

Local Requirements List

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Contents Page

Introduction	4
List of Gedling Borough Council's Local Requirements	6
Lists of Local Requirements by Application Type	7
1a. Householder application for planning permission for works or extension to a dwelling.....	7
1b. Prior Notification - Enlargement, improvement or other alteration of a dwellinghouse	9
2. Application for Full Planning Permission.....	10
Residential New Build	10
Residential Conversions	11
Commercial, industrial and non-residential	12
Change of use.....	13
Agricultural Development (e.g. new buildings, engineering works etc.)	15
3. Application for Outline Planning Permission with some / all matters reserved..	17
4. Application for Approval of Reserved Matters following outline approval.....	19
5. Listed Building consent for alterations, extension or demolition of a listed building	20
6. Application for Advertisement consent.....	21
7. Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition	22
8. Application for a Lawful Development Certificate for a proposed use or development	23
9. Prior notifications	24
Agricultural buildings to dwellinghouses.....	24
Agricultural buildings to state-funded school or registered nursery	24
Agricultural buildings to a flexible commercial use	24
Agricultural development on units of 5 hectares or more and forestry development	24
Retail or betting office or pay day loan shop to assembly and leisure.....	25
Retail, takeaway, betting office, pay day loan shop, and launderette uses to offices.....	25
Business, hotels etc. to state-funded schools or registered nursery	25
Installation or alteration etc. of stand-alone wind turbine on domestic premises	25
Renewable Energy.....	25
Specified sui generis uses to dwellinghouses	25

Retail, takeaways and specified sui generis uses to dwellinghouses.....	25
Offices to dwellinghouses	25
Premises in light industrial use to dwellinghouses	25
Temporary use of buildings or land for film making purposes	25
Storage or distribution centre to dwellinghouses.....	26
Provision of a temporary state-funded school on previously vacant commercial land	26
Communications	26
New dwellinghouses on detached blocks of flats	26
New dwellinghouses on detached buildings in commercial or mixed use	26
New dwellinghouses on terrace buildings in commercial or mixed use.....	26
New dwellinghouses on terrace buildings in use as dwellinghouses.....	26
New dwellinghouses on detached buildings in use as dwellinghouses	26
Demolition of building(s).....	27
10. Planning Permission for Relevant Demolition in Conservation Area.....	28
11. Application for Hedgerow Removal Notice	29
12. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990).....	30
13. Application for Approval of Details Reserved by Condition	31
14. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO).....	32
15. Notification of Proposed Works to Trees in a Conservation Areas	33
16. Non-material amendment	34
17. Permission in Principle	35
Information required for each Local Requirement	36
Appendix 1 – Transport Statement Thresholds.....	56

Introduction

This Local Requirements List was adopted by Gedling Borough Council on XXX following public consultation.

What is a Local Requirements List?

When making a planning application it is vital that it is supported by adequate and accurate information to enable the council, members of the public and other statutory bodies to understand the proposals, and allow a proper assessment of the potential impact of the development. This List identifies which documents (in addition to the statutory national requirements) it is considered are reasonable for the Council to request in order to fully assess a planning application.

Planning applications which are not submitted with the correct information as stated within these pages may be treated as invalid and will not be processed until such time as the required information has been submitted. This makes it clear at the start of the application process what information is required to support different types of planning applications.

What's included in the Gedling Local Requirements List?

This document begins with a list of all of Gedling Borough Council's Local Requirements.

This document then continues with a list of National and Local Requirements by application type. When making a planning application, simply click on the application type that you want to know more about.

The documents then provides further details as to what information is required for each Local Requirement.

Useful web links

This document makes reference to planning policy documents. Please click on the web links below for further information regarding these policy documents.

National Planning Policy Framework (NPPF)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Aligned Core Strategy (ACS)

<https://www.gedling.gov.uk/acs/>

Local Planning Document (LPD)

<https://www.gedling.gov.uk/lpd/>

Supplementary Planning Documents (SPDs) and Guidance

<https://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/adoptedlocalplanandpolicydocuments/supplementaryplanningdocumentsandguidance/>

List of Gedling Borough Council's Local Requirements

- Agricultural justification
- Biodiversity survey and report
- Community Infrastructure Levy (CIL) forms
- Daylight/Sunlight assessment
- Drainage - Foul sewage and utilities assessment
- Drainage – Surface water drainage (including SuDS)
- Environmental statement (including contamination)
- Flood risk assessment
- Green Belt calculations
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Joinery Details
- Landscaping details
- Lighting assessment
- Low Carbon Planning Guidance – statement of compliance
- Noise assessment
- Open Space Assessment
- Parking Provision
- Planning Obligations – Draft Head(s) of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Viability statement

Lists of Local Requirements by Application Type

1a. Householder application for planning permission for works or extension to a dwelling

National Requirements:

The National Requirements for a Householder Planning Application are:-

- Application form.
- Certificates (at end of application forms).
- Site location plan:-
 - The application site must outlined in red (this is usually the boundaries to the site) and any land adjoining or close by owned by the applicant should be outlined in blue.
 - The plan must be to an identified scale (this is usually 1:1250) and show a north arrow.
 - The location plan should include adjacent road names.
- Site layout plan / block plan. The site plan should be at a standard scale e.g. 1:200 or 1:500. The site plan shall include the following:-
 - The direction north.
 - The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- Detailed existing and proposed elevation and floorplan drawings at a standard scale e.g. 1:100 or 1:50. These need to be accurate and it is advised to employ a professional architect or plan drawer.
- Design and access statement (where the property is within a Conservation Area and floor area proposed is 100m² or more. See LPD Policy 28.)
- Application fee.

Local Requirements (depending on site constraints):

- CIL forms -if floor area exceeds 100 sqm or results in the creation of a new residential dwelling / annex.
- Daylight/Sunlight assessment – For a householder planning application this is a “45 degree line” shown on a block plan. This is a line drawn from neighbouring windows at a 45 degree angle towards any proposed extension. This provides an indication as to whether the proposed extension will cause unacceptable issues of massing / overshadowing or overbearing onto neighbouring occupiers. The line should be drawn from the centre of the neighbouring window for single storey extensions and the nearest edge of the window for 2-storey extensions.
- Flood Risk Standing Advice - applications where the site is located in flood zones 2 or 3 and the footprint is less than 250 square metres.
- Green Belt calculations - if the site is in the Green Belt. See LPD Policy 13.
- Heritage Statement – if property is within the setting of a listed building, is within a conservation area, is within the setting of a scheduled ancient monument, is a local interest building. See LPD Policies 26, 27, 28 and 31.

- Parking Provision – where existing parking or garage facilities are affected by the proposed development. See LPD Policy 57.
- Tree Survey/Arboricultural Implications – if any trees or hedges need to be removed or pruned as part of the proposed development.

Please see page 36 for detailed guidance as to what information is required for each of the above Local Requirements.

1b. Prior Notification - Enlargement, improvement or other alteration of a dwellinghouse

National Requirements:

- Application form including:-
 - how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse.
 - the maximum height of the enlarged part of the dwellinghouse and the height of the eaves of the enlarged part of the dwellinghouse.
 - the addresses of any adjoining premises.
 - the developer's contact details.
- Location plan showing the proposed site:-
 - The application site must outlined in red (this is usually the boundaries to the site) and any land adjoining or close by owned by the applicant should be outlined in blue.
 - The plan must be to an identified scale (this is usually 1:1250) and show a north arrow.
 - The location plan should adjacent road names.
- Plans showing the proposed development (for example an aerial plan showing outline of extension relative to dwelling
- Appropriate fee

2. Application for Full Planning Permission

National Requirements (for all applications for full planning permission):

Please click the link below for the current national information requirements:-

<https://www.gov.uk/guidance/making-an-application#National-information-requirements>

Local Requirements (by application type):

Residential New Build

- Agricultural justification – for applications for agricultural workers’ dwellings. See LPD Policy 17.
- Biodiversity survey and report – where protected species are likely to be impacted by a development proposal, for example, where development is within or adjacent to an area of natural open space, where development is within a designated site (Site of Special Scientific Interest, Local Nature Reserves, Local Wildlife Site, Local Geological Sites), a Greenfield site, works involving trees known to house protected species. See LPD Policy 18.
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Community Infrastructure Levy (CIL) forms.
- Daylight/Sunlight assessment – where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage - Foul sewage and utilities assessment – all major applications.
- Drainage – Surface water drainage (including SuDS) – all major applications, applications in and adjacent to areas at risk of flooding. See Policy LPD Policy 4.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – all new housing development in flood zone 2 or 3, housing development on more than 1 hectare or 10 or more houses in flood zone 1. See LPD Policy 3.
- Green Belt calculations – for new housing development on previously developed land. See LPD Policies 14 and 15.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) – any new residential development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new residential development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.

- Open Space Assessment – where the proposed development relates to an existing area of Protected Open Space or Important Open Areas within a conservation area. See LPD Policies 20, 22 and 28.
- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions. This can be because of set triggers (for example housing developments of 15 or more dwellings require an affordable housing contribution) or this can be at the request of a planning officer or statutory consultee. See LPD Policy 36.
- Planning Statement - major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Site Waste Management Plan – all new residential development
- Statement of Community Involvement - all applications where pre-application consultation has taken place with the local community.
- Transport assessment – where development generates a significant amount of transport movements (see Appendix 1 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC Policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.
- Viability statement - Where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Residential Conversions

- Agricultural justification - for applications for agricultural workers' dwellings. See LPD Policy 17.
- Biodiversity survey and report - where protected species are likely to be impacted by a development proposal, for example, conversions involving a rural building, where development is within or adjacent to an area of natural open space, where development is within a designated site (Site of Special Scientific Interest, Local Nature Reserves, Local Wildlife Site, Local Geological Sites), works involving trees known to house protected species. See LPD Policy 18.
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Daylight/Sunlight assessment - where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment - all major applications.
- Drainage – Surface water drainage (including SuDS) - all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – If in flood zone 2 or 3. See LPD Policy 3.
- Green Belt calculations – if any elements of new buildings are proposed. See LPD Policies 12 and 13

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) - any residential conversions affecting a heritage asset. See LPD Policy 26.
- Landscaping details - any residential conversion that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.
- Planning Obligations – Draft Head(s) of Terms - when a Section 106 legal agreement is required to secure developer contributions, at the request of the Local Planning Authority or statutory consultee.
- Planning Statement - major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Site Waste Management Plan - all new residential development.
- Statement of Community Involvement - all applications where pre-application consultation has taken place with the local community.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport assessment - where development generates a significant amount of transport movements (see Appendix 1 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC Policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.
- Viability statement - Where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Commercial, industrial and non-residential

- Biodiversity survey and report - where protected species are likely to be impacted by a development proposal, for example, where development is within or adjacent to an area of natural open space, where development is within a designated site (Site of Special Scientific Interest, Local Nature Reserves, Local Wildlife Site, Local Geological Sites), a Greenfield site, works involving trees known to house protected species. See LPD Policy 18.
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Daylight/Sunlight assessment - where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment - all major applications.
- Drainage – Surface water drainage (including SuDS) - all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.

- Flood risk assessment - all new development in flood zone 2 or 3, development on more than 1 hectare or 10,000 square metres in flood zone 1. See LPD Policy 3.
- Green Belt calculations - for new development on previously developed land or where existing buildings are being extended. See LPD Policies 14 and 15.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) - any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – Where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for commercial development of 1ha or more or 1,000sqm and above. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – Where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.
- Open Space Assessment - where the proposed development relates to an existing area of Protected Open Space or Important Open Areas within a conservation area. See LPD Policies 20, 22 and 28.
- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.
- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Retail Impact Assessment – a Retail Impact Assessment is required for development proposals for retail uses of 500sqm or more (gross) and not within a defined Town or Local Centre. See LPD Policy 52.
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement - all applications where pre-application consultation has taken place with the local community.
- Structural Survey - proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport assessment - All developments that generate significant amounts of transport movement (see Appendix 1) for requirement thresholds).
- Travel Plan - for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.
- Ventilation/Extraction statement – where new ventilation / extraction is proposed.
- Viability statement - Where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Change of use

- Biodiversity survey and report - where protected species are likely to be impacted by a development proposal, for example, where development is within or adjacent to an area of natural open space, where development is within a designated site (Site of Special Scientific Interest, Local Nature Reserves, Local Wildlife Site, Local Geological Sites), a Greenfield site, works involving trees known to house protected species. See LPD Policy 18.
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Daylight/Sunlight assessment - where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment – where requested by the Local Planning Authority.
- Drainage – Surface water drainage (including SuDS) - where requested by the Local Planning Authority.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – when a use is changing to a more vulnerable flood use. See LPD Policy 3.
- Green Belt calculations – applications in the Green belt where new floorspace is proposed. See LPD Policy 13.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) - any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details - any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for commercial development of 1ha or more or 1,000sqm and above. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.
- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.
- Planning Obligations – Draft Head(s) of Terms - when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Retail Impact Assessment – a Retail Impact Assessment is required for development proposals for retail uses of 500sqm or more (gross) and not within a defined Town or Local Centre. See LP Policy 52. A Sequential Assessment is required for all proposed main town centre uses and retail development, not in an existing centre (area defined on a LPA proposal map).
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.

- Street scene plans – as requested by the Local Planning Authority.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport assessment – all developments that generate significant amounts of transport movement (see page 55 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.
- Ventilation/Extraction statement – where new ventilation / extraction is proposed.
- Viability statement – where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Agricultural Development (e.g. new buildings, engineering works etc.)

- Agricultural justification – for applications for agricultural workers' dwellings. See LPD Policy 17.
- Biodiversity survey and report – where protected species are likely to be impacted by a development proposal, for example, conversions involving a rural building, where development is within or adjacent to an area of natural open space, where development is within a designated site (Site of Special Scientific Interest, Local Nature Reserves, Local Wildlife Site, Local Geological Sites), works involving trees known to house protected species. See LPD Policy 18.
- Daylight/Sunlight assessment – where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment – all major applications.
- Drainage – Surface water drainage (including SuDS) – all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – all new development in flood zone 2 or 3, development on more than 1 hectare or 10,000 square metres in flood zone 1. See LPD Policy 3.
- Green Belt calculations – for new development on previously developed land or where existing buildings are being extended. See LPD Policy 14 and 15.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) – any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for commercial development of 1ha or more or 1,000sqm and above. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.

- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.
- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.
- Street scene plans – as requested by the Local Planning Authority.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport assessment – all developments that generate significant amounts of transport movement (see page 55 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications – all applications where trees may be affected by the proposed development.
- Ventilation/Extraction statement – where new ventilation / extraction is proposed.
- Viability statement - where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

3. Application for Outline Planning Permission with some / all matters reserved

National Requirements:

Please click the link below for the current national information requirements:-

<https://www.gov.uk/guidance/making-an-application#National-information-requirements>

Local Requirements:

- Agricultural justification – for applications for agricultural workers' dwellings. See LPD Policy 17.
- Biodiversity survey and report – where protected species are likely to be impacted by a development proposal, for example, where development is within or adjacent to an area of natural open space, where development is within a designated site (Site of Special Scientific Interest, Local Nature Reserves, Local Wildlife Site, Local Geological Sites), a Greenfield site, works involving trees known to house protected species. See LPD Policy 18.
- Daylight/Sunlight assessment – where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment – all major applications.
- Drainage – Surface water drainage (including SuDS) – all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7
- Flood risk assessment – all new development in flood zone 2 or 3, development on more than 1 hectare or 10,000 square metres or 10 or more dwellings in flood zone 1. See LPD Policy 3.
- Green Belt calculations – for new development on previously developed land or where existing buildings are being extended. See LPD Policies 14 and 15.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) – any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.
- Open Space Assessment – where the proposed development relates to an existing area of Protected Open Space or Important Open Areas within a conservation area. See LPD Policies 20, 22 and 28.
- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.

- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Retail Impact Assessment – A Retail Impact Assessment is required for development proposals for retail uses of 500sqm or more (gross) and not within a defined Town or Local Centre. See LPD Policy 52. A Sequential Assessment is required for all proposed main town centre uses and retail development, not in an existing centre (area defined on a LPA proposal map).
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.
- Street scene plans – as requested by the Local Planning Authority.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport assessment – all developments that generate significant amounts of transport movement (see Appendix 1 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications – all applications where trees may be affected by the proposed development.
- Viability statement – where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

4. Application for Approval of Reserved Matters following outline approval

National Requirements:

Please click the link below for the current national information requirements:-

<https://www.gov.uk/guidance/making-an-application#National-information-requirements>

Local Requirements:

- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.
- Parking Provision – where existing parking arrangements are being altered or layout has not previously been approved. See LPD Policy 57.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.

5. Listed Building consent for alterations, extension or demolition of a listed building

National Requirements:

- Application form.
- Ownership certificate.
- Heritage impact assessment.
- Listed Building Design and Access Statement.
- Location plan.
- Site plan.
- Plans, elevations and sections of the building, as existing relevant to the proposed alteration.
- Plans, elevations and sections of the building to show the alterations proposed (as relevant to the proposal).

Local Requirements (depending on proposal):

- Joinery Details – for new or replacement windows, doors, mouldings or shop fronts. See LPD Policy 27.
- Structural Survey – where the structural condition of the building requires it or on some occasions where the building is to be converted to a new use. See LPD Policy 27.

6. Application for Advertisement consent

National Requirements:

Please click the link below for the current national information requirements:-

<https://www.legislation.gov.uk/ukxi/2007/783/regulation/9/made>

Local Requirements:

- Scaled existing and proposed elevations.
- Site block plan if the sign is not located on an existing building.

7. Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

National Requirements:

- Application form.
- Fee.
- Location plan.
- Supporting evidence e.g. affidavits, historic photos, utility bills/official documents.

Local Requirements:

None.

8. Application for a Lawful Development Certificate for a proposed use or development

National Requirements:

- Application form.
- Fee.
- Location plan.
- Site block plan.
- Existing and proposed elevations.
- Existing and proposed floor plans.

Local Requirements:

None.

9. Prior notifications

Agricultural buildings to dwellinghouses

The application must be accompanied by:-

- a written description of the proposed development or application form, which must include any building or other operations proposed.
- plan indicating the site and showing the proposed development.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a statement specifying (i) the number of smaller dwellings proposed; (ii) the number of larger dwellings proposed; (iii) whether previous development has taken place under Class Q within the established.
- agricultural unit, and if so the number of smaller and larger dwellinghouses development under Class Q.
- a floor plan indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact address
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

Agricultural buildings to state-funded school or registered nursery

Agricultural buildings to a flexible commercial use

The application must be accompanied by:-

- a written description of the proposed development or application form, which must include any building or other operations proposed.
- plan indicating the site and showing the proposed development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact details.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

Agricultural development on units of 5 hectares or more and forestry development

The application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site.
- the materials to be used.
- any fee required to be paid.

**Retail or betting office or pay day loan shop to assembly and leisure
Retail, takeaway, betting office, pay day loan shop, and launderette uses to
offices
Business, hotels etc. to state-funded schools or registered nursery
Installation or alteration etc. of stand-alone wind turbine on domestic premises
Renewable Energy**

The application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site and showing the proposed development.
- the developer's contact address.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

**Specified sui generis uses to dwellinghouses
Retail, takeaways and specified sui generis uses to dwellinghouses**

The application must be accompanied by:-

- a written description of the proposed development or application form, which must include any building or other operations proposed.
- plan indicating the site and showing the proposed development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a floor plan indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
- the developer's contact address.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

**Offices to dwellinghouses
Premises in light industrial use to dwellinghouses
Temporary use of buildings or land for film making purposes**

These application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site and showing the proposed development.
- a floor plan indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact details.
- developer's email address if content to receive communication electronically.

- any fee required to be paid.

Storage or distribution centre to dwellinghouses
Provision of a temporary state-funded school on previously vacant commercial land

The application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site and showing the proposed development.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact details.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

Communications

The application must be accompanied by:-

- a written description of the proposed development.
- plan indicating the proposed location.
- any fee required to be paid.
- the developer's contact details.
- developer's email address if content to receive communication electronically.
- a notice of development (The developer must give notice of the proposed development to any person (other than the developer) who is an owner of the land to which the development relates, or a tenant, before making the application.
- a notification of the proposal (Where the proposed development consists of the installation of a mast within 3 kilometres of the perimeter of an aerodrome, the developer must notify the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, as appropriate, before making the application.
- where the development is within 3km of the perimeter of an aerodrome, evidence must be provided of notification with the Civil Aviation Authority, the Secretary of Defence or the aerodrome operator as appropriate.

New dwellinghouses on detached blocks of flats
New dwellinghouses on detached buildings in commercial or mixed use
New dwellinghouses on terrace buildings in commercial or mixed use
New dwellinghouses on terrace buildings in use as dwellinghouses
New dwellinghouses on detached buildings in use as dwellinghouses

These application must be accompanied by:-

- a written description of the proposed development, which must include details of any dwellinghouse and other works proposed under these Classes comprising:-
 - i. engineering operations reasonably necessary to construct the additional storeys and new dwellinghouses;
 - ii. works for the replacement of existing plant or installation of additional plant on the roof of the extended building reasonably necessary to service the new dwellinghouses;
 - iii. works for the construction of appropriate and safe access and egress to access to and egress from the new and existing dwellinghouses, including means of escape from fire, via additional external doors or external staircases;
 - iv. works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses.
- a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development.
- floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building.
- a written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building).
- a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building.
- the developer's contact address.
- the developer's email address if the developer is content to receive communications electronically.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- a report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010
- any fee required to be paid.

Demolition of building(s)

The application must be accompanied by:-

- a written description of the proposed development or application form.
- a statement that a notice has been posted (The application requires the applicant or agent to erect a site notice for no less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the Local Planning Authority. Following this, a statement will need to be submitted to the Local Planning Authority with a description of where the site notice was put and date it was displayed.).
- any fee required to be paid.

10. Planning Permission for Relevant Demolition in Conservation Area

National Requirements:

- Application form.
- Site location plan.
- Block plan.
- Heritage Impact Assessment.
- Existing floor plans.
- Existing elevations plans.

Local Requirements:

None.

11. Application for Hedgerow Removal Notice

National Requirements:

- Site location plan identifying the hedgerow(s) to be removed.
- Application form (preferably) or a written notification in the form as set out in Schedule 4 to the Hedgerow Regulations.
- Statement of reasons for the works, confirming whether the applicant is the owner, tenant or manager of the hedgerow, or the relevant utility company eligible to remove it.
- Evidence that the hedge is less than 30 years old or is not of archaeological or ecological importance.

Local Requirements (depending on site constraints):

- Biodiversity Survey and Report – where there is a reasonable likelihood of protected or priority species being affected adversely.
- Tree survey/Arboricultural Implications – required where mature trees are located within the hedgerow. See LPD Policy 18.

12. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

National Requirements:

- Application form.
- Fee.
- Details required by condition.

Local Requirements:

None.

13. Application for Approval of Details Reserved by Condition

National Requirements:

- Application form.
- Fee.
- Details required by condition.

Local Requirements:

None.

14. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO)

National Requirements:

- Application form.
- Site location plan – does not have to be ordnance survey but must clearly show the location of the tree/s.
- Tree assessment – species, spread, roots and position of trees; details of the works you propose; why the works are necessary and any proposed replacement trees. Details can also be found within BS 5837:2012.
- Tree felling – be accompanied, as applicable, by appropriate evidence describing any structural damage to property or in relation to tree health or safety (to be provided by a relevant engineer, building/drainage surveyor or other appropriate expert).
- Replanting information.

Local Requirements:

None

15. Notification of Proposed Works to Trees in a Conservation Areas

National Requirements:

- Application Form – whilst not legally required we recommend the form available on the Planning Portal. If you chose not to use the application form, the following minimum information will be required:
 - Your contact details.
 - Owners details.
 - Site address (location of tree/s).
- Information on the works to proposed, including species e.g. felling of 2 Silver Birch trees (T1 and T2).
- Site Location Plan – does not have to be ordnance survey but must clearly show the location of the tree(s) relative to surrounding buildings/roads.

Local Requirements:

None.

16. Non-material amendment

National Requirements:

- Application form.
- Fee.

Local Requirements (depending on the proposal):

- Existing and proposed elevations.
- Existing and proposed floor plans.
- Site block plan.

17. Permission in Principle

National Requirements:

- Application form.
- Fee.
- Location plan.
- Site block plan.

Technical Details Consent (in relation to Permission in Principle):

Validation requirements are the same as for a planning application – so please refer to the relevant development type.

Information required for each Local Requirement

Information Required

Agricultural justification

For dwellings to serve new businesses, or new activities within established businesses, proposals will need to be accompanied by a business plan that demonstrates the following:

- i. Clear evidence of a firm intention and ability to develop the enterprise concerned;
- ii. A functional need is demonstrated by showing a dwelling is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times;
- iii. Clear evidence that the proposed enterprise has been planned on a sound financial basis; and
- iv. The functional need described at ii) could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.

For dwellings to serve existing businesses on well-established units, applications will need to be accompanied by the preceding 3 years audited accounts.

Proposals will also need to demonstrate:-

- i. There is a clearly established existing functional need showing a dwelling is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times;
- ii. The need relates to a full-time worker and does not relate to a part-time requirement;
- iii. The unit and activity concerned have been established for at least three years, have been profitable for at least one of them, are currently financially sound, and have a clear prospect of remaining so; and
- iv. The functional need could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.

Biodiversity survey and report

Surveys must be carried out by a suitably qualified ecologist (a member of the Chartered Institute of Ecology and Environmental Management or similar) at the correct time of year, using methods that are appropriate for the species and the area. Surveys should be up to date and ideally from the most recent survey season. Surveys should include:-

Information Required

- Identification of natural features, habitats, flora and fauna.
- An assessment of the implications of the proposed development upon the wildlife habitats or features present, including any measures for mitigating the impact of development – accompanying plans should indicate such mitigation and / or compensation measures.
- Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management.
- Particular consideration must be given to the presence of protected species such as badgers, bats, barn owls, great crested newts, reptiles and water voles.
- Where appropriate accompanying plans should indicate the location of any significant wildlife habitats or features.

Community Infrastructure Levy (CIL) forms

Where development would result in a net increase in residential or retail floor area exceeding 100 sqm, or would result in the creation of a new residential dwelling / annex, a completed Additional Information CIL Form 1 and Assumption of Liability CIL Form 2 should be submitted with the proposal. Blank copies of the CIL forms can be obtained from the Planning Portal:-

<https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms>

Daylight/Sunlight assessment

In most cases A “45 degree line” drawn on a block plan may be sufficient to assess issues of overshadowing onto a neighbouring property. This is a line drawn from neighbouring windows at a 45 degree angle towards any proposed development. The line should be drawn from the centre of the neighbouring window for single storey development and the nearest edge of the window for 2-storey development.

In some cases, a daylight, vertical sky component, sunlight availability and shadow study should be undertaken. It is recommended guidance from the BRE is used. The information should be sufficient to determine the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties.

Drainage - Foul sewage and utilities assessment

For development incorporating foul drainage into the public sewer details of the impact of the development on the public sewer infrastructure are required. Early discussions with Severn Trent water are key in order to determine whether or not a load or flow assessment should be submitted with the planning application.

Information Required

If a proposal incorporates a non-mains foul drainage system than a Foul Drainage Assessment Form should be completed. This can be found at:

www.gov.uk/government/publications/foul-drainage-assessment-form-fda1

Drainage – Surface water drainage (including SuDS)

Sustainable Drainage Systems (SuDS)

SuDS are an approach to managing rainwater falling on roofs and other surfaces through a sequence of actions. The key objectives are to manage the flow rate and volume of surface runoff to reduce the risk of flooding and water pollution. SuDS also reduce pressure on the sewerage network and can improve biodiversity and local amenity.

Sustainable drainage is a departure from the traditional approach to draining sites. There are some key principles that influence the planning and design process enabling SuDS to mimic natural drainage by:-

- storing runoff and releasing it slowly (attenuation).
- allowing water to soak into the ground (infiltration).
- slowly transporting (conveying) water on the surface.
- filtering out pollutants.
- allowing sediments to settle out by controlling the flow of the water.

Surface Water

A surface water drainage scheme should include the following information:-

- A metric scaled plan of the existing site.
- A metric scaled topographical level survey of the area to metres above ordnance datum (MAOD).
- Metric scaled plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks).
- The existing and proposed controlled discharge rate for a 1 in 1 year event and a 1 in 100 year event (with an allowance for climate change), this should be based on the estimated green-field runoff rate.
- The proposed storage volume (attenuation).
- Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible.
- Geological information including borehole logs, depth to water table and/or infiltration test results.
- Details of overland flow routes for exceedance events.
- A management plan for future maintenance and adoption of drainage system for the lifetime of the development.

Environmental statement (including contamination)

Phase I — Desktop Study

Information Required

The desktop study is the collation of site specific information in order that a conceptual site model can be established. This conceptual model considers all potential contaminant sources, pathways and receptors, defined as a pollutant linkage. The desktop study should document the site history and identify all potentially contaminative land uses back to when the site was Greenfield. The conclusions of the report should contain recommendations for any progression to Phase II, if required.

A Phase I - Desktop Study Report should include:-

- Purpose of aims and study.
- Site location and layout plans (appropriately scaled and annotated).
- Appraisal of site history.
- Appraisal of site walkover study.
- Assessment of environmental setting, to include:-
 - Geology, Hydrogeology, Hydrology.
 - Information on mining/quarrying activity.
 - Information from EA on abstraction, pollution incidents, water quality and landfill sites.
- Assessment of current/proposed site use and surrounding land uses.
- Review any previous site contamination studies (desk based/intrusive) remediation works.
- Preliminary risk assessment, based on proposed development and to include:-
 - Appraisal of potential/actual contaminant sources, pathways and receptors.
 - (pollutant linkages).
 - Conceptual site model (diagrammatic and written).
- Recommendation for intrusive contamination investigation (if necessary) to include:-
 - Identification of target areas for more detailed investigation.
 - Rationale behind design of detailed investigation.

Phase II — Detailed Investigation

The Detailed Investigation phase is the on-site validation of the conceptual model. Through intrusive investigation, chemical testing and quantitative risk assessment, the Phase II study can confirm pollutant linkages and therefore, should also provide appropriate remediation options, if required.

A Phase II – Detailed Investigation should include:-

- Review previous site investigation contamination studies (desk-based or intrusive) or remediation works.
- Site investigation methodology, to include:-
 - Justification of exploration locations.
 - Locations of on-site structures, above/below ground storage tanks etc.
 - Sampling and analytical strategies.
 - Borehole/trial pit logs.
 - Borehole / trial pit log locations.

Information Required

- Results and findings of investigation, to include:-
 - Ground conditions (soil and groundwater regimes, including made ground).
 - Discussion of soil/groundwater/surface water contamination (visual, olfactory, analytical).
- Conceptual site model.
- Risk assessment – based on source-pathway-receptor.
- Details of the site specific risk assessment model selected and justification in its selection.
- Recommendations for remediation – based on proposed land use.
- Recommendations for further investigation if necessary.

Phase III — Remediation Strategy / Validation Report

The remediation phase of the process is split into two sections. Firstly the Remediation Statement is a document detailing the objectives, methodology and procedures of the proposed remediation works. This must be submitted for approval by the Council before any works commence. Secondly, following completion of the works, a Validation Report must be submitted demonstrating that the works have been carried out satisfactorily and remediation targets have been achieved.

Phase III – Remediation Statements should include:-

- Objectives of the remediation works.
- Details of the remedial works to be carried out, to include:-
 - Description of ground conditions (soil and groundwater).
 - Type, form and scale of contamination to be remediated.
 - Remediation methodology.
 - Site plans/drawings.
 - Phasing of works and approximate timescales.
 - Consents and licenses e.g. (Discharge consents, waste management licenses etc.).
 - Site management measures to protect neighbours.
- Details on how works will be validated; ensuring remediation objectives are met, to include:-
 - Sampling strategy.
 - Use of on-site observations, visual/olfactory evidence.
 - Chemical analysis.
- Proposed clean-up standards (i.e. contaminant concentration).

Flood risk assessment

Flood risk assessment

All flood risk assessments must be written by a suitably qualified person and should include their name and qualifications.

Flood risk assessment in flood zone 1 and critical drainage areas

Information Required

Plans

You need to provide a location plan showing:-

- street names.
- any rivers, streams, ponds, wetlands or other bodies of water.
- other geographical features, eg railway lines or local landmarks such as schools or churches.

You also need to provide a site plan showing:-

- the existing site.
- your development proposal.
- any structures that could affect water flow, eg bridges, embankments.

Surveys

You need to provide a survey showing:-

- existing site levels.
- the levels of your proposed development.
- your site in relation to its surroundings.

You may be able to find Ordnance Datum information from the Ordnance Survey. If not, you'll need to pay for a land survey carried out by a qualified surveyor.

Assessments

Assess what the risk would be to your development if there was a flood. Consider flooding from other sources (eg surface water drains, a canal) as well as from rivers and the sea. You should also consider climate change in your assessment.

Surface Water Drainage

You also need to assess surface water runoff on the site and provide:-

- an estimate of how much surface water runoff your development will generate.
- details of existing methods for managing surface water runoff e.g. drainage to a sewer.
- your plans for managing surface water and for making sure there's no increase in the volume of surface water and rate of surface water runoff.

Surface water runoff describes flooding from sewers, drains, groundwater, and runoff from land, small water courses and ditches that occurs as a result of heavy rainfall.

Developments on or near main rivers

State in your assessment if you need Environment Agency flood defence consent and if you've applied for it if so.

Flood risk assessment in flood zones 2 and 3

Check if you need to do a sequential test

Before you start a flood risk assessment, check if you need to carry out a sequential test. A sequential test compares your proposed site with other available sites to show which one has the lowest flood risk.

Information Required

You need to carry out a sequential test if one hasn't already been done for the type of development you plan for your proposed site

If the sequential test shows there aren't suitable alternative sites, you may need to carry out an exception test. The exception test shows how you'll manage flood risk on and off the site.

You'll need to carry out an exception test if your development is:-

- highly vulnerable and in flood zone 2.
- essential infrastructure in flood zone 3a or 3b.
- more vulnerable in flood zone 3a.

In your exception test, you need to show that the sustainability benefits of the development to the community outweigh the flood risk.

You also need to show that the development will be safe for its lifetime taking into account the vulnerability of its users and that it won't increase flood risk elsewhere. You need to refer to your flood risk assessment and your local authority's strategic flood risk assessment in your response.

Plans

You need to provide a location plan showing:-

- street names.
- any rivers, streams, ponds, wetlands or other bodies of water.
- other geographical features, eg railway lines or local landmarks such as schools or churches.

You also need to provide a site plan showing:-

- the existing site.
- your development proposal.
- any structures that could affect water flow, eg bridges, embankments.

Surveys

You need to provide surveys showing:-

- the existing site levels and the levels of your proposed development.
- a cross-section of the site showing finished floor or road levels and any other levels that inform the flood risk, eg existing raised banks and flood defence walls.
- your site in relation to its surroundings.

Site levels need to be stated in relation to the Ordnance Datum (the height above average sea level).

Assessments

You should consider the following aspects of flood risk in your assessment.

Assess flood risk

Information Required

Assess what the risk would be to your development if there was a flood. Consider flooding from other sources (eg surface water drains, a canal) as well as from rivers and the sea and include an allowance for climate change.

State in your assessment the estimated level for your site, ie the 1 in 100 year river flood level or the 1 in 200 year tidal flood level.

You need to include an estimate of the:-

- duration of a flood.
- rate of surface water runoff.
- order in which areas of the site would be flooded.
- consequences for people living on or using the site.
- details of past floods where this information is available.

Assess surface water runoff

You need to assess surface water runoff from the site and provide:-

- an estimate of how much surface water runoff (excess water that flows over surfaces) your development will generate - both the volume and the rate of the runoff.
- details of the existing methods for managing surface water runoff, eg drainage to a sewer.
- your plans for managing surface water and for making sure there's no increase in the level of surface water runoff.
- Surface water runoff describes flooding from sewers, drains, groundwater, and runoff from land, small water courses and ditches that occurs as a result of heavy rainfall.

Managing the flood risk

You need to state in your assessment:-

- details of existing flood resistance and resilience measures on your site - ask the Environment Agency or your lead local flood authority about these.
- the capacity of drains or sewers (existing and proposed) on your site - ask your local water company about this.
- State how your proposed design will reduce flood risk. Include details of how people will leave buildings during a flood and an explanation of how raised flood embankments or changes to ground levels could affect water flow your development could affect rivers and their floodplain or coastal areas.

Also explain what the residual risks will be to your site after any necessary flood defences have been built and how you plan to manage these risks.

Check if you need to carry out extra flood resistance and resilience measures to reduce flood risk and state this in your assessment if so (see below).

Developments on or near main rivers

State in your assessment if you need Environment Agency flood defence consent and if you've applied for it if so.

Information Required

Sites within the functional flood plain

If your site falls within the functional flood plain (land where water has to flow or be stored in times of flood), you need to state this.

Only water compatible developments or essential infrastructure developments that have met the requirements of the exception test are allowed in the functional floodplain.

Show that any water compatible or essential infrastructure developments have been designed to:-

- stay safe and operational during a flood.
- avoid blocking water flows or increasing flood risk elsewhere.
- avoid loss of floodplain storage (ie loss of land where flood waters used to collect).

Extra flood resistance and resilience measures

Areas at little or no risk of flooding from any source should always be developed in preference to areas at higher risk. You must make every effort to locate your development in an area that has little or no risk of flooding.

When developments can't be located in a lower flood risk area, you need to consider flood resistance and resilience measures if you can't raise your development's ground floor levels above the estimated flood level for the site.

Which flood resistance and resilience measures you need to take depends on the estimated depth in metres (m) that flood water will reach in your building.

State that you have met the necessary requirements in your flood risk assessment.

Water depth up to 0.3m

Design your building or development to keep water out as much as possible. Do this by using materials that have low permeability (ie materials that water can't pass through such as impermeable concrete).

Water depth from 0.3m to 0.6m

Design your building or development to keep water out (unless there are structural concerns) by:-

- using materials with low permeability to at least 0.3m.
- using flood resilient materials (e.g. lime plaster) and design (raised electrical sockets).
- making sure there's access to all spaces to enable drying and cleaning.

Water depth above 0.6m

Design your building or development to allow water to pass through the property to avoid structural damage by:-

- using materials with low permeability to at least 0.3m.
- making it easy for water to drain away after flooding.

Information Required

- making sure there's access to all spaces to enable drying and cleaning.

Flood Risk Standing Advice

Minor extensions standing advice

You need to provide a plan showing the finished floor levels and the estimated flood levels.

Make sure that floor levels are either no lower than existing floor levels or 300 millimetres (mm) above the estimated flood level. If your floor levels aren't going to be 300mm above existing flood levels, you need to check with your local planning authority if you also need to take flood resistance and resilience measures.

State in your assessment all levels in relation to Ordnance Datum (the height above average sea level). You may be able to get this information from the Ordnance Survey. If not, you'll need to get a land survey carried out by a qualified surveyor.

Your plans need to show how you've made efforts to ensure the development won't be flooded by surface water runoff e.g. by diverting surface water away from the property or by using flood gates.

If your minor extension is in an area with increased flood risk as a result of multiple minor extensions in the area, you need to include an assessment of the off-site flood risk. Check with your local planning authority if this applies to your development.

Make sure your flood resistance and resilience plans are in line with the guidance on improving the flood performance of new buildings.

www.gov.uk/government/publications/flood-resilient-construction-of-new-buildings
Vulnerable developments standing advice:

For all relevant vulnerable developments (ie more vulnerable, less vulnerable and water compatible), you must follow the advice for:-

- surface water management.
- access and evacuation.
- floor levels.

Surface water management

Your plans for the management of surface water need to meet the requirements set out in either your local authority's strategic flood risk assessment.

They also need to meet the requirements of the approved building regulations Part H: drainage and water disposal. Read section H3 rainwater drainage.

You need to get planning permission to use a material that can't absorb water (eg impermeable concrete) in a front garden larger than 5 square metres.

Information Required

Access and evacuation

You need to provide details of your emergency escape plans for any parts of a building that are below the estimated flood level.

Make sure that your plans show:

- single storey buildings or ground floors that don't have access to higher floors can access a space above the estimated flood level e.g. higher ground nearby.
- basement rooms have clear internal access to an upper level e.g. a staircase.
- occupants can leave the building if there's a flood and there's enough time for them to leave after flood warnings

Floor levels

You need to provide both the:-

- average ground level of your building.
- finished floor level of the lowest habitable room in your building.

Ground floor levels should be a minimum of whichever is higher of:-

- 300millimetres (mm) above the general ground level of the site.
- 600mm above the estimated river or sea flood level.

State in your assessment all levels in relation to Ordnance Datum (also known as height above average sea level). You may be able to get this information from the Ordnance Survey. If not, you'll need to get a land survey carried out by a qualified surveyor.

If you can't raise floor levels above the estimated flood level, you need to consider extra flood resistance and resilience.

Green Belt calculations

Plans and volume, external footprint and floorspace calculations for the following:-

- The original building (a building existing on 01/07/1948 or a building as originally constructed on or after that date).
- All existing extensions and outbuildings to the original building.
- Any demolition of the original building proposed.
- Any demolition of an existing extension(s) and outbuildings proposed.
- Any proposed extensions.
- Any proposed new buildings.

Volume, external footprint and floorspace percentage increase calculations for the following;

- Original building to existing building.
- Original building to proposed building.
- Existing building to proposed building.

Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

Information Required

A heritage statement should set out and identify the special significance of the listed building affected. A staged approach will best address the impact of the proposed development. This should:-

- Identify the special architectural and historic significance of the listed building/s and its setting including any other listed buildings or heritage assets affected. It may for example be located within the setting of a conservation area, Registered Park and Garden or Scheduled Monument. Information relating to heritage assets may be obtained from the Heritage Environment Record held at Nottinghamshire County Council

[HeritageGateway - Historic Environment Record Details](#)

Listing descriptions can be found on the National Heritage List for England (see above). The special architectural or historic significance of the parts of a listed building to be affected should be highlighted with reference to submitted plans and any supporting documentation including historic maps or texts for example:-

- A description of the proposed works as set out in the application.
- The impact of the proposed works upon the significance of the building/s identified.
- Where there is likely harm to be caused, proposed mitigation measures to reduce the harm that would be caused should be identified. Where there is enhancement or the significance of a listed building is better revealed this should be highlighted.
- Heritage Impact Assessment will need to cover any archaeological issues at the site.

Joinery Details

A scale to a minimum of 1:20 to provide a general view is required. Where architectural details form the main focus of an application large scale drawings of individual architectural details will be required such as joinery at 1:5 elevations with 1:2 sections. Where new doors, windows or features such as a fireplace or panelling are proposed detailed scale drawings showing sections, mouldings, profiles and materials are required where alterations are proposed to them.

For proposed alterations to shop fronts, existing and proposed elevations and section details of proposed plans to a minimum of 1:10 will be required and should be annotated to indicate detailing and materials.

Landscaping details

- Metric scale 1:500 (Layout plans) and 1:200 or 1:100 (Planting schemes).
- Topographical site survey showing spot levels, contours, structures, walls, fences, existing trees (Root protection Areas), significant shrubs and

Information Required

vegetation; service runs and easements; buildings on site and building edges off-site.

- Planting plan should include positions, species/variety, density of planting, maximum size at maturity, grille and guard specifications, weed control measures, slope stabilisation methods, protective measures (from vehicle and pedestrian movements, grazing animals, vandalism etc.).
- Implementation and Management plans, including objectives and after care maintenance.

Lighting assessment

A report written by a suitably qualified person must include:-

- Details of the survey of the surrounding night environment.
- Identification of critical view points.
- Establishment and calculation of existing lighting conditions.
- Summary of baseline measurements and/or calculations.
- Analysis of task lighting level recommendations.
- Establishment of environmental light control limits.
- Statement of new lighting design quality objectives.
- Calculated measurement of task working areas.
- Calculated measurement of overspill areas.
- Obtrusive light calculation of property intrusion.
- Viewed source intensities including nominal glare assessment.
- Direct upward light ratio.
- Comparison of design achievement with baseline values.
- Designers critique of final design constraints.
- View point visualisation.
- Virtual walkthrough of illuminated site.
- Schedule of model reflection factors.
- Schedule of luminaire mounting heights and aiming angles.
- Layout plan with beam orientation indication.

Low Carbon Planning Guidance – statement of compliance

A written statement outlining how a development complies with the Council's Low Carbon Planning Guidance. This document can be viewed at:-

<https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/supplementaryplanningdocuments/Low%20carbon%20planning%20guidance%20for%20GBC%20-%20FINAL.pdf>

Noise assessment

A noise impact assessment should include the following information:-

- Existing background noise levels measured over a 24-hour period (including the cumulative noise.
- levels of all existing units).

Information Required

- Proposed noise levels (including the cumulative noise levels of all proposed units).
- Any proposed measures to reduce noise from the proposed development.
- The system manufacturer's specification of any proposed equipment to be installed, altered or replaced.
- Details of the method used to compile the report and examples of the calculations and assumptions made.

Please note that you cannot carry out a noise impact and sound insulation assessment yourself. It must be completed by a qualified acoustician.

Open Space Assessment

an assessment which clearly shows the open space, buildings or land to be surplus to requirements and can no longer contribute as an open space (in its present form or as an alternative open space use) to meeting a local or wider need.

Parking Provision

Details of existing and proposed car parking spaces for a proposed development. This should be set out on a scaled block plan. For further information please see:-

<https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/supplementaryplanningdocuments/Parking%20Standards%20SPD%202022%20Final.pdf>

Planning Obligations – Draft Head(s) of Terms

- Confirmation as to who is drafting the S106 Agreement (i.e. – if you wish this LPA to draft this, you will need to confirm that you are prepared to pay our reasonable costs).
- Names, addresses and contact details of the solicitor being used.
- Proof of Title /Land Registry Information.
- Details of the Proposal.
- Details of what the Obligation(s) is/are for.
- Details of who the interested parties.

Planning Statement

A written statement that further explains the planning proposal and how this complies with relevant planning policies.

Retail Impact Assessment

Sequential Test – this should demonstrate that there are no other more suitable, viable and available sites in town centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered.

Information Required

Impact Assessment – this should include an assessment of:-

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.

Site Waste Management Plan

Details of bin storage areas as well as where the bins will be placed on collection day (this may be different to their storage areas). These should be shown on a scaled site plan.

Statement of Community Involvement

A statement explaining how the developer has consulted with the local community. This should be submitted to describe how, when and where consultation has taken place; a summary of the level and content of responses; and, any changes that have been made to the proposed scheme to take account of those responses.

Structural Survey

This survey must be carried out by a suitably qualified person (such as a chartered member of the Institution of Structural Engineers or equivalent). Each survey must contain the author's name and qualifications.

For proposals involving the demolition of heritage asset, a full external and internal structural survey is required to explore the structural condition of the building and demonstrate that the building is not structurally capable of repair and/or conversion.

For proposals involving the conversion of a heritage asset or a rural building, a full external and internal structural survey is required to demonstrate that the building is capable of conversion without the need for substantial re-building works. This should be accompanied annotated plans to show the extent of any repair or re-build works as appropriate.

Transport assessment

The scope and level of detail in a Transport Assessment or Statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment:-

- information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport);
- information about neighbouring uses, amenity and character, existing functional classification of the nearby road network;
- data about existing public transport provision, including provision/ frequency of services and proposed public transport changes;

Information Required

- a qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;
- an assessment of trips from all directly relevant committed development in the area (i.e. development that there is a reasonable degree of certainty will proceed within the next 3 years);
- data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network;
- an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent 3-year period, or 5-year period if the proposed site has been identified as within a high accident area;
- an assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas);
- measures to improve the accessibility of the location (such as provision/enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms;
- a description of parking facilities in the area and the parking strategy of the development;
- ways of encouraging environmental sustainability by reducing the need to travel; and
- measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads.

In general, assessments should be based on normal traffic flow and usage conditions (eg non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the local planning authority in consultation with the relevant transport network operators and service providers. However, in circumstances where there will be an impact on a national transport network, this period will be set out in the relevant government policy.

Travel Plan

Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

Information Required

Travel Plans should set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.

They should evaluate and consider:-

- benchmark travel data including trip generation databases;
- Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;
- relevant information about existing travel habits in the surrounding area;
- proposals to reduce the need for travel to and from the site via all modes of transport; and
- provision of improved public transport services.

They may also include:-

- parking strategy options (if appropriate – and having regard to national policy on parking standards and the need to avoid unfairly penalising motorists); and
- proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives).

These active measures may assist in creating new capacity within the local network that can be utilised to accommodate the residual trip demand of the site(s) under consideration.

It is often best to retain the ability to establish certain elements of the Travel Plan or review outcomes after the development has started operating so that it can be based upon the occupational and operational characteristics of the development.

Any sanctions (for example financial sanctions on breaching outcomes/processes) need to be reasonable and proportionate, with careful attention paid to the viability of the development. It may often be more appropriate to use non-financial sanctions where outcomes/processes are not adhered to (such as more active or different marketing of sustainable transport modes or additional traffic management measures). Relevant implications for planning permission must be set out clearly, including (for example) whether the Travel Plan is secured by a condition or planning obligation.

Travel Plans can only impose such requirements where these are consistent with government policy on planning obligations.

Tree survey/Arboricultural implications

Tree surveys shall include all the information required as per the specification of BS 5837: 2012, or by any subsequent updates to this standard.

This includes:-

Information Required

- Location of all existing trees (reference number to be recorded on the tree survey plan) over 75mm in diameter measured at 1.5m above ground level which are:-
 - Within the site-
 - Overhanging the site-
 - Within a distance of the boundary of the site which is less than half the height of the tree; or
 - Located on land adjacent to the development site that might influence the site or might be important as part of the local landscape character.
- Trees which are less than 75mm diameter at 1.5m above ground need not be accurately surveyed but should be indicated;
- Existing buildings/structures;
- Hard surfaces;
- Water courses;
- Overhead cables;
- Underground services including their routes and depths;
- Ground levels throughout the site;
- Location of all existing hedges, a list of the woody species that they contain and details of any features within the hedge, e.g. banks or supporting walls
- Soil type(s);
- Wildlife features (e.g. birds, nests, bat roosts - see Wildlife and Countryside Act 1981);
- Historical features; and
- Any other hard features.

A Tree Survey shall include a Tree Constraints Plan, a Tree Protection Plan and an Arboricultural Impact Assessment. The tree survey must also include the following information about the trees (that have a diameter greater than 75mm) which are indicated on the plan:-

- Species (common and scientific name, where possible).
- Height.
- Diameter of the stem measured at 1.5m above ground level.
- Root Protection Area (RPA).
- Canopy spread of each tree for all four compass points.
- Age Class (e.g. young, semi-mature, mature, over-mature, etc).
- Assessment of the condition including trunk, crown, roots.
- Life expectancy (e.g. very long, long, medium, short, very short).
- A full schedule of tree works including those to be removed and those remaining that require remedial works to ensure acceptable levels of risk and management in the context of the proposed development. The method of disposal of all arisings should also be included along with the precautions to be taken to avoid damage to Root Protection Areas and trees to be retained.
- Amenity value- both existing amenity value and proposed amenity value.
- British Standard status - colour coded system identifying suitability for retention.
- A schedule to the survey should list all the trees or groups of trees.

In assessing the amenity value of trees, regard should be given to three criteria:-

Information Required

- Visibility: The extent to which the trees or woodlands can be seen from a public viewpoint (e.g. a footpath or road);
- Size and Form: Taking into account factors such as the rarity of trees, their potential growth, and their value as a screen; and
- Wider Impact: The significance of the trees in their local surroundings taking into account how suitable they are to their particular setting, as well as the presence of other trees in the vicinity.

All trees that are surveyed must be clearly tagged on site to enable their identification when considering the tree survey.

Ventilation/Extraction statement

A suitably qualified and experienced person with specialist knowledge of ventilation schemes should undertake the design and installation of a ventilation system. In circumstances where the end user of the premises is unknown, or where the specific type of food to be cooked is unknown, the installation should be designed to achieve the highest level of odour control in order to cater for a worst case scenario.

Viability statement

Where the developer considers that it is not financially viable to enter into an agreement, or that they can make reduced payments, then a clear and robust financial viability assessment must be submitted. This should include the following information:-

- Schedule of both gross and net internal floor areas;
- Land purchase price (with proof), and the estimated market value of the site;
- Date of land purchase;
- Schedule of development costs (normals);
- Schedule of development costs (abnormals);
- Proof of development costs (abnormals);
- Reasons why full costs (including abnormals) were not reflected in the purchase price;
- Expected sale price of dwellings/buildings (including at what date/s); and
- Intended profit level/s (including profit type).

In relation to affordable housing the assessment should include all the above and details of the amount of affordable housing (%) that could be provided against a diminishing scale of profit levels, to the level of full affordable housing provision.

Known costs such as site clearance, preparation, retaining walls, piling, infrastructure provision and or diversion, highways works, servicing, flood mitigation measures, archaeology, decontamination/remediation will not be considered as abnormals. Where abnormal costs can clearly be demonstrated, a reduction in the contribution may be agreed on a site by site basis.

Information Required

For proposals involving the loss of employment or community use and for the removal of a rural worker occupancy condition.

Applications should be accompanied by evidence of actively and appropriately marketing the site at an appropriate price for a period appropriate to market conditions at the time.

Please note there is a separate fee, payable in addition to the standard planning fee, for applications requiring a viability assessment. The fee is to cover the Council's costs in appointing an independent professional to evaluate the assessment submitted.

Appendix 1 – Transport Statement Thresholds

Transport Statement

Threshold/Trigger

All developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment. This includes:-

- Food retail development with gross floor area (GFA) of 250 sq m or more (if floor space exceeds 800 sq m you will also need to provide a Travel Plan).
- Non-food retail development (A1) with GFA of 800 sq m or more (if floor space exceeds 1500 sq m you will also need to provide a Travel Plan).
- Financial and professional services development (A2) with GFA of 1000 sq m or more (if floor space exceeds 2500 sq m you will also need to provide a Travel Plan).
- Restaurant and cafes development(A3) with GFA of 300 sq m or more (if floor space exceeds 2500 sq m you will also need to provide a Travel Plan).
- Drinking establishments (A4) with GFA of 300 sq m or more (if floor space exceeds 600 sq m you will also need to provide a Travel Plan).
- Hot food takeaway (A5) with GFA of 250 sq m or more (if floor space exceeds 500 sq m you will also need to provide a Travel Plan).
- Offices and light industry (B1) with GFA of 1500 sq m or more (if floor space exceeds 2500 sq m you will also need to provide a Travel Plan).
- General industry development (B2) with GFA of 2500 sq m or more (if floor space exceeds 4000 sq m you will also need to provide a Travel Plan).
- Storage and distribution (B8) with GFA of 3000 sq m or more (if floor space exceeds 5000 sq m you will also need to provide a Travel Plan).
- Hotels, guest and boarding houses (C1) where number of bedrooms exceeds 75 (if no. of bedrooms exceeds 100 you will also need to provide a Travel Plan).
- Residential institutions (C2) hospitals, nursing homes etc. with over 30 beds.
- Residential institutions (C2) in the case of educational institutions where no. of students exceeds 50 (if no. of students exceeds 150 you will also need to provide a Travel Plan) or for other institutions where no. of residents exceed 250 (over 400 will trigger the need for a Travel Plan).
- Residential development (C3) of 50 or more dwellings (over 80 will trigger the need for a Travel Plan).
- Non-residential institutions (D1) with GFA of 500 sq m or more (if floor space exceeds 1000 sq m you will also need to provide a Travel Plan).
- Assembly and leisure development (D2) with GFA of 500 sq m or more (if floor space exceeds 1500 sq m you will also need to provide a Travel Plan).
- For other forms of development not listed, please seek advice direct from Nottinghamshire County Council Highways Authority.