage and to compensate when such loss or damage cannot be avoided. The statement will also be required to examine the scope for enhancement of the biodiversity value of the site in the context of the planning proposal, and the extent to which this might contribute to meeting both national and local Biodiversity Action Plan targets. (The Natural Environment Statement may form one element of a broader Environmental Statement where this is deemed to be required). For all applications not considered to be major, a statement as above will be required in respect of proposals within or adjoining or, in the opinion of the Local Planning Authority, likely to affect sites protected for their nature conservation interest, such as Sites of Special Scientific Interest, Local Nature Reserves, County Wildlife Sites and Regionally Important Geological or Geomorphological Sites.

Statements will also be required in respect of any sites with known ecological or geological interest or the habitats or potential habitats of species protected under any statutory provisions or identified as priority species under any applicable Biodiversity Action Plan. (Information in respect of Badgers should be presented in a separate report for restricted circulation).

Detailed guidance on dealing with the impacts of development on biodiversity and geological conservation is given in PPS9 and its accompanying Government Circular and Good Practice Guide

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/historicenvironment/pps9/>.

## 6. Flood Risk Assessment

Flood Risk Assessments will be required in respect of all planning applications in Flood Zones 2 or 3 or applications with a site area of one hectare or greater. The need for such assessments is governed by the size and description of the proposed development and the location of the site relative to its flood risk potential. The Environment Agency has produced a flood zone matrix which is available at <http://www.pipernetworking.com/floodrisk/matrix.html>. Contact the LPA to establish which flood zone is applicable and therefore the need for a flood risk assessment.

The flood risk assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these risks will be managed taking climate change into account. Maps of flood zones are available from the Environment Agency or by using their website <http://www.environment-agency.gov.uk/>. In addition Planning Policy Statement 25: Development and Flood Risk provides comprehensive guidance for both LPAs 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. PPS25 can be found at <http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>.

If a site falls within Flood Zones 2 or 3 and the vulnerability of the development as set out in Annexe D, Table D.1 of PPS25, is such that a sequential test is required, the sequential test and any exception test shall be submitted to the Local Planning Authority by the developer.

## 7. Heritage Statement

### (a) Historical Survey

Supporting information will be required for applications involving operational development affecting historical sites. This statement may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, scheduled ancient monuments, historic parks and gardens, and historic battle fields. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with advice in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19 (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/historicenvironment/planningpolicyguidance/>)

### (b) Listed Building / Conservation Area Impact and Justification Statement

Statements will be required to support all applications for Listed Building Consent or Conservation Area Consent.

Applications for planning permission within or adjacent to conservation areas and /or that affect the setting of listed buildings will require a statement assessing the impact.

### Impact and Justification Statements

In accord with Planning Policy Guidance 15 Section 3.4 “Applicants for listed building consent must be able to justify their proposals. They will need to show why the works which would affect the character of a listed building are desirable and necessary.”

You will need to provide the local planning authority with full information to enable them to assess the likely impact of your proposals on the character, appearance and special architectural or historic fabric of the building and its setting. This will involve demonstrating an understanding of the part(s) of the building affected, using annotated drawings and photographs as necessary.

You may submit an assessment of the nature, history and construction of the building to which your proposals relate in order to support your application. Your assessment need only relate to the scope of the proposed works.

You will need to provide the local planning authority with sufficient reasons why your proposals are desirable and necessary to secure the long term future of the building. This may include a specialist surveyor's or structural engineer's report.

In some cases you may be required to provide additional information before your application can be considered.

#### Additional information that may be required

Sufficient information will be required to enable the LPA to consider the effects on the fabric of the listed building, for example - wiring, plumbing and other services. On occasions a full schedule of works or method statement may be required.

## **8. Housing Statement**

The housing statement should include details of the mix of housing in order to meet the requirements in paragraphs 23/24 of PPS3: Housing and the provision of affordable housing, where appropriate, in accordance with relevant development plan policies and Supplementary Planning Document / Guidance on Affordable Housing. The statement should take into account the findings of the North Northamptonshire Housing Market Assessment and, where appropriate, any village needs survey for affordable housing. The statement will include details of the size and tenure of dwelling units and any arrangements with social housing providers. Details of the numbers of habitable rooms and / or bedrooms, or the floor space of habitable areas of residential units will be required together with details of the number of social rented and intermediate affordable housing units and open market housing. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Further advice is available in PPS3 and the Government's accompanying policy statement on Delivering Affordable Housing. (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps3/>).

## 9. Land Contamination Assessment

Planning applications for any development where contamination is known or likely to exist (including undeveloped land where there would be a presence of naturally occurring arsenic) will require a Part 1 risk assessment comprising:

- Desk study (identifying all previous uses and potential contaminants associated with those uses),
- Walk over site reconnaissance
- Conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.

Applications may also need to include an extended assessment of contamination in line with PPS23 focussed on local circumstances.

(<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicy/statement23>)

Contaminated Land - A Guide for Developers and their advisors can be found at:–

### ❖ Borough Council of Wellingborough

[http://www.wellingborough.gov.uk/site/scripts/download\\_info.php?fileID=167](http://www.wellingborough.gov.uk/site/scripts/download_info.php?fileID=167)

### ❖ East Northamptonshire Council

<http://www.east-northamptonshire.gov.uk/ppimageupload/Image8204.PDF>

### ❖ Kettering Borough Council

[http://www.kettering.gov.uk/downloads/developers\\_guide\\_may\\_04.pdf](http://www.kettering.gov.uk/downloads/developers_guide_may_04.pdf)

## 10. Landscaping Details

Applications for full or outline planning permission (apart from change of use) or approval of Reserved Matters shall be accompanied by a landscape strategy, Application for reserved matters for landscaping should form an integral part of the design and should not normally be considered separately from layout and scale.

In cases where the development would result in the loss of existing mature landscape features contributing to the street scene Householder applications should be accompanied by landscape proposals. Refer to Tree Survey and Arboricultural Statement in cases where the development proposal would affect existing trees and significant planting.

## 11. Lighting Assessment

### ❖ This document and criteria only applies to applications made to Kettering Borough Council

Required for all applications involving external lighting.

The assessment must detail all measures for the avoidance of light spillage onto adjoining properties or the public highway.

## **12. Noise Assessment**

All planning and reserved matter applications that raise issues of disturbance or are considered to be a noise-sensitive development will need to be supported by a Noise Impact Assessment (which shall include details of mitigation) prepared by a suitably qualified acoustician. Further guidance is provided in PPG24:

Planning and Noise

(<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance14>).

## **13. Photographs & Photomontages**

These provide useful background information. Photomontages can help to show how large developments can be satisfactorily integrated within the street scene. Up to date photographs should be provided if the proposal involves: demolition of a building in a conservation area; development affecting a conservation area; or development affecting or works to a listed building. These should show the whole building and its setting and/or the particular section of the building affected by the proposals.

## **14. Planning Obligations**

Under the Town and Country Planning Act 1990, the Council can seek Planning Obligations (when planning conditions are not appropriate) to ensure the quality of development and to enable developments to proceed in a sustainable manner. Planning Obligations provide a means of ensuring that developers contribute towards the infrastructure and services that the Council considers necessary to facilitate the proposed development. Contributions, depending on the case, may be in cash or kind.

Obligations will be required in support of all applications which generate requirements for planning obligations in accordance with the Council's adopted Supplementary Planning Guidance, and if specified in pre-application advice.

The Local Highway Authority will seek contributions towards the Pooled Developer Contributions being collected to facilitate works required to mitigate the effects of Planned Growth and windfall on the highway network. A rate per dwelling or its equivalent has been calculated for works associated with the Towns of Corby, Kettering and Wellingborough. Development in East Northamptonshire may also attract contributions on a similar basis.

Pre-application discussion with the Local Highway Authority will confirm the potential rates associated with a development. In lieu of making such contributions the Local Highway Authority may require a full Transport Assessment detailed capacity assessments of all potentially affected junctions taking into account planned growth and require full mitigation to nil detriment of all junctions affected.

Further advice/guidance on planning obligations is available in DCLG Circular 05/05 Planning Obligations

<http://www.communities.gov.uk/pub/320/Circular0505PlanningObligationsid1144320.pdf>

❖ **Borough Council of Wellingborough**

Additionally, the following Supplementary Planning Guidance/Documents should be read:

The use of Planning Obligations

[http://www.wellingborough.gov.uk/downloads/SPGIX\\_Planning\\_obligations.pdf](http://www.wellingborough.gov.uk/downloads/SPGIX_Planning_obligations.pdf)

Affordable Housing

[http://www.wellingborough.gov.uk/downloads/SPGXI\\_Affordable\\_Housing.pdf](http://www.wellingborough.gov.uk/downloads/SPGXI_Affordable_Housing.pdf)

Public Art – A Guide to Good Practice

[http://www.wellingborough.gov.uk/site/scripts/download\\_info.php?fileID=22](http://www.wellingborough.gov.uk/site/scripts/download_info.php?fileID=22)

Planning Obligations and Local Education Authority School Provision

<http://www.northamptonshire.gov.uk/Environment/SPG/educSPG.htm>

❖ **Corby Borough Council:**

Please contact this Authority for full details of their requirements.

❖ **East Northamptonshire Council:**

This Council adopted a Supplementary Planning Document in respect of Developer Contributions in June 2006

(<http://www.east-northamptonshire.gov.uk/pp/silver/viewsilver.asp?id=1765>)

This sets out that contributions towards social and community infrastructure will be negotiated for development above the following thresholds:

10 residential units or more/0.28 Ha or larger site area

- Education
- Affordable housing ( unless site is within the six towns of Higham Ferrars, Irthlingborough, Oundle, Raunds, Rushden and Thrapston – see below where a higher threshold applies)
- Community facilities
- Libraries
- Flood risk management
- Sustainable Transport
- Healthcare
- Crime and disorder management
- Environment and amenity
- Recycling and waste management

15 residential units/ 0.42 Ha or larger

- Affordable housing within the 6 towns listed above
- Public open space

(in addition, to the above)

Non residential development floorspace 1,000 sq m/ 1Ha

- Flood risk management
- Sustainable transport
- Environment and amenity
- Crime and disorder management

Non residential development floorspace 500 sq m/ 1Ha

- Crime and disorder management

## ❖ **Kettering Borough Council**

Supplementary Planning Guidance is available at:

[http://www.kettering.gov.uk/site/scripts/documents\\_info.php?documentID=148&pageNumber=3](http://www.kettering.gov.uk/site/scripts/documents_info.php?documentID=148&pageNumber=3)

Set out below are general guidance notes applying only to Kettering Borough Council.

### How are Planning Obligations made?

Planning Obligations are given by a formal legal document (a deed) which may be either an agreement or a unilateral undertaking as appropriate. All those interested in the land must be signatories and this includes all owners, lessees, mortgages and those who have agreed to purchase the land. Others signatories may be required but this depends upon the circumstances. The parties will need to provide documentary evidence of their interest. The deed will contain the obligations by way of covenants which besides setting out the details of the obligations will provide a timescales in the case of actions that need to be carried out by a particular time.

Planning obligations are enforceable in two ways. The council can make application to court for an injunction or for payment of money in the case of a financial contribution. The council also has the power to enter the land and carry out works and charge the cost of doing them.

Planning obligations bind the land. All successors in title and those deriving title will be bound by the obligations unless the specific deed creating the obligation releases them. Planning obligations are registered as local land charges.

Planning obligations can have significant effects on the use and the value of the land. It is advisable to take independent legal advice before entering into a planning obligation.

### Can Planning Obligations be altered or removed?

A planning obligation may be modified or discharged by agreement with the Council, or on application to Kettering Borough Council after 5 years (or later date if specified). If the Council determines that the obligations still serve a useful purpose (whether or not subject to modification) the decision may be for the planning obligations to continue in force.

### Planning Obligations procedure

To ensure that the process is carried out effectively and efficiently it is **essential** that advice is sought at pre-application stage to prevent delays or the refusal of a planning application.

1. **Pre-application** discussion - you will be advised by the Planning Officer of the requirements regarding planning obligations in relation to the proposal
2. At planning application **submission** stage a supporting statement regarding planning obligations will be required setting out draft agreement

terms and/or proposed heads of terms for planning obligations to be drawn up.

3. Evidence of title **must** be submitted at the application submission stage (stage 2)

#### Note

Planning applications should be submitted in accordance with the Council's Development Plan and supplementary planning guidance and the above documentation **must be submitted within the stipulated time frame.**

Failure to complete the planning obligation agreement within the application deadline 8/13 weeks will most likely result in the application being refused for failure to deliver the required mitigation measures, without which the impact of the development will be considered contrary to the Development Plan.

#### Completion

Legal and Administration fees:

You will be required to pay the Council's Legal fees. In addition there is a requirement for payment of an administration fee to allow the management/monitoring and administration of the planning obligations. This charge is currently set at 5% of the financial contributions payable. Both legal and administration fees will be payable on completion of the deed.

On adoption of the North Northamptonshire Developer Contributions SPD this will become the primary document for Section 106 negotiations.

### **15. Statement of Community Involvement**

To demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. Large-scale developments. This is defined as proposals for residential development of 100 or more dwellings, or a site area of 3 hectares or greater where the number of dwellings is not known. In respect of other land uses the definition includes proposals where the sum of the floor area within the building is 1000m<sup>2</sup> or the site area is one hectare or greater. Large-scale development applications are likely to require additional community involvement beyond that set out in Appendix 1 of the adopted North Northamptonshire Statement of Community Involvement if the proposal will have a significant impact on the area, or create significant public interest or controversy. A full copy of the adopted North Northamptonshire Statement of Community Involvement can be found at <http://www.nnjpu.org.uk/documents/docdetail.asp?docid=146>.

## 16. Structural Survey

Planning Applications: A structural survey will be required in respect of applications for barn conversions and replacement dwellings in the open countryside.

Listed Building Consents: A structural survey will be required for works involving demolition or loss of historic fabric.

Conservation Area Consents: A structural survey will be required to accompany all these applications.

Surveys must detail the current condition of the building and indicate the level of works required to enable the conversion to be completed.

## 17. Supporting Planning Statements

On all major applications, a supporting statement will be required to explain how the development accords with the relevant national, regional and local planning policies.

## 18. Sustainability Appraisal and Energy Statement

A Sustainable Design Supplementary Planning Document (SPD) is being prepared by the North Northamptonshire Joint Planning unit on behalf of the district and borough councils of Corby, East Northamptonshire, Kettering and Wellingborough. The SPD will provide guidance on policies within the North Northamptonshire Core Spatial Strategy that relate to design and sustainability.

All planning and reserved matter applications involving new residential development of 1 dwelling or more; commercial developments of 1000sqm floorspace or more; and applications for Change of Use including operational development will be required to read the SPD and submit a completed checklist and Sustainability and Energy Efficiency Statement.

The checklist will provide a framework for the completion of the Sustainability and Energy Efficiency Statement and will help applicants demonstrate that the most appropriate sustainable design solutions are selected, and provide the local planning authority with a systematic method of assessing whether the proposal meets the relevant planning policies and other requirements.

On adoption of the North Northamptonshire Sustainable Design SPD this will become the primary document for guiding sustainable design.

**Before the SPD is adopted** all planning and reserved matter applications involving new residential development or 1000+sqm floorspace of non-residential development, will require a Sustainability and Energy Efficiency Statement to demonstrate that they meet national sustainability guidelines and adopted policies applicable to the size of development proposed.

This statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. For residential development reference should be made to the code for sustainable homes. Other developments should refer to BREEAM standards. In addition, once adopted, the Core Spatial Strategy will identify the standards to be met.

The statement should show the predicted energy demand of the proposed development, the degree to which the development meets current energy efficiency standards and demonstrate the extent to which the proposal has taken account of the need to minimise the consumption energy and resources (including water) and maximise the use of sustainable or renewable resources.

The statement should outline the use to be made of Sustainable Drainage Systems (SuDS).

Further advice is available in PPS22: Renewable Energy

(<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps22/>) and PPS25: Development and Flood Risk (<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>).

## 19. Town Centre Uses

A town centre impact assessment must be undertaken for any 'main town centre use' proposed outside the town centre as defined on the Local Plan Proposals Map that is not in accordance with the development plan. Main town centre uses are defined as: retail (including warehouse clubs and factory outlet centres); leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices, both commercial and those of public bodies; and arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities). Current guidance on the issues to be addressed in the assessment can be found at paragraph 3.4 of PPS6: Planning for Town Centres.

(<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/planningpolicystatement/>).

### ❖ **Borough Council of Wellingborough**

Local Plan link -

[http://www.wellingborough.gov.uk/site/scripts/documents\\_info.php?documentID=346&pageNumber=5](http://www.wellingborough.gov.uk/site/scripts/documents_info.php?documentID=346&pageNumber=5)

### ❖ **East Northamptonshire Council**

Local Plan link -

<http://www.east-northamptonshire.gov.uk/pp/gold/viewGold.asp?IDType=Page&ID=4239>

### ❖ **Kettering Borough Council**

North Northamptonshire Roles & Relationships Study:

<http://www.nnjpu.org.uk/documents/docdetail.asp?docid=143>

Kettering Retail Sites Study:

[http://www.kettering.gov.uk/site/scripts/meetings\\_info.php?meetingID=486](http://www.kettering.gov.uk/site/scripts/meetings_info.php?meetingID=486)

Kettering Town Centre Framework:

[http://www.kettering.gov.uk/site/scripts/documents\\_info.php?categoryID=374&documentID=797](http://www.kettering.gov.uk/site/scripts/documents_info.php?categoryID=374&documentID=797)

## 20. Transport Assessment

The Local Highway Authority will require sufficient information to enable it to give its advice. Transport Statements will be required for all planning applications proposing new build involving 10 dwellings or more or as guided by pre-application discussion with the Local Highway Authority who may determine that a full Transport Assessment is required. All change of use applications should be supported by at minimum a Transport Statement.

Outline applications of more than 0.5ha for residential development or 1.0ha for non-residential; and in other circumstances where developments will have significant transport implications, as may be specified in pre-application advice.

The coverage and detail of the Transport Statement / Assessment should reflect the scale of development and the extent of the transport implications of the proposal. The Department for Transport's "Guidance on Transport Assessment" [www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta](http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta) clarifies the content of Transport Statements and Transport Assessments. The Local Highway Authority has discretion regarding the form of statement / assessment required. Thresholds within the Guidance are not therefore to be taken as definitive.

In very general terms, for small schemes, the Transport Statement would simply outline the transport aspects of the application comparing the existing authorised use of the site in traffic terms with the proposed in traffic terms. For more major proposals, a Transport Assessment would include capacity assessments and look at 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.

These assessments enable local planning and Local Highway Authorities to better assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, the need for further measures to improve access arrangements to the site and any off site mitigation works and potential contributions to facilitate a development.

Justification will be required where the proposal will exceed the LPA's maximum parking standards. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development. Further guidance is available in PPG13: Transport.

(<http://www.communities.gov.uk/index.asp?id=1144014> )

### Methodology

The Transport Statement / Assessment should quantify the type and frequency of existing traffic movements associated with the existing authorised use of the site, the potential traffic movements associated with an existing use if not currently being used, and the potential traffic movements for the proposed development. This information should be based on a traffic count of existing movements and TRICS data printouts relevant to the uses involved.

Where additional traffic movements are predicted a capacity assessment of the site access and other affected junctions may be required at the discretion of the Local Highway Authority as guided by pre-application discussion with them.

The Transport Statement / Assessment should also include an assessment of pedestrian, cycle and public transport accessibility and provision, reference to a Travel Plan when appropriate and measures to mitigate the effects of the development which may include off site highway works or contributions.

Depending upon the scale of development it may be necessary to assess the impact of the development on planned growth. The Local Highway Authority would have advised at pre-application stages whether a Transport Assessment should include a test against the North Northamptonshire Transport Model to ensure that the proposal does not adversely affect planned growth and makes a reasonable contribution towards highway improvements required to facilitate cumulative.

## 21. Travel Plan

The Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications, including those for:

- all major developments comprising jobs, shopping, leisure and services (using the same thresholds as set out in annex D);
- smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or near to, air quality management areas<sup>27</sup>, and in other locations where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. This particularly applies to offices, industry, health and education uses;
- new and expanded school facilities which should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities; and
- where a travel plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634>

**RESIDENTIAL** - In addition draft residential travel plans will automatically be required for residential schemes in excess of 100 dwellings; however the cumulative impact of residential development will be taken into account and draft travel plans may be required for schemes falling below this threshold.

## 22. Tree Survey/Arboricultural Implications

For all applications involving operational development on sites containing trees and/or significant planting or where trees are situated on or overhang the site boundary, will be required to be accompanied by an arboricultural report incorporating the recommendations set out in BS5837:2012 Trees in relation to design, demolition and construction - Recommendations.

### **23. Utility Assessment**

All planning applications involving new development will need to include a utilities statement which demonstrates:

- 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;
- that service routes have been planned to avoid as far as possible the potential for damage to trees and known archaeological interest; and
- how the proposed development complies with Environment Agency guidance on water conservation in North Northamptonshire. Further advice at <http://www.environment-agency.gov.uk/>

Utilities Statements will be required to accompany applications for housing developments of 10 or more dwellings or more than 1000sqm of business, industrial, storage, retail or leisure floorspace, or developments for other uses which are of a similar scale; and for other non-householder developments on sites containing significant tree cover or affecting an area of known archaeological interest.

### **24. Ventilation & Extraction Statement**

Details of ventilation and extraction equipment including location and specification will be required to accompany all applications involving the use of premises for purposes within Use Classes A3, A4 and A5, and will also be required for significant retail, business, industrial or leisure or other similar developments where ventilation / extraction equipment is proposed to be installed.