

Council of the Isles of Scilly Planning and Development Department

Best Practice Note P6 Validation Checklist for National and Local Requirements: Guidance Notes for Applicants

Introduction

New validation checklists have been prepared in response to central government's introduction of a mandatory standard planning application form (1APP) on April 6th 2008. The validation checklist operates under two headings: National Requirements and Local Requirements. Government has specified National Requirements that are obligatory and must be strictly adhered to if an application is to be accepted as valid. Government has also identified a list of Local Requirements comprising additional information that local planning authorities may elect to request. While the local planning authority can select and adapt government's Local Requirements in order to meet local needs, once adopted by a local planning authority the Local Requirements carry the same weight as National Requirements. This is true in two senses:

- National Requirements and Local Requirements are given equal consideration in the determination of an application;
- all Local Requirements are not necessarily required for all applications, but where the local planning authority stipulates that a Local Requirement is relevant to an application, that application is only valid when the appropriate information has been provided.

We recognise that the validation checklist may look daunting to some applicants. However, most applications need only meet some of the Local Requirements. The nature, scale and location of the proposed development determine which additional information is necessary. The glossary of terms appended to this document should be of assistance in identifying when different types of information are required. Also, pre-application discussion with the local planning authority will help to specify what information is required to validate your application.

Pre-Application Discussions and Consultations

All applicants are encouraged to undertake pre-application discussions with the Council and other interested parties. The purpose of pre-application discussions is to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the Council to determine the application as set out in the relevant 'validation checklist'. In addition, pre-application discussions may also identify whether other consents may be required. Such discussions are on the understanding that advice is given without prejudice to the formal decision on any subsequent planning application.

Applicants who are promoting major proposals, or those that are likely to create a wider local concern, will be encouraged to carry out their own consultation with local communities and stakeholders prior to formally submitting the application. Such consultation is on the understanding that any informal discussion that takes place would be without prejudice to the formal decision on any subsequent planning application. Early engagement with the local community and stakeholders prior to the submission of a formal application could help to improve a proposal and may reduce the number of objections being made at a later stage as well as encouraging a sense of commitment and understanding of the development itself. More detailed guidance on engaging the community and stakeholders in the planning process is set out in the Council's published Statement of Community Involvement.

Although the Council will be unable to refuse to accept a valid application on the basis of inadequately informing the community prior to its submission, avoiding such early consultation may lead to more significant objections being made, which could be material to its determination. Applicants will be required to provide details of any pre-application consultation already undertaken with the local community and stakeholders.

Validation Checklists

The National Requirements and Local Requirements for different forms of planning application are as follows.

Applications for Planning Permission

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100;

- 4 copies of existing and proposed floor plans at a scale of not less than 1:100;
- 4 copies of existing and proposed roof plans;
- 4 copies of a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures;
- Design and Access Statement;
- The correct fee.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Affordable Housing Statement
- Air Quality Assessment
- Archaeological Assessment
- Biodiversity and Geological Survey
- Bat Survey
- Daylight/Sunlight Assessment
- Draft Section 106 Agreement
- Economic Statement
- Environmental Statement
- Flood Risk Assessment

- Heritage Statement
- Infrastructure Impact Assessment (sewage, water and other utilities)
- Land Contamination Assessment
- Landscaping Details
- Lighting Assessment
- Noise Impact Assessment
- Parking Provision
- Photographs and Photomontages
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development
- Transport Assessment incorporating, if appropriate, a Travel Plan
- Tree Survey
- Ventilation/Extraction Statement

Full Planning Application for Change of Use without External Building Works

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- Design and Access Statement;
- The correct fee.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- 4 copies of the existing elevations to a scale of not less than 1:100;
- 4 copies of existing floor plans at a scale of not less than 1:100;
- 4 copies of the block plan of the site to a scale of not less than 1:500.

Full Planning Application for Change of Use with External Building Works

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100;
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100;
- 4 copies of existing and proposed roof plans;

- 4 copies of a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures;
- Design and Access Statement;
- The correct fee.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Affordable Housing Statement
- Air Quality Assessment
- Archaeological Assessment
- Biodiversity and Geological Survey
- Bat Survey
- Daylight/Sunlight Assessment
- Draft Section 106 Agreement
- Economic Statement
- Environmental Statement
- Flood Risk Assessment
- Heritage Statement
- Infrastructure Impact Assessment (sewage, water and other utilities)

- Land Contamination Assessment
- Landscaping Details
- Lighting Assessment
- Noise Impact Assessment
- Parking Provision
- Photographs and Photomontages
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development
- Transport Assessment incorporating, if appropriate, a Travel Plan
- Tree Survey
- Ventilation/Extraction Statement

Householder Applications for Planning Permission

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100;
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100;
- 4 copies of existing and proposed roof plans;

- 4 copies of a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures;
- Design and Access Statement;
- The correct fee.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Affordable Housing Statement
- Air Quality Assessment
- Archaeological Assessment
- Biodiversity and Geological Survey
- Bat Survey
- Daylight/Sunlight Assessment
- Draft Section 106 Agreement
- Economic Statement
- Environmental Statement
- Flood Risk Assessment
- Heritage Statement
- Infrastructure Impact Assessment (sewage, water and other utilities)

- Land Contamination Assessment
- Landscaping Details
- Lighting Assessment
- Noise Impact Assessment
- Parking Provision
- Photographs and Photomontages
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development
- Transport Assessment incorporating, if appropriate, a Travel Plan
- Tree Survey
- Ventilation/Extraction Statement

Advertisement Consent

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of all Advertisement Drawings (showing advertisement size, position on the land or building, materials to be used, colours, height above the ground and extent of projection);
- If the advertisement is to be illuminated, give full details of the method of illumination, including the colour;
- The correct fee.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Photographs/photomontages
- Planning Statement
- 4 copies of the advertisement(s) in context with the adjacent buildings

Applications under Article 4 Direction

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100;
- 4 copies of existing and proposed roof plans;
- Design and Access Statement
- Bat Survey
- Photographs and Photomontages

Listed Building Consent Applications

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100;
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100;
- 4 copies of a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures;
- 4 copies of existing and proposed roof plans;

- Design and Access Statement.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Archaeological Assessment
- Biodiversity and Geological Survey
- Heritage Statement
- Land Contamination Assessment
- Photographs/photomontages showing the whole building and its setting, plus the section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree Survey

Conservation Area Consent Applications

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100;
- Design and Access Statement.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Archaeological Assessment
- Biodiversity and Geological Survey
- Heritage Statement
- Land Contamination Assessment
- Photographs/photomontages showing the whole building and its setting, plus the section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree Survey

Applications for Modification or Removal of Planning Condition

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 1 original and 3 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated;
- 1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D);
- Where an ownership certificate other than certificate A has been completed notice must be served and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement;
- The correct fee.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;

- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100;
- 4 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100;
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100.

- Affordable Housing Statement
- Air Quality Assessment
- Archaeological Assessment
- Biodiversity and Geological Survey
- Bat Survey
- Daylight/Sunlight Assessment
- Draft Section 106 Agreement
- Economic Statement
- Environmental Statement
- Flood Risk Assessment
- Heritage Statement
- Infrastructure Impact Assessment (sewage, water and other utilities)
- Land Contamination Assessment
- Landscaping Details
- Lighting Assessment

- Noise Impact Assessment
- Parking Provision
- Photographs and Photomontages
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development
- Transport Assessment incorporating, if appropriate, a Travel Plan
- Tree Survey
- Ventilation/Extraction Statement

Tree Work Applications (Trees within a Conservation Area)

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of scale plan showing the precise location of all trees;
- Specification of works to be carried out.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Photographs
- Supporting statement explaining reasons for the proposed work
- Tree Survey

Hedgerow Removal Notice

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

- 1 original and 3 copies of the completed application form, signed and dated; or the form set out in Schedule 4 to the Hedgerow Regulations 1997;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Biodiversity survey
- Landscaping Details
- Photographs

- Supporting statement explaining reasons for the proposed work
- Tree Survey

Certificates of Lawfulness

Mandatory Information (National Requirements)

Please tick [✓] boxes to indicate that information has been included with the application.

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

- 1 original and 3 copies of the completed application form, signed and dated;
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and indicating the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant;
- 4 copies of the block plan of the site to a scale of not less than 1:500;
- 4 copies of the existing elevations to a scale of not less than 1:100;
- 4 copies of existing floor plans at a scale of not less than 1:100;
- All evidence that can be provided to verify the application;
- All other information as is considered to be necessary to the application;
- The correct fee.

Supplementary Information (Local Requirements)

The following information may be required in order for your application to be complete and valid. Please consult the Planning & Development Department if you are uncertain what information you should provide.

Please tick [✓] boxes to indicate that information has been included with the application.

Please state [N/A] where information is not applicable.

- Description of all uses of land within the site (if relevant)
- Supporting statement (to include statement of grounds on which the Certificate is sought)
- Sworn affidavit(s) from people with personal knowledge of the existing use of works carried out
- Photographs and photomontages

Glossary of Terms

Entries are listed alphabetically and include both National and Local Requirements.

Glossary terms are adaptations of those laid down in the Department for Communities and Local Government's *The Validation of Planning Applications. Guidance to Local Planning Authorities* (December 2007). Definitions have been adapted to meet the specific requirements of planning and development on the Isles of Scilly.

Affordable Housing Statement

The Isles of Scilly Local Plan (2005) identifies the need for appropriate affordable housing on the islands. The local planning authority may therefore require information concerning affordable housing and its relationship to market housing. For example:

- the number of residential units;
- the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units;
- plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

Air Quality Assessment

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. When assessing whether such an assessment is required the developer should consider whether development would have an affect on sensitive areas such as ecological sites or areas previously defined as having poor air quality.

More information is available in 'Planning Policy Statement 23: Planning and Pollution Control', which can be accessed on the planning portal at www.planningportal.gov.uk.

Archaeological Assessment

An archaeological assessment will be required when a proposed development includes new building or ground disturbance in an area of archaeological interest. Applicants are advised to discuss their proposals with the council's Conservation Officer before submission of an application.

Further advice is available in *Planning Policy Guidance Note 16: Archaeology and Planning*.

Biodiversity and Geological Survey

Where a proposed development may have impacts on wildlife and

biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be required. Accompanying plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981 and the Conservation (Natural Habitats etc) Regulations 1994. Applications for development that will affect areas designated for their biodiversity and geological interests should set out the effects of the proposal on the integrity of the site and its conservation objectives, any alternative solutions that may have been considered, any imperative reasons for overriding public interest, and proposals for long-term maintenance and management. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species, most notably bats, and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts (for example a bat survey). Government planning policies for biodiversity are set out in *Planning Policy Statement 9: Biodiversity and Geological Conservation*, accompanying Good Practice Guide (*Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*) and the Government Circular *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005). At a local level the document *Biodiversity and Geological Conservation. A Planning Good Practice Guide on Biodiversity/Geodiversity for the Isles of Scilly* is currently under development and should be consulted once approved and adopted.

Block Plan

The Block Plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- The direction of North;
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those of the boundaries;
- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

Daylight Statement/Sunlight Statement

Where proposals potentially have an adverse impact on the daylight/sunlight enjoyed by adjoining properties or buildings, including gardens or amenity areas, a daylight/sunlight statement should be provided. The statement should include information detailing how adverse impact on the sunlight or daylight enjoyed by adjoining properties may be reduced. For more information please contact the Building Research Establishment (BRE), www.bre.co.uk.

Design and Access Statements

A Design and Access Statement must accompany all householder development applications as all of the Isles of Scilly fall within a Conservation Area and Area of Outstanding Natural Beauty. Applications for listed building consent, outline applications and full planning applications for operational development must also be accompanied by a Design and Access Statement.

The Design and Access Statement should explain and justify the proposal in a structured way. The level of detail and length of the statement will depend on the scale and complexity of the proposal. The Design and Access Statement 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. The statement should include illustrative material, layouts, photographs and refer to specific guidance to justify the proposal. More information on preparing a design and access statement can be found at CABI's website www.cabi.org.uk and in the Council of the Isles of Scilly's *Design Guide*.

Detailed Drawings

Detailed drawings should be at a scale of not less than 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details. They should include horizontal and vertical sections at a scale of not less than 1:5.

Draft Section 106 Agreement

Planning obligations (or section 106 agreements) are private legal 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. Comprehensive guidance is provided in 'Planning Obligations: Practice Guidance' available at www.communities.gov.uk, where a model section 106 agreement can also be downloaded.

Economic Statement

Applications which may have an impact on the local economy must be accompanied by an economic statement. The statement should detail any regeneration benefits from the proposed development including:

- Details of any new jobs that might be created or supported;
- The relative floorspace totals for each proposed use (where known);
- Any community benefits;
- Reference to any regeneration strategies that might lie behind or be supported by the proposal.

For further information please contact the Council's Planning & Development Department.

Environmental Statement

The 'Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999/293) as amended, require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable us to give proper

consideration to the likely environmental effects of a proposed development. The regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. For further information please refer to Schedule 4 of the regulations. Where an Environmental Impact Assessment is not required we may still require environmental information to be submitted. An applicant may request a screening opinion (to determine whether an Environmental Impact Assessment is required) before submitting the application.

Existing & Proposed Elevations

These should be drawn at a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and the plans should detail the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Existing & Proposed Floor Plans

These should be drawn at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings.

Existing & Proposed Site Sections and Finished Floor and Site Levels

Sectional plans drawn at a scale of 1:50 or 1:100 should show cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. The plans should show existing site levels and finished floor levels (relative to a local off-site fixed datum point) 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 when preparing design and access statements.

Flood Risk Assessment

A Flood Risk Assessment (FRA) will be required for development on a site where there is a potential risk of flooding. 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. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs).

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* provides guidance in relation to the undertaking of FRA and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. For more information contact the Environment Agency (EA) at www.environment-agency.gov.uk (although the EA does not have any statutory responsibility for flood issues on the islands) and the Planning Portal at www.planningportal.gov.uk.

Heritage Statement

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 conservation officer prior to submitting an application. The following is a guide to the sort of information that may be required for different types of application.

Listed building consent or proposals involving a traditional rural building: a written statement should be provided which includes:

- A schedule of works to the listed building(s) or traditional rural 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
- The impact on the special character of the listed building or traditional rural building, its setting and the setting of adjacent listed buildings may be required.

A structural survey may be required in support of an application for listed building consent or where conversion of a traditional rural building is proposed, particularly if minor demolition or new openings are proposed.

Conservation Area consent: a written statement should be provided which includes:

- A structural survey;
- An analysis of the character and appearance of the building/structure;
- The principles of and justification for the proposed demolition; and
- The impact of demolition on the special character of the area.

Applications related to or impacting on the setting of heritage assets (including conservation areas, Scheduled Ancient Monuments, archaeological remains,

historic parks and gardens): a written statement should be provided which includes:

- Plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and Scheduled Ancient Monuments;
- An analysis of the significance of archaeology, history and character of the building/structure;
- The principles of and justification for the proposed works; and
- Details of the impact of the works on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings.

Further advice is available in *Planning Policy Guidance Note 15: Planning and the Historic Environment* and *Planning Policy Guidance Note 16: Archaeology and Planning*.

Infrastructure Impact Assessment

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 sewage 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. This should include a description of the type, quantities and means of disposal of any trade waste or effluent.

If an application proposes a development to connect to an existing drainage system then details of the existing system should be shown on the application drawings. If the proposed development results in any changes to or replacement of the existing system or installation of a new system, scale plans of the new system will be required. This will include a location plan, cross sections/elevations and a specification.

Applications for new development should be accompanied by a statement detailing utilities such as electricity, gas, water and telecommunications supplies as well as the development's impact on waste facilities. The main issues applicants should address are whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development and whether the provision of services on site are likely to cause any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. The applicant should demonstrate that:

- Following consultation with the service provider, 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;
- Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- Service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and
- Where the development impinges on existing infrastructure the

provisions for relocating or protecting that infrastructure have been agreed with the service provider.

In relation to issues around mains drainage and the impact of development on water and waste, the advice of the Council's Technical Services Department should be sought.

Land Contamination Assessment

A proposed development may need to include an assessment of contamination in line with *Planning Policy Statement 23: Planning and Pollution Control*. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide sufficient information in order to determine whether the proposed development can proceed.

Landscaping Details

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Lighting Assessment

A lighting assessment is required when an application includes external lighting. The lighting assessment must include lux illuminance charts which must be overlays to the application site plans and incorporate light overspill areas beyond the application boundary where appropriate. Details shall include a layout plan with beam orientation, specification of the equipment and the proposed hours when the lighting would be switched on. Further information can be found in *Lighting in the Countryside: Towards Good Practice* at www.communities.gov.uk.

Location Plan

The location plan should be at a scale of 1:1250 or 1:2500 and be based on an up-to-date map such as a recent Ordnance Survey map. The location plan should clearly identify the site and show the direction of North. The application site should be outlined clearly with a red line. The 'red area' should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line must be drawn around any other land owned or controlled by the applicant adjacent or close to the site.

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*.

Parking Provision

Applications for new development and applications where on-site parking is changing significantly should be accompanied by details of existing and proposed parking provision. These details could also be shown on the site layout plan.

Photographs and Photomontages

Photographs and photomontages provide useful information to show how the development is to be integrated within its context. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

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 undertaken prior to submission with the local planning authority and wider community/statutory consultees. A statement on community involvement may also be appropriate.

Roof Plans

A roof plan should be at a scale of 1:50 or 1:100. It is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

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.

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). The Council of the Isles of Scilly's Statement of Community Involvement can be found at www.scilly.gov.uk.

Structural Survey

A structural survey may be required in support of an application if the proposal involves substantial demolition or where proposals involve the conversion or change of use of a traditional rural building. The survey should demonstrate that the structure of the building is adequate to meet the needs of the new use without significant structural works to the exterior of the building. If the survey identifies rebuilding work is necessary the extent of that building work should be clearly indicated on the elevations and plans as part of the survey report.

Telecommunications Development – supplementary information

Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including:

- The area of the 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 available in the *Code of Practice on Mobile Network Development* (2002).

Transport Assessment

A Transport Assessment is required when developments have significant transport implications. A Transport Assessment should reflect the scale of the development and the extent of the transport implications of the proposal. For small schemes the assessment should simply outline the transport aspects of the application, while for major proposals the assessment should illustrate accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. For more information see *Planning Policy Statement 13: Transport and Guidance on Transport Assessment* (March 2007) published by the Department for Transport.

Travel Plan

A Travel Plan should form part of a Transport Assessment and should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The Travel Plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify a travel plan coordinator, the management arrangements for the plan and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site. Further information is available in *Using the Planning Process to*

Secure Travel Plans: Best Practice Guide (ODPM 2002) and *Making residential travel plans work: Good practice guidelines for new development* (Department for Transport).

Tree Survey/Arboricultural Implications

A Tree Survey is necessary when trees are present on the application site or off-site but within falling distance of the application site. It should contain a constraints plan which is a design tool that sets out the above and below ground constraints. It should be presented as a scaled plan that compares with the site layout plan. It should also contain an arboricultural method statement which should be prepared once the proposed layout has been finalised. A Tree Survey should be undertaken by a competent person in accordance with *BS5837: Trees in Relation to Construction* published by the British Standard Institute.

Ventilation/Extraction Details

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). Development that includes proposals for commercial kitchens or activities likely to give rise to odorous emissions will require details outlining the intended means of ventilation. This information will also be required where substantial ventilation or extraction equipment is proposed. For advice please contact the Council's Technical Services Department.