



Council of the
ISLES OF SCILLY

Local Validation Checklist
for Planning Applications submitted
to the Council of the Isles of Scilly
FULL PLANNING APPLICATIONS
and
**Combined Full Planning Applications and
Listed Building Consent**
Adopted: 21/01/2021

To Be Submitted with your planning application

Site Address:	
Proposed Development:	
04. FULL PLANNING PERMISSION APPLICATIONS Validation Checklist	Tick
• Application Form [guidance] NR	<input type="checkbox"/>
• Location Plan [guidance] NR	<input type="checkbox"/>
• Site Plan [guidance] NR	<input type="checkbox"/>
• Plans and Drawings [guidance] NR	<input type="checkbox"/>
• Correct Fee [guidance] NR	<input type="checkbox"/>
• Design and Access Statement [guidance] NR	
a) A Design and Access Statement is included; or	<input type="checkbox"/>
b) A Design and Access Statement has <u>not</u> been included as the type of development proposed does not require a Design and Access Statement to be submitted.	<input type="checkbox"/>
• A Site Waste Management Plan [guidance] (LR)	
c) A Site Waste Management Plan is included; or	<input type="checkbox"/>
d) A Site Waste Management Plan is <u>not</u> included because the development does not result in any waste or full details of re-use of waste materials is included clearly in the plan.	<input type="checkbox"/>
e) I am happy for a Site Waste Management Plan to be a pre-commencement condition (Please note the additional fee and application process for dealing with post-decision conditions).	<input type="checkbox"/>
• A Scheme of Sustainable Design Measures [guidance] LR	

a) A Scheme of Sustainable Design Measures is included; or	<input type="checkbox"/>
b) A Scheme of Sustainable Design Measures is <u>not</u> included because the site already benefits from adequate energy and water saving measures that cannot be improved and are stated on the plans.	<input type="checkbox"/>
c) I am happy for scheme of Sustainable Design Measures to be a pre-commencement condition. (Please note the additional fee and application process for dealing with post-decision conditions).	<input type="checkbox"/>
<ul style="list-style-type: none"> • Tree Survey [guidance] LR 	
a) There are no trees within 15m of building works, or areas where ground levels are proposed to be changed; or	<input type="checkbox"/>
b) The plans identify any trees within 15m of any development and the submission includes an assessment of the impact of the development on those trees, including tree protection measures in accordance with the British Standard.	<input type="checkbox"/>
<ul style="list-style-type: none"> • Flood Risk Assessment [guidance] LR 	
a) A flood risk assessment is included; or	<input type="checkbox"/>
b) A flood risk assessment is <u>not</u> included because the property is <u>not</u> within Flood Zone 1/low lying land (below 5m datum) and the plans demonstrate how surface water will be dealt with.	<input type="checkbox"/>
<ul style="list-style-type: none"> • Bat Survey/Ecological Assessment, Mitigation and Enhancement Strategy [guidance] LR 	
a) A Preliminary Ecological Assessment/Bat Survey and a Presence/Absence Survey, if required, has been included; or	<input type="checkbox"/>
b) A Preliminary Ecological Assessment has <u>not</u> been included because there is no demolition of any structures, trees and no alterations to the roof are proposed.	<input type="checkbox"/>
<ul style="list-style-type: none"> • Statement of Existing and Proposed Internal Floorspace [guidance] LR 	
a) The existing and proposed internal floorspace calculations have been included (please complete the table below); or	<input type="checkbox"/>
b) The existing and proposed internal floorspace calculations have <u>not</u> been included as there is no change in the internal floorspace proposed.	<input type="checkbox"/>

	No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of Gross Internal Floor space (M ²)
Existing				
Proposed				

- Affordable Housing Statement [[guidance](#)] LR

a) An Affordable Housing Statement is included; or

b) An Affordable Housing Statement is not included as the proposal does not include Affordable Housing.

- Application for Specific Local Need [[guidance](#)] LR

a) An application for Specific Local Need is included; or

b) An application for Specific Local Need is not included because the proposal does not seek to deliver homes to meet a Specific Local Need.

c) An application for Specific Local Need is not included and I am happy to deal with it by condition. **(Please note the additional fee and application process for dealing with post-decision conditions).**

- Air Quality Assessment [[guidance](#)] LR

a) An Air Quality Assessment is included; or

b) An Air Quality Assessment is not included as the proposal already addresses air quality as part of the submitted plans or the development does not include any aspect that triggers an Air Quality Assessment.

- Archaeological Assessment [[guidance](#)] LR

a) An Archaeological Assessment is included; or

b) An Archaeological Assessment is not included as the proposal does not require any groundworks (foundations or trenching) and/or the applicant has checked with the Planning Department that this area is not within an Archaeological Constraint Area or within the setting of Scheduled Monument or Listed Building.

<ul style="list-style-type: none"> Community Involvement Statement [guidance] LR 	
a) A Community Involvement Statement is included; or	<input type="checkbox"/>
b) A Community Involvement Statement is <u>not</u> included as the level of development does not trigger pre-application community involvement.	<input type="checkbox"/>
<ul style="list-style-type: none"> Contaminated Land Assessment [guidance] LR 	
a) A Contaminated Land Assessment is included; or	<input type="checkbox"/>
b) A Contaminated Land Assessment is <u>not</u> included as the proposal is not on known contaminated land and/or the proposal does not include development that could cause land contamination issues.	<input type="checkbox"/>
<ul style="list-style-type: none"> Environmental Statement [guidance] LR 	
a) An Environmental Statement is included; or	<input type="checkbox"/>
b) An Environmental Statement is <u>not</u> included on the basis that the proposal is not EIA development and the applicant has confirmed this with the Planning Department.	<input type="checkbox"/>
<ul style="list-style-type: none"> Infrastructure Impact Assessment [guidance] LR 	
a) An Infrastructure Impact Assessment is included; or	<input type="checkbox"/>
b) Infrastructure Impact Assessment is <u>not</u> included on the basis that there is no significant increase in use of the islands infrastructure (sewage/water supply/energy) over and above the current use of the site.	<input type="checkbox"/>
<ul style="list-style-type: none"> Habitat Assessment [guidance] LR 	
a) A Habitat Assessment is included; or	<input type="checkbox"/>
b) A Habitat Assessment is <u>not</u> included as the site is not within a SSSI, SAC, SPA and does not involve development that could give rise to likely significant effects upon Priority Species of the Islands and this has been confirmed by the Planning Department.	<input type="checkbox"/>
<ul style="list-style-type: none"> Landscaping Scheme [guidance] LR 	
a) A Landscaping Scheme is included; or	<input type="checkbox"/>

b) A Landscaping Scheme is <u>not</u> included as existing landscaping is adequately shown on the submitted plan and will be retained.	<input type="checkbox"/>
c) I am happy for a landscaping scheme to be a pre-commencement condition. (Please note the additional fee and application process for dealing with post-decision conditions).	<input type="checkbox"/>
• Lifetime Homes Statement [guidance] LR	
a) A Statement of Lifetime Homes is included; or	<input type="checkbox"/>
b) A Statement of Lifetime Homes is <u>not</u> included as the proposal is not seeking to deliver a new residential property that achieves the 16-point criteria of a Lifetime Home .	<input type="checkbox"/>
• Noise Assessment [guidance] LR	
a) A Noise Assessment is included; or	<input type="checkbox"/>
b) A Noise Assessment is <u>not</u> included on the basis that the proposal does not include any noise generating activities that would require such an assessment.	<input type="checkbox"/>
• Light Assessment [guidance] LR	
a) A light assessment has been included as I am aware my proposal could impact upon light levels or the amenity of neighbouring properties as a result of my extension or alteration proposed.	<input type="checkbox"/>
b) A light assessment has <u>not</u> been included as my proposal does not impact on any neighbouring property or land use.	<input type="checkbox"/>
• Ventilation/Extraction Statement [guidance] LR	
a) Ventilation/Extraction Statement is included; or	<input type="checkbox"/>
b) Ventilation/Extraction Statement is <u>not</u> included as no external ventilation/extraction system is proposed.	<input type="checkbox"/>
• External Illumination Assessment [Guidance] LR	
a) An External Illumination assessment has been included as my application includes external illumination and I am aware my proposal could impact upon the dark skies of the Isles of Scilly.	<input type="checkbox"/>
b) An External Illumination assessment has <u>not</u> been included as my proposal does not include any external illumination.	<input type="checkbox"/>

If you are making a dual application for Listed Building Consent you will also require:

Listed building Consent is required for any alterations or extensions that 'affect the character' of listed building(s). If the work to be carried out to a listed building is 'like-for-like' (i.e. using the same materials and design to what is already there) then it is deemed repair and maintenance and does not require LBC. If, however, you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building, including boundary walls and gates you will require LBC.

07. and 08. Validation Criteria in addition to the above if the application is a dual Full Planning Permission and Listed Building Consent application.	Tick
a) Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) and must also indicate the relationship of the proposed works to adjacent existing structures/details [guidance] NR	<input type="checkbox"/>
b) Heritage Statement [guidance] LR	<input type="checkbox"/>
c) Design and Access Statement [guidance] NR	<input type="checkbox"/>

Explanation for not submitting any of the above LR information which will be taken into account in deciding whether your application can be registered:

Print Name:

Signed:

Dated:

I am the Applicant **I am acting on behalf of the applicant:**

National Requirements

Application form

All sections need be completed using the relevant national 1APP form - <https://1app.planningportal.co.uk/Form/StartPlanningApplication>

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 12 of the Development Management Procedure Order. All agricultural tenants must be notified prior to the submission of the application.

Downloadable Form:

Full Planning Permission:

https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form004_england_en.pdf

Full Planning Permission and Listed Building Consent Combined Form:

https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form008_england_en.pdf

Location plan

The plan must show the site location outlined in red at a standard metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. Plans should identify sufficient roads and/or buildings on land adjoining the application site so that the exact location of the application site is clear.

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.

Guidance:

https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf

Site Plan

A site plan showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale (suggestive scale 1:200 or 1:500). It must also show the (a) direction of North, (b) the proposed development in relation to the site boundaries and other existing buildings on the site, (and the following, unless these would NOT influence or be affected by the proposed development) (c) all buildings roads and footpaths on land adjoining the site including access arrangements, (d) all public rights of way crossing or adjoining the site, (e) the position of all trees on the site, and those on the adjacent land, (f) the extent and type of any hard surfacing; and (g) boundary treatment including walls or fencing where this is proposed.

Guidance:

https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf

Correct fee

Planning application fees are due to be paid at the point of submitting your application. The payment of a fee does not guarantee the outcome of the decision on your application. The fees are set nationally based on the [Town and Country Planning \(Fees for applications, deemed applications, requests and site visits\) \(England\) Regulations 2012 \(as amended\)](#). See the Planning Portal for a useful fee calculator:

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator>

Guidance: https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Design and Access Statement

A design and access (DAS) statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Please refer to the Planning Portal for information about which types of application require a Design and Access Statement (DAS)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/222051/Streamlining_the_planning_application_process_-_government_response.pdf

A DAS does not form part of the application but is a short report to support and provide an evidence base for a planning application. It should seek to explain and justify the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The DAS should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A section regarding Climate Change and Sustainability should also be included for major development proposals. Information provided within the DAS cannot be a substitute for other requirements in either the national or local list. ”

Guidance: <https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

Plans and Drawings

- Block plan of the site, showing: site boundaries; the type and height of boundary treatment (e.g. walls, fences), where a change is proposed; the

position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.

- Elevations – all existing and proposed elevations to be shown at a metric scale of 1:50 or 1:100 (unless retrospective)
- Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- Sections – required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.
- Roof Plan – existing and proposed at a metric scale of 1:50 or 1:500

Local Requirements

In addition to the above national list validation requirements, set out below is a list of local validation requirements which details specific documentation that is required to accompany the application, to address local circumstances and issues. The requirements will vary according to the type, scale and nature of the application being made, i.e. household, full, advertisement or major development etc.

Air Quality Assessment

Air Quality Assessment	
Policy Justification	NPPF 2019: Paragraph 170(e), 178-183, 210 Local Plan Policy 2005: Policy 1 2015-2030: Policy OE3
Description	Applications involving potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.
Required where:	Development proposals that involve new industrial uses, residential development proposals on sites suspected to be contaminated or residential developments of 5 or more homes.
Links to guidance:	https://www.gov.uk/guidance/air-quality--3

Archaeological Assessment (Written Scheme of Investigation)

Archaeological Monitoring Brief	
Policy Justification	NPPF 2019: Paragraph 189 - 202 Local Plan Policy 2005: Policy 1 2015-2030: Policy OE7
Description	Site archaeological work involves consultation of a broad range of sources including historic maps, aerial photographs, archaeological journals and databases. The resulting report will assess the likelihood and possible nature of any archaeology present, and the risk the development may pose to it. Applicants are advised to discuss their proposals with the Council's Planning and Development Department who will be able to advise whether this assessment is necessary and which individuals or companies will be able to carry one out on your behalf.
Required where:	Development proposals where works include trenching or foundations on or adjoining a site of known or suspected archaeological interest, such as sites within Archaeological Constraint Areas, listed buildings or scheduled monuments. All development proposals for new dwellings and new employment buildings.
Links to guidance:	Desk Based Assessment Guidance ; ALGAO Planning Advice, Heritage Gateway ; Cornwall and Isles of Scilly Historic Environment ; Local Plan Policies Map (which shows constraints such as archaeological constraint areas, listed buildings and scheduled monuments)

Community Involvement Statement

Community Involvement Statement	
Policy Justification	NPPF 2019: Paragraph 39, 40 Local Plan Policy 2005: n/a 2015-2030: n/a
Description	Applicants for larger developments are encouraged to consult with the local community prior to making a planning application. The statement should set out how and when consultation has been carried out and how the needs of equality groups have been considered when running the consultation. It should set out the issues raised and whether any changes have been made to the scheme as a result and if not, why not. It may be appropriate to include this item within a Planning Statement. Where no Community Involvement has been conducted the Statement must still be provided and should confirm 'Nil Involvement'
Required where:	Required for 'Significant Applications' which for Scilly is any major development, any departure from the development plan, EIA development applications.
Links to guidance:	Community Engagement Planning Toolkit: Here

Contaminated Land Assessment

Contaminated Land Assessment	
Policy Justification	NPPF 2019: Paragraph 18, 170, 178, 179, 180 Local Plan Policy: 2005: Policy 1 2015-2030: Policy OE3
Description	A report to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.
Required where:	Where contamination is known or suspected, or the development site is in the vicinity of such land, and ground-works are proposed; or, There is a vulnerable or sensitive end user i.e. new housing, schools, nurseries, hospitals and allotments.
Links to guidance:	Land Contamination: Technical Guide ; Model Procedures for the Management of Contaminated Land

Bat Survey/Ecological Assessment, Mitigation and Enhancement Strategy

Bat Survey/ Ecological Assessment, Mitigation and Enhancement Strategy	
Policy Justification	NPPF 2019: Paragraph 20, 118, Local Plan Policy: 2005: Policy 1 2015-2030: Policy SS2, SS3, OE2
Description	An assessment as to the impact on bats or other protected species will be required, such as a Preliminary Ecological Appraisal. Further Bat Emergence surveys could be required depending on the results of the initial survey.
Required where:	Development proposals for any demolition of a building, alterations to any roof of a building, for residential development of 1 or more new dwelling, development proposed where protected species are known to be present, if proposal is within or adjacent to a designated nature conservation site (SAC, SPA, SSSI, LNR and biodiversity network), for any proposed tree works of aged or veteran trees, floodlighting green space or lighting churches/listed buildings; development on or over intertidal habitats
Links to guidance:	Isles of Scilly Biodiversity and Geodiversity SPD , https://cieem.net/resource/what-to-expect-from-a-bat-survey-a-guide-for-uk-homeowners/ ; 2005 Circular on Biodiversity and Geological Conservation ; ALGE Validating a Planning Application

Environmental Statement

Environmental Statement	
Policy Justification	NPPF 2019: Paragraph 174, 175 Local Plan Policy: 2005: Policy 1 2015-2030: Policy OE1, OE2
Description	Where an Environmental Impact Assessment (EIA) is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement. You may request a 'screening opinion' (i.e. to determine whether EIA is required) and a 'scoping opinion' (scope of EIA) by writing to us before submitting a planning application. In cases, where a full EIA is not required, we may still require environmental information to be provided (refer to item 6). If other forms of permissions are required, such as Environment Agency discharge consent or Marine Management Organisation (MMO) license, it is recommended that the requirements of these separate processes are included in the EIA.
Required where:	Developments likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 or Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011

Links to guidance:	http://www.legislation.gov.uk/ukxi/2017/571/made/data.pdf and MMO licensing: https://www.gov.uk/how-marine-licensing-works and EA discharge consents: https://www.gov.uk/permits-you-need-for-septic-tanks
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Habitat/Biodiversity Assessment

Habitat Assessment	
Policy Justification	NPPF 2019: Paragraph 174, 175 Local Plan Policy: 2005: Policy 1 2015-2030: Policy OE1, OE2
Description	You may request screening and scoping opinions from the Local Authority. The Local Authority will consult Natural England who provides the final sign-off of the Habitats Regulation Assessment. The Isles of Scilly Wildlife Trust may provide information in relation to providing advice to developers. Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. When proposals are made for mitigation and/or compensation measures information to support those proposals will be required.
Required where:	Where developments might have an adverse likely significant effect on nearby European Sites including any Special Areas of Conservation (SACs), Special Protection Areas (SPAs) or Ramsar sites.
Links to guidance:	http://www.ukmpas.org/pdf/practical_guidance/HRGN1.pdf and https://www.legislation.gov.uk/ukxi/2010/490/made/data.pdf

Heritage Impact Assessment and Statement of Significance

Heritage Statement/Statement of Significance	
Policy Justification	NPPF 2019: Paragraph 189 Local Plan Policy: 2005: Policy 1 2015-2030: Policy OE7
Description	The scope and degree of detail necessary in a Heritage Statement will vary according to each application, but it is expected that an acceptable Heritage Statement will contain sufficient and proportionate detail to understand the significance of the building, site or area concerned (the 'heritage asset'); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed.
Required where:	Any application which affects a 'designated heritage asset' or its setting. Designated Heritage Assets on the Isles of Scilly include Listed Buildings, Registered Historic Parks and Gardens and Scheduled Monuments. A Heritage Statement may also be requested if the Council identifies a building or site as a 'non-

	designated heritage asset' of architectural, historic, archaeological or artistic interest during the pre-application or application process.
Links to guidance:	http://heritagehelp.org.uk/planning/heritage-statements and http://www.cornwall.gov.uk/environment-and-planning/historic-environment/

Infrastructure Impact Assessment

Infrastructure Impact Assessment	
Policy Justification	NPPF 2019: Paragraph 153, 127 Local Plan Policy: 2005: Policy 1 2015-2030: Policy SS2, OE1, SS8
Description	Assessment would need to explain existing connection arrangements and identify where new connections are required. Consideration will be required as to the capacity of any new connection. All new buildings need separate connections to foul and storm water sewers. Every effort should be made to connect to the public sewerage system, where appropriate. If this is not possible applicants must show that alternative means of disposal (such as a package treatment plant or septic tank) are satisfactory. If the proposal requires a soakaway system to properly dispose of effluent, applicants must also prove that the site is suitable for such a system by way of satisfactory percolation tests.
Required where:	For new residential development schemes that comprise new dwellings or conversions. All new buildings or conversions where a new connection is required for foul and surface water drainage and where a water supply is required.
Links to guidance:	http://www.water.org.uk/wp-content/uploads/2018/12/Capacity-Assessment-Framework-Guidance-Document-Final.pdf

Landscaping scheme

Landscaping Scheme	
Policy Justification	NPPF 2019: Paragraph 153, 127 Local Plan Policy: 2005: Policy 1 2015-2030: Policy SS2, OE1, SS8
Description	Proposals to include details of hard and soft landscaping layout and management approach. In particular details of all existing trees and hedgerows, details of those to be retained with measures for their protection during the course of development, as schedule of proposed plant species, size, density and planting locations as well as an implementation programme
Required where:	New residential development of five new dwellings or more; or Buildings with a floor space of 1000 sq. m or more, or Sites of 1 ha or more. For renewable energy developments
Links to guidance:	IOS Design Guide SPD

Lifetime Homes Statement

Lifetime Homes Assessment	
Policy Justification	NPPF 2019: Paragraph 170(e), 180 Local Plan Policy: 2005: 2015-2030: Policy LC3
Description	The Lifetime Homes Standard is generally higher than that required by Part M of the Building Regulations (which deals with accessibility), although some elements of Part M are equal to the Lifetime Homes requirements or need relatively minor changes to comply.
Required where:	Five new dwellings or more proposed
Links to guidance:	A Lifetime Homes Statement sets out how the 16 lifetime homes criteria are met in the specified dwellings: http://www.lifetimehomes.org.uk/ ; 16-point criteria of a Lifetime Home.

Noise Assessment

Noise Assessment	
Policy Justification	NPPF 2019: Paragraph 170(e), 180 Local Plan Policy: 2005: Policy 1, 2 2015-2030: Policy SS8, Policy OE3
Description	The noise assessment should include appropriate noise mitigation measures.
Required where:	Planning permission for 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
Links to guidance:	https://www.gov.uk/guidance/noise--2

Affordable Housing Statement

Affordable Housing Statement	
Policy Justification	NPPF 2019: Paragraph 11, 61 Local Plan Policy: 2005: Policy 3 2015-2030: Policy LC1
Description	Numbers, types, sizes and tenures of dwellings. Details of the mechanism by which the houses will remain affordable. Details of occupancy restriction and management. The statement should demonstrate how the proposal meets an identified local need.
Required where:	For residential development seeking to deliver a single home to meet a Specific Local Need or for multiple homes to address Affordable Housing Needs of the islands.

Links to guidance:

Agricultural Justification Statement

Agricultural Justification Statement	
Policy Justification	NPPF 2019: Paragraph 83, 170 Local Plan Policy: 2005: Policy 3 and Policy 4 2015-2030: Policy LC4, WC1, WC3
Description	You will need to provide a detailed statement of the agricultural enterprise, the size of the holding, length of tenancy and details of the size, type and use of proposed new buildings for the purposes of the business. You should also include details of the extent and makeup of any proposed new track or newly surfaced track.
Required where:	Applications for agricultural development or works such as new barns, buildings or tracks.
Links to guidance:	

Light Assessment

Light Assessment	
Policy Justification	NPPF 2019: Paragraph 127 Local Plan Policy: 2005: 2015-2030: Policy SS2, LC8
Description	The statement should include information detailing how adverse impact on the sunlight or daylight enjoyed by adjoining properties may be reduced
Required where:	Householder, planning permission, listed building consent and tree works where proposals potentially have an adverse impact on the daylight/sunlight enjoyed by adjoining properties or buildings
Links to guidance:	https://www.right-of-light.co.uk/services/daylight-sunlight-reports/ BRE Factsheets 1, 2, 3, 4, 5

External Illumination Statement

External Illumination Statement	
Policy Justification	NPPF 2019: Paragraph 180 Local Plan Policy: 2005: 2015-2030: Policy OE1, OE4
Description	The statement should include information detailing how adverse impact on amenity, including highway safety, wildlife impacts as well as the impact of sky glare enjoyed by adjoining properties may be reduced
Required where:	Householder, planning permission, listed building consent and tree works where external illumination is proposed. Such proposals

	have the potential to have an adverse impact on the islands Dark Night Skies.
Links to guidance:	Dark Skies Handbook

Financial Viability Statement

Financial Viability Statement	
Policy Justification	NPPF 2019: Paragraph 80, 83, 85, 86 Local Plan Policy: 2005: Policy 4 2015-2030: Policy SS4, SS3, WC3, WC4, WC6
Description	Evidence of how the proposal will enable the existing business to remain viable and support and contribute to the wider economy. Evidence of business being economically unviable and evidence of marketing an existing business for at least 12 months at a reasonable value
Required where:	Development proposals for the diversification rural economies and businesses where it supports the ongoing viability of them. Change of use of ground floor retail within Hugh Town, changes of use of industrial units at Porthmellon Industrial Estate or other business premises or tourist accommodation where they are no longer commercially viable.
Links to guidance:	

Flood Risk Assessment

Flood Risk Assessment	
Policy Justification	NPPF 2019: Paragraph 34, 43 Local Plan Policy: 2005: Policy 1 2015-2030: Policy SS7
Description	A Flood Risk Assessment (FRA) will be required for development on a site where there is a potential risk of flooding. Including areas below 5 m datum. 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.
Required where:	Development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency.
Links to guidance:	General advice is available from the Environment Agency including information on SUDS . Flood repairable house guidance

Travel Plan/Transport Assessment

Travel Plan/Transport Assessment	
Policy Justification	NPPF 2019: Paragraph 84, 102, 103, 105

	Local Plan Policy: 2005: Policy 5 2015-2030: Policy SS9, SS10
Description	The Travel Plan or Transport Assessment should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes it should 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. It should give details of proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.
Required where:	Development proposals that have significant transport implications. The assessment should reflect the scale of the development with a travel plan needed for large scale proposals
Links to guidance:	https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements

Site Waste Management Plan

Site Waste Management Plan	
Policy Justification	NPPF 2019: Paragraph 20, Local Plan Policy: 2005: Policy 6 2015-2030: Policy SS1, SS2, OE5
Description	A site waste management plan is a document that describes, in two parts. Part 1 relates the amount and type of waste from a construction project and how it will be reused, recycled or disposed of. Part 2 relates to the provision of space for daily storage of waste and recycling as well as a presentation area suitable, accessible, secure and vermin-proof, suitable for waste collection vehicles.
Required where:	A Site Waste Management Plan is needed for all types of proposed development and should demonstrate the efficient use of construction materials and methods so that waste is minimised and any waste that is produced can be re-used, recycled or recovered in other ways before disposal options are explored.
Links to guidance:	Guide to Site Waste Management Plans

Structural Survey

Structural Survey	
Policy Justification	NPPF 2019: Paragraph 83, Local Plan Policy: 2005: Policy 1 2015-2030: Policy SS3, OE7
Description	The Structural/Building Survey report should describe the condition of each element of a building and identify the property's defects,

	their apparent cause, the urgency of repair as well as maintenance options.
Required where:	Where the conversion of a building is proposed, such as a traditional or historically important agricultural building or a designated heritage asset is to be converted to another use.
Links to guidance:	https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/building-survey-practice-note-1st-edition-rics.pdf

Statement of Existing and Proposed Internal Floorspace

Statement of Existing and Proposed Internal Floorspace	
Justification	NPPF 2019: Paragraph 127(f), Local Plan Policy: 2005: 2015-2030: Policy LC3, LC8, LC9, SS3
Description	In order to retain a supply of smaller and affordable homes the Local Plan requires all new homes to align with the Nationally Described Space Standards and no more than 10% above. In order to prevent cramped homes that do not meet the minimum space standards.
Required where:	For development proposals for new dwellings, for domestic extensions, for conversions to residential use and for replacement dwellings. These should demonstrate a size that relates to the National Describes Space Standards.
Links to guidance:	Technical Housing Standards – Nationally Described Space Standards

Tree Survey/Assessment

Tree Survey/Assessment	
Policy Justification	NPPF 2019: Paragraph 127(f), Local Plan Policy: 2005: Policy 1 2015-2030: Policy OE2, OE1, OE7, LC6
Description	A tree survey will include a plan that identifies the position of the tree(s) and a schedule that describes them. A tree constraints plan may be needed to indicate how the trees will influence the layout of the design. An arboriculture method statement can also be included which details how trees will be protected in relation to the finalised design
Required where:	Development proposals require the removal of trees in a conservation area. Where Tree Felling or Tree Works are proposed to a tree with a Tree Preservation Order
Links to guidance:	A guide to good management. , Tree Surveys: A guide to Good Practice ; Further advice is available from BS 5837:2005 - Trees in relation to construction

Statement of Sustainable Design Methods

Statement of Sustainable Design Methods	
Policy Justification	NPPF 2019: Paragraph 7, 16, 38, 78, 124 Local Plan Policy: Policy 2, 6 2005: 2015-2030: Policy SS1, SS2, SS6
Description	The statement needs to demonstrate how the proposal incorporates onsite solutions to reduce energy and water consumption, including water harvesting measures and micro-generation. Any enlargement or intensification of an existing building or use, as well as the construction of new homes should achieve water consumption standards as set out in policy SS6.
Required where:	Development proposals for any new buildings and conversions as well as for domestic extensions.
Links to guidance:	Good Practice Guide , IOS Design Guide ; Guide to Sustainable Design , Isles of Scilly SPD Sustainable Energy ; Sustainable Design and Construction ,

Ventilation/Extraction Statement

Ventilation/Extraction Statement	
Policy Justification	NPPF 2019: Paragraph 170(e), 180 Local Plan Policy: 2005: Policy 1 and 2 2015-2030: Policy OE3, OE1, OE2, OE7
Description	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 the stated use classes
Required where:	Development proposals that including any ventilation or extraction system.
Links to guidance:	https://www.gov.uk/guidance/noise--2