

## REVISIONS TO THE SCHEME OF VALIDATION

**Changes shown in bold type with deleted text being struck through**

**(Please note that web links are not active in this version)**

### 1. Design & Access Statement

Required in all circumstances except for domestic householder applications (unless property is within a Conservation Area), engineering or mining works, or a change of use (where there are no other elements to the application such as alterations to elevations or extensions, etc). Refer to [Design and Access Statements](#) web page for separate advice on what the statement should include.

### 2. A Supporting Planning Statement

This is not an essential requirement, but can be a helpful document when submitted with most applications.

A supporting Statement is an opportunity for the applicant to provide an introduction to the proposal, identify the supporting documentation, set out the key issues and explain anything that may not be self evident from the other submitted documents. It can also set out the applicants view on the context and need for the proposed development and include an overview of how the proposal accords with relevant national, regional and local planning policies. It can also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate Statement on Community Involvement may also be appropriate for larger scale proposals (see No. 27. below).

### 3. Lighting Assessment

Required in all cases where **floodlighting is proposed** ~~illuminated advertisements are proposed~~. Technical details should be submitted including a layout plan with beam orientation and spread (**including light spill beyond the site**), a schedule of the equipment in the design (with trade diagrams, if appropriate) and the proposed hours of illumination. **Normally illuminated adverts (i.e. not floodlit) will have to indicate the proposed illumination levels and hours of operation.**

### 4. Photographs and Photomontages

**May be** required if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

In other cases photographs can provide useful background information and can help show how developments relate to the existing landscape and/or street scene.

### 5. Sworn Affidavit(s)

These may form part of the evidence submitted in support of an application for a Certificate of Lawful Development.

Affidavits should be from people with personal knowledge of the existing use or works carried out or any other relevant evidence, for example, dated invoices/receipts for work carried out, etc.

## 6. Existing and Proposed Site Layout Plans (often referred to as Block Plans)

Required for most applications; may not be required for some change of use proposals. Depending on the proposed development, these should show the buildings and structures, gardens, open spaces and car parking and access in relation to nearby buildings including neighbouring boundaries. The number of parking spaces for cars (including disabled spaces), motorbikes and bicycles should be included. If the application is for a public facility (e.g. shop, leisure centre, or office open to public visitors) these spaces should be separately identified for staff and visitors. A scale of 1:200 or 1:500 and with a scale bar or metric measurements should be included.

## 7. Existing Floor Layout Plans

Required for most applications; may not be required for some change of use proposals. Drawings showing the full existing floor layout plans to an appropriate scale, usually 1:100 and with a scale bar or metric measurements included.

## 8. Existing Elevations

Required where the application relates to an extension or external alterations.

These detailed drawings should indicate the existing elevations (from all sides affected by the proposal) to an appropriate scale, usually 1:100 and with a scale bar or metric measurements included.

## 9. Proposed Floor Layout

Required for most applications; may not be required for some change of use proposals. Drawings showing the full proposed floor layout plans to an appropriate scale, usually 1:100 and with a scale bar or metric measurements included.

## 10. Proposed Elevations

Required for most applications; may not be required for some change of use proposals.

Detailed drawings should indicate the proposed elevations to an appropriate scale, usually 1:100 and with a scale bar or metric measurements included.

**Where the proposal is for a new infill property in a street scene, the drawings should also show the elevation of the adjacent building in relation to the proposed development as it would appear in the street scene .**

## 11. Section Drawings

Required **where**:

- a) ~~for most applications, especially~~ where the floor plans and elevational drawings do not give a full picture of all the relevant details (for example any internal courtyards),
- b) where it is helpful to indicate further internal details, or where there is a significant change in ground levels within the site or on adjoining land. ~~These drawings may not be required for some change of use proposals.~~

The elevational drawings should indicate how the proposal relates to existing ground levels or where ground levels would be modified. The drawings should include a scale bar or metric measurements.

Levels should also be taken into account in the formulation of design and access statements.

## **12. Existing and Proposed Car Parking and Access Arrangements (see No. 6. above).**

## **13. Trees in relation to Construction - Survey/Arboricultural Assessment**

Required where there are existing trees on site or on land adjoining. Impact on trees can be assessed by reference to British Standard 5837: 2005. Refer to [Trees and development guidelines](#) for more detail. A Utilities Statement (No. 30 below) will also be required.

## **14. Landscaping Details**

Required for the submission of Reserved Matters and applications for the approval of details reserved by a landscape condition. May also be required where the application affects a site within a Conservation Area or has an impact on the wider landscape.

## **15. Archaeological Assessment**

Required for any application that proposes works within defined areas of potential archaeological importance. Advice regarding specific sites and evaluation requirements can be obtained from the City Council's Archaeologist Tel 01733 864702 Service at Peterborough Museum on telephone (01733) 343329, or refer to [Archaeology Service](#) web page.

## **16. Structural Information/Structural Survey**

Required for applications involving the conversion of, demolition of, or alteration/extension to, a listed building or building of local historic importance: conversion of a former agricultural building to a new use: or demolition (including any part-demolition) of an agricultural building.

**For barn conversions, the areas that are proposed to be removed and rebuilt shall be clearly marked on elevational drawings.**

The City Council's Historic Environment Team should be contacted on (01733) 453522 for advice on the nature/extent of the required information/survey.

## **17. Biodiversity Survey and Report**

Applications for the following types of development must be accompanied by a completed biodiversity checklist or an ecological phase 1/scoping report produced by a professional ecologist:

- Major development
- Change of use or demolition of traditionally constructed agricultural buildings AND demolition of/or alterations to the roof of a Listed Building
- Wind turbines

Where the Phase 1/scoping survey identifies that further/more detailed survey work is required this should have been undertaken and relevant survey reports should be submitted with the planning application.

### **All other types of application:**

For all other types of development, applicants are encouraged to make use of the biodiversity checklist. Applications (other than those listed above) may be submitted without a completed biodiversity checklist. However, this will not prejudice the planning authority from:

- Invalidating an application if it is clear at the validation stage that the application is likely to impact upon biodiversity, protected species or protected sites

or

- Requiring an applicant to commission ecological survey work and provide reports if it becomes clear that this is required
- Requesting that an application is withdrawn and resubmitted with relevant ecological surveys

Refer to the [Biodiversity checklist and guidance notes](#) for detailed guidance.

Surveys should be undertaken and reports prepared by a professional ecologist.

## **18. Conservation Area Character Appraisal**

Required when development involves a site within a designated Conservation Area.

An assessment of the impact of the proposals on the site and its surroundings should be set out in the 'Design and Access Statement' (No. 1 above) to ensure that the proposal has been assessed by the applicant in relation to the City Council's Conservation Area Appraisal for that area.

**Note:** Conservation Area Character Appraisals are material considerations when making planning decisions. These Character Appraisals are being prepared for all 29 Conservation Areas. The purpose of an appraisal is to identify the key features that define the special interest of a Conservation Area. It is important that all those who have an interest in a Conservation Area are aware of those elements that must be preserved or enhanced. The appraisals will be a useful source of information for applicants. Refer to list of [completed appraisals](#).

## **19. Flood Risk Assessment**

Required where the application site falls within specific Flood Risk Zones as identified by the Environment Agency Flood Risk Standing Advice. Refer to the [Flood Risk](#) web page.

## **20. Noise Impact Assessment**

Required if the development proposals are either likely to cause noise disturbance or are considered to be a noise sensitive development. For further guidance please refer to Planning Policy Guidance note 24: Planning and Noise.

## **21. Sunlight/Daylighting Assessment**

~~Required for all applications for new buildings over 2 storeys where there is a potential impact upon the current levels of sunlight/daylight at adjacent premises and buildings.~~

## **22. Planning Obligations – Draft Head(s) of Terms**

Required for most planning applications involving the creation of new dwellings or commercial premises. **Please go to the POIS calculator to see if your development would be subject to a planning obligation. If the proposal is subject to an obligation you must submit:**

**a) a draft agreement / unilateral agreement (click here to access template agreements) together with proof of title and your solicitor’s contact details and those of any other party that will be a signatory to the application.**

**AND / OR**

**b) a viability statement (click here for advice) that justifies why a reduced or no obligation is proposed**

A Planning Obligation (“Section 106 Agreement”) is a separate legal agreement signed by the Planning Authority and the landowners (i.e. persons with a legal interest in the land, which may also include the developer), prior to the grant of a planning permission. The Agreement will include commitments given by the landowner towards the provision of various community benefits considered necessary to make the proposal acceptable. ~~A schedule of the issues to be addressed (known as the “Draft Head(s) of Terms”) should be submitted with any application where an Obligation is required. Refer to the [Planning Obligations](#) web page for further information on the need for, and content of, a Planning Obligation, i.e. the Planning Obligations Briefing Summary, and the Draft Head(s) of Terms Proforma.~~

## **23. Affordable Housing Statement**

Required with applications for new dwellings where either Council policy requires that a proportion of the new dwellings are made available as affordable housing or where the application is for affordable housing only.

The Statement should include plans showing the location of affordable units, and provide information (for the affordable housing and any market housing) on the number of residential units and the mix of units. This should include the number of bedrooms and the number of habitable rooms (or the floor space of habitable areas). If different types of tenure are proposed for different units, these should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

## **24. Draft/Framework Travel Plan**

Required for major planning applications.

This is a statement of how non-car modes of transport are to be encouraged and managed, thereby promoting a shift away from single occupancy car journeys to and from the development by staff/residents and visitors. The Draft/Framework should be submitted with the planning application. This will be subject to discussion/negotiations whilst the planning application is being progressed and is then likely to be included in any planning obligation attached to the permission. Further information on the nature and content of Travel Plans can be obtained from “Travel Choice” on (01733) 747474.

## **25. Transport Assessment**

Please refer to CLG 'Guidance on Transport Assessment' to find out if you need to submit a Transport Assessment or Transport Statement.

~~to and from the site. The Assessment should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.~~

~~Further guidance can be found in "Guidance on Transport Assessment" published by the Department for Transport (March 2007).~~

## **26. Environmental Impact Assessment**

This is a process by which information about the likely environmental effects of developments are collected, assessed and taken into account. Usually this will only apply to major projects such as motorways, wind farms, and large developments. If you are proposing any large development you should ask the Local Planning Authority about an Environmental Impact Assessment as part of your pre-application discussion and we can explain what needs to be done.

You can find The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No 293) at <http://www.opsi.gov.uk/si/si1999/19990293.htm>.

## **27. Statement of Community Involvement**

Refer to the Council's [Statement of Community Involvement](#) .

In these cases the applicant should submit a statement setting out how they have complied with the requirements for pre-application consultation set out in the City Council's adopted Statement of Community Involvement. It should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

## **28. Air Quality Assessment**

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

The assessment should indicate the change in air quality resulting from the development and outlining appropriate mitigation measures as necessary. More information can be found in Planning Policy Statement 23: Planning and Pollution Control.

## **29. Ground Conditions Assessment**

Required where site contamination is known or suspected.

More information can be found in Planning Policy Statement 23: Planning and Pollution Control, or in the Northants Contaminated Land Guide "Contaminated land: A guide for Developers and their Advisors" on web page [Advice Notes](#).

## **30. Utilities Statement**

Required for all applications where a tree survey is required (No. 13 above) **and utilities are proposed in proximity to the trees.**

### 31. Foul Sewerage Assessment

Required for all applications where

- a) **non mains sewage disposal is proposed**
- b) **there are local capacity / sewer flooding issues**

~~issued new development creates a need for the disposal of foul sewage.~~

### ~~32. Construction Waste Management Plan~~

~~Required for all major applications.~~

~~The application should be supported by waste management plans of the type encouraged by the code of practice published by the Department of Trade and Industry in "Site Waste Management Plans: guidance for construction contractors and clients (2004)".~~

~~**Note:** These do not require formal approval by the Local Planning Authority but are intended to encourage identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.~~

### 33. Minerals and Waste Management

Required for all applications for minerals and waste management, unless accompanied by an Environmental Impact Assessment.

The following details are required:

1. Archaeological Assessment
2. Ecological Assessment
3. Hydrological/Hydrogeological Assessment
4. Noise Assessment
5. Dust Assessment and mitigation proposals
6. Odour Assessment and mitigation proposals
7. 7. Phasing plans including details of soil movements, stockpiles (height, location and timescales)
8. 8. Landscaping Plan
9. 9. Restoration Plan
10. 10. 5 year Aftercare Plan

### 34. Open Space Assessment

Required for development within existing open spaces or other outdoor recreational facilities where there would otherwise be a loss of public open space.

Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. An applicant should demonstrate ~~thorough and independent assessment~~ that any land or buildings to be lost are surplus to local requirements. Except for very special circumstances planning permission is unlikely to be granted for any proposal involving the loss of existing open space and/or associated buildings. For further information please refer to Planning Policy Guidance note 17: Planning for open space, sport and recreation or <http://www.sportengland.org/>.

### **35. Retail (or other) Impact Assessment to accompany applications for retail uses**

**A sequential assessment (under EC15) is required for planning applications for main town centres uses that are not in an existing centre and are not in accordance with an up to date development plan. This requirement applies to extensions to retail or leisure uses only where the gross floor space of the proposed extension exceeds 200 square metres.**

**Developments for new small scale retail outlets outside of established district centres should demonstrate that there are no available and suitable property in or adjacent to an established centre.**

~~Required for all retail or leisure proposals in an edge of centre or out of centre location, and where it is not in accordance with the development plan documents.~~

~~This should be accompanied by an assessment of the need for the proposal. Impact Assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with the development plan. See Planning Policy Statement 6—Planning for Town Centres for further guidance on the application of the Sequential Test.~~