

## APPENDIX A

### **Current Local List validation requirements with proposals for review**

#### **Design and Access Statement**

Required for major development and specified development within a Conservation Area

**Review:** Retain as required by the Town and Country Planning Development Management Procedure Order 2015 (as amended). Label as a National Requirement. Applicants should see paragraph 30 of the National Planning Practice Guidance (NPPG) for specific exclusions.

#### **Plans**

(E.g. existing and proposed elevations, existing and proposed floor layout plans, block plans etc.)

All plans must be drawn to a recognised scale (with a scale bar) or have measurements marked on.

**Review:** Retain but add clarification for change of use applications (below). The exact plans required will depend on the nature of the proposed development as fully set out in the Council's "Apply for Planning or Building Regulations" pages on the Peterborough City Council website. We will make it clearer as to which are national requirements and which are local requirements.

**Location Plans** – Amend to say the plan must be OS based but retain requirements for 2 mains roads to be shown and all of surrounding land (except where there are not two named roads nearby), it must show the whole application site, a north point and scale bar.

Provide further clarification on when the red line will need to go up to an adoptable highway and examples when this might not be needed; For a brand new development (including a new dwelling) the red line should include the access up to an adopted highway or in some cases publicly accessible street maintained by the developer/management company (in the case of some newer residential developments). Where the proposal is set within an established development and is small scale the red line may not need to go all the way up to the highway e.g. a mobile classroom within an existing school site, a small extension within an existing business site).

**Applications for change of use only**, will always require a location plan and block plan. Elevations will not be required if there are no changes proposed to the external elevations. The requirement for floor plans will depend on the nature of the change of use application e.g. if it is change of use from commercial to residential we will wish to see floor plans to assess impacts on habitable rooms; if it is a change of use to multiple uses we will wish to see floor plans to assess the relationship between the different uses and to assess parking requirements.

#### **Environmental Impact Assessment**

Required in certain circumstances as defined by the Town and Country (Environmental Impact Assessment) Regulations 2011.

**Review:** We propose to retain as existing but will be providing a link to some guidance as to how applications that are potentially EIA development will be dealt with.

## **Flood Risk Assessment**

Required depending on the scale and type of development proposed and whether the site is in an area at risk of flooding in accordance with Footnote 20 attached to part 10 of the National Planning Policy Framework “Meeting the Challenge of Climate Change, Flooding and Coastal Change.”

**Review:** Retain with clarification of the following matter;

Where a Sequential Test is required in accordance with paragraph 103 of the National Planning Policy Framework (NPPF), the applicant is required to provide the evidence to demonstrate the Sequential Test is passed with the submitted application (normally as part of a FRA). This is required by paragraph 030 of the National Planning Practice Guidance.

Where no such Sequential Test evidence is provided the application will be invalid.

Where a site is allocated for development in the development plan, there is no need for a sequential test in accordance with Paragraph 104 of the NPPF.

## **Sustainable Drainage Strategy**

Required for all major development applications unless approved on an outline planning permission and this makes clear that no further submission is required. (*Note: the outline planning permission would usually require further information to be submitted with reserved matters*).

**Review:** Retain. Required under the Flood and Water Management Act 2010

## **Planning Obligations – Draft Heads of Terms**

Required for development delivering affordable housing and for all development of 500 dwellings or more. (Other development may be CIL liable and not require a Section 106 Agreement (planning obligation)).

**Review:** Retain as is and using the supplied draft heads of terms template.

We note that the National Planning Practice Guidance provides caution to local authorities if requiring draft Heads of Terms (HoT) up front. Our experience is that usually for the type and scale of development requiring a planning obligation, pre application discussions will have helped to produce a draft HoT. It is also our experience that failure to provide this information leads to delays in determination of the application due to negotiations and then legal procedures taking longer than the 8/13 week determination period.

## **CIL Questions Form**

Required for applications creating:

- New residential development of 100 square metres and over (including householder extensions)
- The creation of 1 or more dwellings (even if less than 100 square metres)
- Supermarkets, neighbourhood convenience stores and retail warehouse development of 100 square metres and over

**Review:** Retain. Required by Peterborough Developer Contributions SPD.

## Tree or Arboricultural Survey

Required where trees are on or adjacent to the site, within a Conservation Area or protected by a tree preservation order. The requirement is split into two levels of information required (basic and detailed) depending on whether the application is major, in a Conservation Area and/or there are TPO trees present. Required to enable the assessment of good design: Part 7 and particularly paragraph 61 of the NPPF, to enable the LPA to consider implications for biodiversity (statutory duties as set out in paragraph 007 of the NPPG) and policy PP16 of the Peterborough Planning Policies DPD

### **Review:**

#### **LEVEL ONE BASIC INFORMATION**

Required for all Minor Proposals (including householder applications) where trees are located within or adjacent to the application site

All trees are a material consideration in planning. Mandatory information to be provided on a plan unless otherwise agreed in writing by the tree officer or a planning officer following pre-application advice (although the LPA reserve the right to request further information after an application is submitted where appropriate):

- location of all trees (over 75mm in diameter measured at 1.5m above ground level) within the red line site boundary and within 15m of the proposed work and accesses (i.e. plotted on a block plan at scale 1:500 or larger)
- list of trees to be removed
- schedule of any proposed pruning to retained trees.
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*Note: The above information need not necessarily be required to be submitted by a qualified arboriculturalist or landscape architect as long as the information is clearly presented on the block plan and any accompanying information.*

#### **LEVEL TWO DETAILED INFORMATION TO BRITISH STANDARD**

Where trees on an application site are protected by a Tree Preservation Order, Conservation Area or are subject to a Major Proposal the following must be submitted in accordance to BS5837:2012: Trees in relation to design, demolition and construction - Recommendations, unless otherwise confirmed in writing from the Tree Officer OR a planning officer following pre-application advice:

- Tree Survey
- Arboricultural Impacts Assessment
- Tree Protection Plan

All root protection area infringements during demolition, construction and landscaping (e.g. installation of boundary walls/fences) should be identified and appropriate solutions specified within the Arboricultural Impacts Assessment and/or on the Tree Protection Plan. The existing and proposed drainage, soakaway and service runs should also be plotted on the Tree Protection Plan, Site Plan and Landscaping Plan (where applicable).

*Note: We may be flexible where the site area is large and makes the application a major application but where the actual development area, any construction compound and site access are located more than 15 m from any trees.*

*Note: For very large developments especially residential sites being developed in phases, the requirements for reserved matters should be discussed and agreed beforehand with the relevant planning officer*

## **Biodiversity Survey and Report**

A biodiversity checklist is required depending on the scale of the development and whether new floor space is being provided. There are two different checklists – one for minor and one for major development. Depending on the results of the checklist, an ecological survey may be required.

**Review:** Retain. Required to enable the LPA to exercise its duties under the Wildlife and Conservation Act 1981, Conservation of Habitats and Species Regulations 2010 (The Habitats Regulations) and the Badgers Act 1992. Also required to demonstrate the proposal satisfies the requirements of policy PP19 of the Peterborough Planning Policies DPD.

## **Details to accompany a waste development which includes mineral extraction**

Currently forms part of the local list but advises to undertake pre-application discussions.

**Review:** Remove from local list as there are no particular requirements but advise applicants to undertake pre-application discussions and see EIA requirements set out above.

## **Archaeological Assessment**

Currently required for any application that proposes work within areas of potential archaeological importance.

**Review:** Retain as is. Required to satisfy paragraphs 131 to 141 of the NPPF and policy CS17 of the Peterborough Core Strategy and PP17 of the Planning Policies DPD. This should be agreed with the LPA as part of pre-application discussions.

## **Structural Survey**

Currently required for all applications involving demolition of, alteration or extension to a listed building or building of historic importance or conversion of an agricultural building (unless that now falls within the “Prior Approval” regime).

**Review:** Re-word as follows:

A structural survey will be required in support of an application if the proposal involves demolition or alteration of historic fabric i.e. to a listed building or building of local historic importance or if the proposals involves demolition of an unlisted building within a Conservation Area (i.e. “relevant demolition” for the purposes of section 196D of the Town and Country Planning Act 1990) **unless** written confirmation that such a survey is not required has first been obtained from the Council’s Historic Environment Team. In this case the written confirmation that a survey is not required must be submitted with the planning application.

The City Council’s Historic Environment team (Jim Daley or Sam Falco) should be contacted via 01733 747474 for advice on the nature/extent of the required information/survey. Alternatively, email [builtenvironment@peterborough.gov.uk](mailto:builtenvironment@peterborough.gov.uk)

A structural survey is required where the application is for the conversion of a former agricultural building to a new use (except where the conversion falls within the Prior Approval procedures and a planning application is not required unless it is not evident that the building as it stands is capable of being converted and will need new structural elements).

### **Landfill Statement**

Required for any new building located within 250 metres of a closed landfill site or site on the Contaminated Land Register.

**Review:** Merge with land contamination assessment

### **Land Contamination Assessment**

Required where site contamination is known or suspected. A landfill statement will be required for any new building located within 250 metres of a closed landfill or site on the Contaminated Land Register unless contained within the Contamination Assessment. Where an applicant relies on a previously approved contamination assessment it must be made clear which report (Title, reference and date) is being relied on. The LPA reserves the right to request the re-submission of that report where necessary.

**Review:** Retain to demonstrate compliance with policy PP20 of the Peterborough Planning Policies DPD

### **Retail or Leisure Development Impact Assessment and Sequential Test**

Impact Assessment required for the creation of retail and/or leisure floorspace greater than 2,500 square metres in out of town centre locations which are not in accordance with the adopted development plan.

**Review:** Retain. Required by paragraph 26 of part 2 of the NPPF.

Additionally require a sequential test for all main town centre uses that are not located in the city centre, a district or local centre in accordance with paragraph 24 of the NPPF. Main town centre uses are defined in the glossary to the National Planning Practice Guidance.

### **Transport Statement or Assessment**

Required for all developments likely to generate significant amounts of movement.

**Review:** Retain. Required by the NPPF, paragraph 32.

### **Lifetime Homes details**

Required for proposals including 15 dwellings or more.

**Review:** Retain. Required by Policy CS8 of the Peterborough Core Strategy and as required by Building Regulations Part M category 2 & 3.

### **Noise Impact Assessment or Acoustic Report (including vibration)**

Required for all new development which gives rise to potential noise nuisance and/or vibration to the surrounding area and for all new residential development which may be subject to noise nuisance from adjacent sites or trunk roads.

**Review:** Retain. Policy PP3 of the Peterborough Planning Policies DPD states that planning permission will not be granted if it will result in unacceptable noise and/or disturbance for the occupiers or users of nearby property or land. Where a potentially noisy development is proposed a noise assessment or report is needed to enable the LPA to determine if this policy is met. Disturbance might also be caused by vibration and therefore where vibration

might be an issue, the report must also deal with this. Policy PP4 requires new residential development to provide suitable noise attenuation for prospective occupiers. Where new residential development is located near to a potential noise source a noise assessment or report (including vibration where relevant) will need to be submitted to enable the LPA to assess if policy PP4 can be met.

### **Air Quality Assessment**

Required if the development proposals could impact upon air quality or there are potential pollutants.

**Review:** Retain. Required in accordance with guidance contained within the National Planning Practice Guidance.

### **Requirements proposed to be added to the Local List for “new” topics**

#### **Heritage Assessment**

Required for all development proposals that would affect any designated heritage asset\*. The Heritage Statement must:

- a) Describe and assess the significance of the asset and/or its setting to determine its architectural, historic, artistic or archaeological interest; and
- b) Identify the impact of works on the special character of the asset; and
- c) Provide a clear justification for the works, especially if these would harm the asset or its setting, so that the harm can be weighed against public benefits.

The level of detail required should be proportionate to the asset’s importance and sufficient to understand the potential impact of the proposal on its significance and/or setting.

\*A heritage asset includes Conservation Areas, listed buildings, locally listed buildings, scheduled monuments, listed parks and gardens, areas of archaeological importance.

*We will not require a Heritage Assessment for small scale, single storey householder development where the proposal is situated to the rear of the property and cannot be seen from the public domain.*

Required in accordance with policy PP17 of the Peterborough Planning Policies DPD.

#### **Open Space**

Developments requiring open space i.e. developments of 10 dwellings or more or residential developments of 0.5 hectares or more – the amounts in square metres of each type of open space shall be set out using the table below, in a stand-alone document or within the Design and Access Statement/Environmental Statement (clearly labelled/Titled). This shall be accompanied by a suitably scaled plan showing the location of each type of Open Space Type within the site and annotated to show the area of each landscape component.

If no additional public open space is proposed, submit the table with NIL in the columns. For large residential sites/sites likely to be developed in phases, the requirements at reserved matters stage should be discussed with the relevant planning officer and agreed prior to submission.

Required to enable us to assess proposed open space against policy requirement PP14 and Appendix B of the Peterborough Planning Policies DPD.

Open Space Type	Quantity ha.	Detail of provision
Children's Play Doorstep outdoor play space (historically known as LAP) Junior outdoor play space (historically known as LEAP)		
Youth Outdoor play space (historically known and NEAP)		
Family outdoor play space		
Neighbourhood Parks		
Country Parks		
Natural Greenspace		
Allotments		
Playing Pitches / Outdoor Sports		
Amenity Greenspace		

*Note: Average household size for Peterborough is 2.5 persons (2011 Census)  
Household size per dwelling are as follows; 2 bedroom flat = 2.2 persons, 1 bedroom house = 2.2 persons, 2 bedroom house = 2.8 persons, 3 bedroom house = 3.2 persons, 4 bedroom house = 3.4 persons (2011 Census)*

*Note: It is strongly recommended that all residential applications which may require public open space (10 dwellings or more/0.5 hectares or more) are discussed via our pre-application service.*

## Advertisement Applications

Applications for advertisement consent currently require the following to be submitted with the application form and fee:

- Location Plan
- Existing elevations
- Proposed elevations
- Detailed Drawings

**Review:** Retain the requirement for the location plan (identified scale, identify position of advert(s), show north direction and include a scale bar. The location plan shall be OS based.

Retain the requirement for detailed drawings of the proposed advert(s). Existing elevations and proposed elevations – offer alternative of either submitting plans as currently required or providing photos of all existing elevations affected and photomontage(s) of the proposed advertisements in the proposed locations on all elevations and where there is more than one advert cross referencing the photomontage(s) with the detailed drawings (i.e. number each advert).

### **Applications for works on trees subject to a Tree Preservation Order**

The application must include the following:

- Standard form must be completed;
- Clear plans or aerial images with trees clearly numbered and annotated;
- Clear justification for the works. If works are for a health and safety reason a justification for this must be provided and supported by a tree surgeon or arboricultural consultant; and
- Clear specification of the works to be undertaken (examples of what is clear and what is not will be provided).

### **Reserved Matters Applications**

Where the outline planning permission contains a condition or conditions requiring that specific information is submitted as part of a reserved matter, when that reserved matter is submitted the required information must also be provided.