



VALIDATION REQUIREMENTS FOR PLANNING AND OTHER APPLICATIONS SUBMITTED UNDER THE TOWN AND COUNTRY PLANNING ACTS

For the above Leicestershire Local Authorities

Adopted July 2011

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SECTION I

Introduction

1. In 2008 an amendment to the Town and Country Planning (General Development Procedure) Order 1995 introduced a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts. The standard 'IAPP' form is now available online via the planning portal. In March 2010 the government issued revised guidance on information requirements and validation. This stated that where local authorities wish to maintain their own distinct 'local list' (in addition to the 'national list') of information, this should be reviewed, consulted on and adopted. Therefore this revised document has been published to take account of these requirements, as well as other changes in national, regional and local planning policy as applicable to Leicestershire and Rutland.
2. The purpose of the validation arrangements is to:
 - provide a guide to the information that may be required at the outset;
 - enable the Local Planning Authority to provide applicants with certainty as to the information required;
 - enable the Local Planning Authority to have all the necessary information to determine the application and to draft the planning permission and all conditions;
 - minimise the need for further submission of additional information in order to allow Local Planning Authorities a reasonable opportunity to determine applications within the National Indicator (NI) 159 targets; and,
 - ensure consistency in the approach taken by different Local Planning Authorities in registering and validating applications, whilst recognising the need for variation appropriate to local circumstances.
3. With this in mind, a group of the Leicestershire and Rutland Planning Authorities has sought through this document to set down a consistent and proportionate approach to the information that is required for all different types of applications. This will be kept under review every three years to ensure that it is meeting the above objectives in practice. In setting out these requirements, we are seeking to minimise the number of applications (previously around 50%) which have to be returned as invalid due to insufficient information or being wrongly completed.
4. This revised document takes full account of the Department of Communities and Local Government document 'Guidance on Information Requirements and Validation'. In line with its recommendations the local list of application requirements are now presented in tabular form. In drawing up these lists the key principles set out in the DCLG document have been carefully considered. In summary, these principles are:
 - Necessity
 - Precision
 - Proportionality
 - Fitness for Purpose
 - Assistance
5. Section 2 of this document explains the approach to the submission and validation of applications. Section 3 provides a list of requirements for each of the main types of application made under the Town and Country Planning Acts. Where "combination" applications are made, then reference should be made to both of the individual requirements. Section 4 provides explanatory guidance to the terms used. We hope that you find this document useful.

SECTION 2

Protocol for Submission and Validation of Applications Pre-Application consultation

6. Applicants are invited to have pre-application consultation with a Planning Officer prior to the formal submission of an application to:
- confirm the scope of the information in the application;
 - address whether the proposal may need to be amended to comply with the Council's policies in the Development Plan and other Officer advice; and,
 - to seek a view on whether planning permission is likely to be granted.

Submission of a sketch scheme or initial ideas of a proposal, including a location plan identifying the site, will be required before a response or meeting is arranged to enable preliminary work to be carried out by the officer. A charge may be made by the authority for this service.

7. This advice is given without prejudice to the final recommendation on the proposal, which will be made in the light of consultation responses and detailed consideration of the application.
8. It is recognised that for reasons of urgency some applications may be submitted without the benefit of pre-application advice. The Council will vet applications on receipt and inform the agent/applicant if the plans and supporting information is sufficient to register the application. It will be necessary to submit all required documents with the application as set out in the Council's published validation criteria for the application to be formally accepted and registered.
9. It may be necessary in relation to some supporting information to carry out pre-submission consultation with technical consultees, for example, the Environment Agency, Severn Trent Water, Natural England, Leicestershire County Council or English Heritage as appropriate. It is expected that such consultation will automatically be part of the pre-application process for all major applications¹ and that applicants for other application types will carry out such consultation where particular technical issues are identified at the pre-application stage.
10. For some particularly complex cases, the Council will set up a "Development Team" to involve some of the above Services and Agencies in dealing with the application. For larger scale strategic schemes the applicant may decide to enter into a Planning Performance Agreement (PPA) with the Council. In such circumstances, the contents of this document remain valid although the precise form and content of applications would be subject to more bespoke requirements to be agreed as part of the PPA with the Council.
11. All applicants, but particularly those bringing forward major development schemes, are encouraged to carry out public consultation with appropriate sections of the public (e.g. neighbours directly affected, Parish/Town Council or specific interest groups) in accordance with the Council's published "Statement of Community Involvement".

Validation of Applications

12. The Council will not register or validate an application if it is incomplete i.e. if all information listed in the appropriate validation criteria is not provided in a complete form. The Council will, however, use its discretion to ensure a proportionate approach. Where the applicant considers that the information is not required in any particular case this should be clearly set out within the application.
13. Under the provisions of Regulation 4 of the Town and Country Planning (Applications) Regulations the Council also has power in the course of dealing with an application to require an applicant to :
- (a) supply any further information, and accept outline applications, plans and drawings necessary to enable them to determine the application; or
 - (b) provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.
14. If an application is subsequently found to be invalid following registration, the time period for determination will be suspended until such time as it becomes valid and the period for determination of the application reset. However, where information is found to be insufficient the Council is more likely to follow the course of action set out in paragraphs 15 to 17 below.

¹ "Major" developments comprise proposals for ten or more dwellings; an outline application for residential development on a site of more than 0.5 hectare; new building(s) of more than 1,000 sq. m. floorspace; or development on a site of more than 1 hectare.

Processing the Application

15. The opportunity to make significant changes to an application, after validation, is severely limited. Significant changes, i.e. revised plans which require re-consultation, may not be accepted, because the re-consultation may not be able to be carried out and a decision made inside the 8 or 13 week target. Applicants may, however, be able to make changes to plans to address issues raised by Officers and consultees, if time permits during the process of consideration. In every case the submission of revised details must be accompanied by a schedule clearly setting out the proposed changes.
16. Fresh drawings or modifications that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, the Council will ask for a fresh application.
17. Where an application has been validated but needs significant alteration to make it acceptable, or where pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted and this may result in a recommendation of refusal. The applicant may, however, withdraw the application and submit a new application for a revised scheme before a decision is made. There is normally no fee for the first such resubmission.

Legal Agreements

18. These are legal undertakings under Section 106 of the Town & Country Planning Act 1990 and either take the form of a Planning Agreement between the applicant, the Council and possibly other parties, or alternatively a Unilateral Undertaking made by the applicant alone. They are normally used to secure infrastructural improvements required in connection with the development, such as those relating to schools, highways, open space or affordable housing. Whenever possible, conditions will be used in preference to planning obligations, but there are circumstances (such as where commuted payments towards infrastructure are required) where they are unavoidable.
19. Unilateral Undertakings and Planning Agreements should be substantially drafted during the preparation of the application or, where possible, should be included as part of the formal submission of the application. As a minimum, draft Heads of Terms outlining the key contents of a proposed Planning Obligation, where one is deemed likely to be necessary should be submitted with the application. Standard pro-formas for common Undertakings and Agreements can be provided.
20. Where Undertakings or Agreements are not completed in time to allow approval of a development within the target timescale of 8 or 13 weeks and the delay lies with the applicant, planning permission may be refused on the grounds of failure to meet a necessary obligation.

Summary

21. The key elements of the Protocol for submission and validation of applications are:
 - Compile a full application before formal submission.
 - Consult the Local Planning Authority and key consultees before formal submission.
 - “Front load” the application process by taking into account the views of other parties who will be involved in commenting on and considering the application.
 - Significant alterations to applications cannot be made after registration/validation.
 - The Council will make decisions in most cases within the relevant target of 8 or 13 weeks. Applicants/agents will be advised as soon as practicable if any application is to be recommended for refusal.
 - Advance preparation of documents for Unilateral Undertakings or Planning Agreements will assist a prompt and favourable outcome.

Information Requirements for Applications by Main Application Type

22. The relevant validation requirements for each type of application are set out in tabular form as a series of individual proformas for each type of proposal. These reflect any particular local requirements for the particular authority concerned and cover the following types of proposal :
 - **Householder Application for Planning Permission**
 - **Application for Outline or Full Planning Permission**
 - **Application for Approval of Reserved Matters**
 - **Application for Listed Building Consent**
 - **Application for Advertisement Consent**
 - **Application for Lawful Development Certificate**
 - **Application for Conservation Area Consent**

- **Application for Prior Notification of Proposed Development by Telecommunications Code System Operators**
- **Application for Prior Notification of Agricultural or Forestry Development (including proposed buildings, roads, excavation/deposit of waste material from the farm and fish tanks)**
- **Application for Prior Notification of Proposed Demolition**
- **Application for Tree Works : Works to Trees Subject of a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in a Conservation Area**
- **Application for Approval of Details Reserved by Condition**
- **Application for Removal or Variation of a Condition Following the Grant of Planning Permission (Section 73 of the Town and Country Planning Act 1990)**
- **Applications for Non material amendments**
- **Applications to extend the time period for commencing development**
- **Application for Hedgerow Removal Notice**
- **Application for Minerals or Waste Development**

Please refer to Appendices attached to the list of National and Local Requirements for a detailed explanatory guidance of terms used.

SECTION 3

NATIONAL AND LOCAL REQUIREMENTS

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8	Householder application for planning permission for works or extension to a dwelling
9	Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area
10	Householder Application for planning permission for works or extension to a dwelling and Listed Building consent
11	Application for Full Planning Permission
13	Application for Outline Planning Permission with some matters reserved
15	Application for Outline Planning Permission with all matters reserved
17	Application for Planning Permission and Conservation Area consent for demolition
19	Application for Planning Permission and Listed Building consent
21	Application for Planning Permission and Advertisement consent
23	Conservation Area consent for demolition in a Conservation Area
24	Listed Building consent for alterations, extension or demolition of a listed Building
25	Application for Advertisement consent
26	Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent
27	Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition
28	Application for a Lawful Development Certificate for a proposed use or development
29	Application for prior notification of proposed agricultural development – proposed building
30	Application for prior notification of proposed agricultural development – proposed road
31	Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm
32	Application for prior notification of proposed agricultural development – proposed fish tank
33	Application for prior notification of proposed development in respect of permitted development by electronic communications code operators
34	Application for Hedgerow Removal Notice
35	Application for prior notification – proposed demolition
36	Application for Approval of Reserved Matters following outline approval
37	Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)
38	Extension of time applications
39	Non-material minor amendment
40	Useful Supporting Information – Application for Approval of Details Reserved by Condition
41	Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)
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Householder application for planning permission for works or extension to a dwelling

NOTE For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	Development in conservation area
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
ADVICE	
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	A protected species survey may be required in certain circumstances if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Biodiversity Survey and Report/Ecological Survey/Protected Species Survey and Report: Local Requirements for Protected Species</i> ' for more guidance. If a report is required but not submitted with the application Officers will request a report and if not submitted the application maybe refused.

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Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

NOTE For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications - may be included in Design and Access Statement (Should be clearly identified)
Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals	All applications
Structural Survey	When the justification for demolition is based on structural condition / soundness
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
ADVICE	
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	A protected species survey may be required in certain circumstances if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Biodiversity Survey and Report/Ecological Survey/Protected Species Survey and Report: Local Requirements for Protected Species</i> ' for more guidance. If a report is required but not submitted with the application Officers will request a report and if not submitted the application maybe refused.

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Householder Application for planning permission for works or extension to a dwelling and Listed Building consent

NOTE For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications - may be included in Design and Access Statement. (Should be clearly identified)
Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals	All applications
Structural Survey	When the justification for demolition is based on structural condition / soundness
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
ADVICE	
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	A protected species survey may be required in certain circumstances if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to 'Biodiversity Survey and Report/Ecological Survey/Protected Species Survey and Report: Local Requirements for Protected Species' for more guidance. If a report is required but not submitted with the application Officers will request a report and if not submitted the application maybe refused.

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Application for Full Planning Permission

NOTE For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	Where required by Article 8 of The Town and Country Planning (Development Management Procedure)(England)Order 2010
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Affordable housing statement	If development meets Local Planning Authority threshold as specified in LPA's Development Plan.
Air quality assessment	Where development is proposed inside or adjacent to an Air Quality Management Area (AQMA) and it is likely that the proposal will affect or be affected by local air quality conditions.
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Where the proposed development may have possible impacts on designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to ' <i>Biodiversity Survey and Report : Local Requirements for Designated Sites and Priority Habitats</i> '. Some proposed development may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Protected Species Survey and Report : Local Requirements for Protected Species</i> '.
Building for life assessment	All major residential developments in Charnwood, Leicester City and North West Leicestershire areas. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Economic statement	Where viability is an issue. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Environmental statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990.
Town Centre Uses –Evidence to accompany applications	A Retail Assessment to accompany all applications as identified in PPS4 or in the development plan. A sequential assessment is required for all applications as identified in PPS4 or in the development plan. Developments affected include retail, leisure, office, cultural and tourist uses located in and outside town centres.
Flood risk assessment	Where the development is proposed within Main river bye-law distance or where the development is within flood zones 2 & 3 or the site is greater than 1 hectare within Flood Zone 1. (see Environment Agency's

	www.environment-agency.gov.uk website for further information on Flood Risk Standing Advice and Flood Risk assessments) In accordance with PPS25.
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All Major applications and any site with an entry in the Leicestershire and Rutland Historic Environment Record. This may be included in the Design and Access Statement. (Should be clearly identified)
Land Contamination assessment	Where contamination is known or suspected.
Landfill statement	Only required in respect of a County Matter Application
Lighting assessment	Where proposal includes floodlighting or where illumination is proposed for particularly sensitive proposals (e.g. illumination of carparks)
Noise impact assessment	Where developments are close to existing sources of noise or proposal will generate significant noise levels.
Open Space assessment	All major residential developments and applications where there would be a loss of open space. This may be included where appropriate in the Design and Access Statement (Should be clearly identified)
Planning obligations – Unilateral undertaking or Draft agreement or Heads of Terms for S106 agreement required	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> • Voluntarily propose contributions • Present a case for an exception from a triggered requirement
Planning Statement	All major applications. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Statement of Community Involvement	All major applications. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Structural Survey	Barn conversions or demolition and rebuild or when the justification for demolition is based on structural condition / soundness
Telecommunications Development – supplementary information	All developments proposing telecommunications development (see Prior notification application)
Transport assessment	Leicestershire and Rutland County Councils Highways define the different types of transport statement needed depending on the size of development - see their web sites For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Travel Plan – Draft required	Leicestershire and Rutland County Councils Highways define when a Travel Plan is required depending on the size of development - see their web site For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Ventilation/Extraction statement and design.	For all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed. This may be included where appropriate within the Design and Access Statement. (Should be clearly identified)
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Aviation Impact Assessment:	For all Wind Turbine applications located within 30 km of East Midlands Airport
Birdstrike Assessments	Developments within 13km of East Midlands Airport that are likely to attract birds. These are likely to include facilities intended for the handling, compaction, treatment or disposal of household or commercial wastes, the creation or modification of areas of water such as reservoirs, lakes, ponds, wetlands and marshes; nature reserves and bird sanctuaries; sewage disposal and treatment plant and outfalls and Mineral extraction and quarrying. This is not a comprehensive list.

Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm
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Application for Outline Planning Permission with some matters reserved

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	Where required by Article 8 of The Town and Country Planning (Development Management Procedure)(England)Order 2010
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	If appearance or scale not reserved for future approval. As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	If appearance or scale not reserved for future approval. As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	If appearance, scale, layout or landscaping not reserved for future approval. As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	If appearance or scale not reserved for future approval. Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Affordable housing statement	If development meets Local Planning Authority threshold as specified in LPA's Development Plan.
Air quality assessment	Where development is proposed inside or adjacent to an Air Quality Management Area (AQMA) and it is likely that the proposal will affect or be affected by local air quality conditions.
Building for life assessment	All major residential developments in Charnwood, Leicester City and North West Leicestershire areas. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Where the proposed development may have possible impacts on designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to ' <i>Biodiversity Survey and Report : Local Requirements for Designated Sites and Priority Habitats</i> '. Some proposed development may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Protected Species Survey and Report : Local Requirements for Protected Species</i> '.
Economic statement	Where viability is an issue. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Environmental Statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990
Town Centre Uses –Evidence to accompany applications	A Retail Assessment to accompany all applications as identified in PPS4 or in the development plan. A sequential assessment is required for all applications as identified in PPS4 or in the development plan. Developments affected include retail, leisure, office, cultural and tourist uses

	located in and outside town centres.
Flood risk assessment	Where the development is proposed within Main river bye-law distance or where the development is within flood zones 2 & 3 or the site is greater than 1 hectare within Flood Zone 1. (see Environment Agency's www.environment-agency.gov.uk website for further information on Flood Risk Standing Advice and Flood Risk assessments) In accordance with PPS25
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All Major applications and any site with an entry in the Leicestershire and Rutland Historic Environment Record. This may be included in the Design and Access Statement (Should be clearly identified)
Land Contamination assessment	Where contamination is known or suspected
Landfill statement	Only required in respect of a County Matter Application
Lighting assessment	Where proposal includes floodlighting or where illumination is proposed for particularly sensitive proposals (e.g. illumination of carparks)
Noise impact assessment	Where noise sensitive developments are close to existing sources of noise or the proposal will generate significant noise levels.
Open Space assessment	All major residential developments and applications where there would be a loss of open space. This may be included where appropriate in the Design and Access Statement (Should be clearly identified)
Planning obligations – Unilateral undertaking or Draft agreement or Heads of Terms for S106 agreement required	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> • Voluntarily propose contributions • Present a case for an exception from a triggered requirement
Planning Statement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Statement of Community Involvement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Telecommunications Development – supplementary information	All developments proposing telecommunications development (see Prior notification application)
Transport assessment	Leicestershire and Rutland County Councils Highways define the different types of transport statement needed depending on the size of development - see their web sites For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Travel Plan	Leicestershire and Rutland County Councils Highways define when a Travel Plan is required depending on the size of development - see their web site For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Ventilation/Extraction statement	For all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed. This may be included where appropriate within the Design and Access Statement. (Should be clearly identified)
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm

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Application for Outline Planning Permission with all matters reserved

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	Where required by Article 8 of The Town and Country Planning (Development Management Procedure)(England)Order 2010
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Affordable housing statement	If development meets Local Planning Authority threshold as specified in LPA's Development Plan.
Air quality assessment	Where development is proposed inside or adjacent to an Air Quality Management Area (AQMA) and it is likely that the proposal will affect or be affected by local air quality conditions.
Building for life assessment	All major residential developments in Charnwood, Leicester City and North West Leicestershire areas. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Where the proposed development may have possible impacts on designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to ' <i>Biodiversity Survey and Report : Local Requirements for Designated Sites and Priority Habitats</i> '. Some proposed development may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Protected Species Survey and Report : Local Requirements for Protected Species</i> '.
Economic statement	Where viability is an issue. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Environmental Statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990
Town Centre Uses –Evidence to accompany applications	A Retail Assessment to accompany all applications as identified in PPS4 or in the development plan. A sequential assessment is required for all applications as identified in PPS4 or in the development plan. Developments affected include retail, leisure, office, cultural and tourist uses located in and outside town centres.
Flood risk assessment	Where the development is proposed within Main river bye-law distance or where the development is within flood zones 2 & 3 or the site is greater than 1 hectare within Flood Zone 1. (see Environment Agency's www.environment-agency.gov.uk website for further information on Flood Risk Standing Advice and Flood Risk assessments) In accordance with PPS25
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All Major applications and any site with an entry in the Leicestershire and Rutland Historic Environment Record. This may be included in the Design and Access Statement (Should be clearly identified)
Land Contamination assessment	Where contamination is known or suspected
Landfill statement	Only required in respect of a County Matter Application

Lighting assessment	Where proposal includes floodlighting or where illumination is proposed for particularly sensitive proposals (e.g. illumination of car parks)
Noise impact assessment	Where noise sensitive developments are close to existing sources of noise or the proposal will generate significant noise levels.
Open Space assessment	All major residential developments and applications where there would be a loss of open space. This may be included where appropriate in the Design and Access Statement (Should be clearly identified)
Planning obligations – Unilateral undertaking or Draft agreement or Heads of Terms for S106 agreement required	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> • Voluntarily propose contributions • Present a case for an exception from a triggered requirement
Planning Statement	All major applications this may be included where appropriate within the Design and Access Statement(Should be clearly identified)
Statement of Community Involvement	All major applications this may be included where appropriate within the Design and Access Statement(Should be clearly identified)
Telecommunications Development – supplementary information	All developments proposing telecommunications development (see Prior notification application)
Transport assessment	Leicestershire and Rutland County Councils Highways define the different types of transport statement needed depending on the size of development - see their web sites For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Travel Plan	Leicestershire and Rutland County Councils Highways define when a Travel Plan is required depending on the size of development - see their web site For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Ventilation/Extraction statement	For all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed. This may be included where appropriate within the Design and Access Statement. (Should be clearly identified)
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm

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Application for Planning Permission and Conservation Area consent for demolition

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Affordable housing statement	If development meets Local Planning Authority threshold as specified in LPA's Development Plan.
Air quality assessment	Where development is proposed inside or adjacent to an Air Quality Management Area (AQMA) and it is likely that the proposal will affect or be affected by local air quality conditions.
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Where the proposed development may have possible impacts on designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to ' <i>Biodiversity Survey and Report : Local Requirements for Designated Sites and Priority Habitats</i> '. Some proposed development may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Protected Species Survey and Report : Local Requirements for Protected Species</i> '.
Building for life assessment	All major residential developments in Charnwood, Leicester City and North West Leicestershire areas. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Economic statement	Where viability is an issue. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Environmental Statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990
Town Centre Uses –Evidence to accompany applications	A Retail Assessment to accompany all applications as identified in PPS4 or in the development plan. A sequential assessment is required for all applications as identified in PPS4 or in the development plan. Developments affected include retail, leisure, office, cultural and tourist uses located in and outside town centres.
Flood risk assessment	Where the development is proposed within Main river bye-law distance or where the development is within flood zones 2 & 3 or the site is greater

	than 1 hectare within Flood Zone 1. (see Environment Agency's www.environment-agency.gov.uk website for further information on Flood Risk Standing Advice and Flood Risk assessments) In accordance with PPS25
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications this may be included within the Design and Access Statement (Should be clearly identified)
Land Contamination assessment	Where contamination is known or suspected
Lighting assessment	Where proposal includes floodlighting or where illumination is proposed for particularly sensitive proposals (e.g. illumination of carparks)
Noise impact assessment	Where noise sensitive developments are close to existing sources of noise or proposal will generate significant noise levels.
Open Space assessment	All major residential developments and applications where there would be a loss of open space. This may be included where appropriate in the Design and Access Statement (Should be clearly identified)
Photos/Photomontages	All applications
Planning obligations – Unilateral undertaking or Draft agreement or Heads of Terms for S106 agreement required	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> • Voluntarily propose contributions • Present a case for an exception from a triggered requirement
Planning Statement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Statement of Community Involvement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Telecommunications Development – supplementary information	All developments proposing telecommunications development (see Prior notification application)
Structural Survey	When the justification for demolition is based on structural condition / soundness
Transport assessment	Leicestershire and Rutland County Councils Highways define the different types of transport statement needed depending on the size of development - see their web sites For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Travel Plan	Leicestershire and Rutland County Councils Highways define when a Travel Plan is required depending on the size of development - see their web site For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Ventilation/Extraction statement	For all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed. This may be included where appropriate within the Design and Access Statement. (Should be clearly identified)
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm

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Application for Planning Permission and Listed Building consent

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Affordable housing statement	If development meets Local Planning Authority threshold as specified in LPA's Development Plan.
Air quality assessment	Where development is proposed inside or adjacent to an Air Quality Management Area (AQMA) and it is likely that the proposal will affect or be affected by local air quality conditions.
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Where the proposed development may have possible impacts on designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to ' <i>Biodiversity Survey and Report : Local Requirements for Designated Sites and Priority Habitats</i> '. Some proposed development may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Protected Species Survey and Report : Local Requirements for Protected Species</i> '.
Building for life assessment	All major residential developments in Charnwood, Leicester City and North West Leicestershire areas. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Economic statement	Where viability is an issue. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Environmental Statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990.
Town Centre Uses –Evidence to accompany applications	A Retail Assessment to accompany all applications as identified in PPS4 or in the development plan. A sequential assessment is required for all applications as identified in PPS4 or in the development plan. Developments affected include retail, leisure, office, cultural and tourist uses located in and outside town centres.
Flood risk assessment	Where the development is proposed within Main river bye-law distance or where the development is within flood zones 2 & 3 or the site is greater than 1 hectare within Flood Zone 1. (see Environment Agency's

	www.environment-agency.gov.uk website for further information on Flood Risk Standing Advice and Flood Risk assessments) In accordance with PPS25
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications. This may be included in the Design and Access Statement (Should be clearly identified)
Land Contamination assessment	Where contamination is known or suspected
Lighting assessment	Where proposal includes floodlighting or where illumination is proposed for particularly sensitive proposals (e.g. illumination of carparks)
Noise impact assessment	Where noise sensitive developments are close to existing sources of noise or proposal will generate significant noise levels.
Open Space assessment	All major residential developments and applications where there would be a loss of open space. This may be included where appropriate in the Design and Access Statement (Should be clearly identified)
Photos/Photomontages	All applications
Planning obligations – Unilateral undertaking or Draft agreement or Heads of Terms for S106 agreement required	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> • Voluntarily propose contributions • Present a case for an exception from a triggered requirement
Planning Statement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Statement of Community Involvement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Structural Survey	When the justification for demolition is based on structural condition / soundness
Telecommunications Development – supplementary information	All developments proposing telecommunications development (see Prior notification application)
Transport assessment	Leicestershire and Rutland County Councils Highways define the different types of transport statement needed depending on the size of development - see their web sites For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Travel Plan	Leicestershire and Rutland County Councils Highways define when a Travel Plan is required depending on the size of development - see their web site For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Ventilation/Extraction statement	For all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed. This may be included where appropriate within the Design and Access Statement. (Should be clearly identified)
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm

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Application for Planning Permission and Advertisement consent

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	Where required by Article 8 of The Town and Country Planning (Development Management Procedure)(England)Order 2010
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Affordable housing statement	If development meets Local Planning Authority threshold as specified in LPA's Development Plan.
Air quality assessment	Where development is proposed inside or adjacent to an Air Quality Management Area (AQMA) and it is likely that the proposal will affect or be affected by local air quality conditions.
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Where the proposed development may have possible impacts on designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to ' <i>Biodiversity Survey and Report : Local Requirements for Designated Sites and Priority Habitats</i> '. Some proposed development may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Protected Species Survey and Report : Local Requirements for Protected Species</i> '.
Building for life assessment	All major residential developments in Charnwood, Leicester City and North West Leicestershire areas. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Economic statement	Where viability is an issue. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Environmental Statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990
Town Centre Uses –Evidence to accompany applications	A Retail Assessment to accompany all applications as identified in PPS4 or in the development plan. A sequential assessment is required for all applications as identified in PPS4 or in the development plan. Developments affected include retail, leisure, office, cultural and tourist uses located in and outside town centres.
Flood risk assessment	Where the development is proposed within Main river bye-law distance or

	where the development is within flood zones 2 & 3 or the site is greater than 1 hectare within Flood Zone 1. (see Environment Agency's www.environment-agency.gov.uk website for further information on Flood Risk Standing Advice and Flood Risk assessments) In accordance with PPS25
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All Major applications and any site with an entry in the Leicestershire and Rutland Historic Environment Record. This may be included in the Design and Access Statement
Land Contamination assessment	Where contamination is known or suspected
Lighting assessment	Where proposal includes illuminated advertisements/signs or where the proposal includes floodlighting or where illumination is proposed for particularly sensitive proposals (e.g. illumination of carparks)
Noise impact assessment	Where noise sensitive developments are close to existing sources of noise or proposal will generate significant noise levels.
Open Space assessment	All major residential developments and applications where there would be a loss of open space. This may be included where appropriate in the Design and Access Statement (Should be clearly identified)
Photographs/Photomontages	If proposal for Hoardings
Planning obligations – Unilateral undertaking or Draft agreement or Heads of Terms for S106 agreement required	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> • Voluntarily propose contributions • Present a case for an exception from a triggered requirement
Planning Statement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Statement of Community Involvement	All major applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Structural Survey	Barn conversions or demolition and rebuild
Transport assessment	Leicestershire and Rutland County Councils Highways define the different types of transport statement needed depending on the size of development - see their web sites For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Travel Plan	Leicestershire and Rutland County Councils Highways define when a Travel Plan is required depending on the size of development - see their web site For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx
Ventilation/Extraction statement	For all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed. This may be included where appropriate within the Design and Access Statement. (Should be clearly identified)
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm

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Conservation Area consent for demolition in a Conservation Area

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals	All applications
Structural Survey	When the justification for demolition is based on structural condition / soundness
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council

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

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications this may be included where appropriate within the Design and Access Statement (Should be clearly identified)
Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals	All applications
Structural Survey	When the justification for demolition is based on structural condition / soundness
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm

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Application for Advertisement consent

Note: For clarification

- the Site plan shall include existing and proposed signage.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	Not required
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed advertisement in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Sections	As necessary to clearly show the proposed advertisements projection/depth in relation to what is already there. Scale 1:50 or 1:100
Lighting assessment	When illuminated advertisements are proposed
Photographs and Photomontages	When hoardings are proposed

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Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

Note: For clarification

- the Site plan shall include both existing and proposed development and existing and proposed signage.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed advertisement and buildings works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed advertisements projection/depth and buildings works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications. This may be included in the Design and Access Statement (Should be clearly identified)
Lighting assessment	Where illuminated advertisements are proposed
Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals	All applications
Structural Survey	Barn conversions or demolition and rebuild or when the justification for demolition is based on structural condition / soundness
SAC report	Any proposal located in catchment area of the River Mease Special Area of Conservation (SAC) North West Leicestershire District.
Rutland Water Special Protection Area (SPA) report	Any proposal located in the Rutland Water Special Protection Area (SPA) Rutland County Council
Coal Mining Risk Assessment	To accompany all applications, except for householder applications, located in Coal Mining Referral Areas. See following link for areas affected http://www.coal.gov.uk/services/planning/development-management-strategy.cfm

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

Note: For clarification

- the Site plan shall show all existing development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing elevations (e.g. at a scale of 1:50 or 1:100)	If development included alterations to elevations
Existing floor plans (e.g. at a scale of 1:50 or 1:100)	If development included alterations to the floor layout or the use or activity is different in different parts of the building/site
Existing site survey plan (e.g. at a scale of 1:50 or 1:100)	All applications
Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use) and any records or information to substantiate the application.	All applications

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

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Planning Statement	All applications - to fully explain the existing and proposed developments

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Application for prior notification of proposed agricultural development – proposed building

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
None	

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Application for prior notification of proposed agricultural development – proposed road

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
None	

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Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
None	

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Application for prior notification of proposed agricultural development – proposed fish tank

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
None	

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Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions
- It would also be of assistance to aid the local planning authorities decision process to received detailed drawings of the proposal at the time of the submission of the application

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)	All notifications
None	

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Application for Hedgerow Removal Notice

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
NONE	

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Application for prior notification – proposed demolition

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Photographs/Photomontages	All applications - to record development proposed to be demolished

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Application for Approval of Reserved Matters following outline approval

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Location Plan	All applications – scale 1:1250 or 1:2500
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100
Environmental Statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990

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

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Design and access statement	Where scheme revised affects originally submitted statement (An addendum to the original statement maybe satisfactory)
Site Plan	Where scheme revised affects originally submitted plan
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Any plan, Statement, document, assessment or report taken into account in the original decision where revision is necessary. Amendments to be clearly identified.	Only when the variation of the condition affects the details originally submitted, or where time elapsed results in a material change in circumstances which requires an original report or plan to be updated or a new report or plan to be produced.

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Application to replace an extant permission, in order to extend the time limit for implementation

(Original permission must be extant at the time of this application, was extant on 1 October 2009, and development has not already commenced.)

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Ownership Certificates	All applications – included in IAPP form
Notices	As required depending on ownership of site
Agricultural Land declarations	All applications – included in IAPP form
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Any plan, Statement, document, assessment or report identified in this list associated with the original application.	Where time elapsed results in a material change in circumstances which requires an original report or plan to be updated or a new plan or report to be produced.

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Application for a non-material amendment following a grant of planning permission.

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Standard application form	All applications
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Any plan, Statement, document, assessment or report taken into account in the original decision where revision is necessary. Amendments to be clearly identified.	Where a material change in circumstances requires an original report or plan to be updated or a new plan or report to be produced.

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Application for Approval of Details Reserved by Condition

Note: For clarification

- Any Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS	
Requirement	Threshold
Fee	All applications (unless exempt)
LOCAL REQUIREMENTS	
Requirement	Threshold
Information required by condition	The condition should clearly state the information required. Failure to submit clear and concise information may result in the details being refused.

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Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)

Note: For clarification

- the Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions

NATIONAL AND LOCAL REQUIREMENTS	
Requirement	Threshold
None (however see standard application form which identifies information required)	Without the information specified in standard application form it may be difficult to fully assess your proposal and may therefore result in the application being refused

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Explanation of application requirements National and Local

Appendix I and II

National Requirements			
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3	Location Plan	7	Agricultural Land Declaration
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13	Affordable Housing Statement	27	Open Space assessment
14	Air Quality Assessment	28	Photographs and Photomontages
15	Biodiversity Survey and Report	29	Planning Obligations & Draft Heads of Terms
16	Bird Strike Assessments	30	Planning Statement
17	Building for Life Assessment	31	SAC's (River Mease Catchment area) report
18	Coal Mining Risk Assessment	32	Statement of Community Involvement
19	Economic Statement	33	Structural Survey
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21	Flood Risk Assessment	35	Telecommunications Development – Supplementary Information
22	Heritage Statement (including historical, archaeological features and Schedule Ancient Monuments)	36	Town Centre Uses – Evidence to accompany applications
23	Land Contamination Assessment	37	Transport Assessment
24	Landfill Statement	38	Travel Plan
25	Lighting Assessment	39	Ventilation/Extraction statement
26	Noise Impact Assessment	40	Wind Turbines - Aviation Impact Assessment
Explanation of other terms, assessments and report (listed alphabetically)			
41	Access Arrangements	49	Parking Provision
42	Affordable Housing Market Assessment	50	Protected Species Survey and Report
43	Conservation Area Character Appraisal	51	Refuse Storage and Recycling Facilities
44	Daylight/Sunlight Assessment	52	Site Waste Management Plan
45	Ecological Survey	53	Summaries of Planning Application
46	Foul Sewerage and Utilities Assessment	54	Sustainability
47	Geotechnical Survey/Stability Report	55	Tree Survey and Arboriculture Implications
48	National Forest and Charnwood Forest areas	56	Visual Impact Assessment/Landscape Character Assessment

Explanation of National Validation Requirements

1.	<p>Design and access Statement</p> <p>A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following :</p> <ul style="list-style-type: none"> ▪ A material change of use of land and buildings, (unless it also involves operational development); ▪ Engineering or mining operations; ▪ Extension to the time limit for implementing an existing planning permission; ▪ Development of land pursuant to Section 73 of the Town and Country Planning Act 1990 (determination of applications to develop land without conditions previously attached); <p>Except where the site is wholly or partially within a designated Conservation Area, Design and Access Statements are not required for the following :</p> <ul style="list-style-type: none"> ▪ Householder developments. ▪ Development of an existing flat for purposes incidental to its use as a flat. ▪ The extension of an existing building used for non-domestic purposes where the floorspace created does not exceed 100 square metres. ▪ The erection or alteration of a gate, fence, wall or other means of enclosure, up to 2m high (or the height of the existing means of enclosure, whichever is the higher), except where it is within a the curtilage of a Listed Building. ▪ Development on operational land, consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height. ▪ The provision of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or its original height. <p>A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured non-technical way which can easily be understood by local communities. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application and be proportionate to the type of development proposed, but need not be long. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with, including how relevant planning policies have been taken into consideration together with security and crime prevention. It also needs to consider how the scheme can help to mitigate climate change and adapt to the climate that the development is likely to experience over the course of its expected lifetime. This should include the approach to the sustainable design and construction of buildings, together with provision for on-site renewable energy generation. Applications for Listed Building Consent (or a combined application for Listed Building Consent and planning permission) will also be required to be accompanied by a Design and Access Statement. The required content varies to some extent from a Statement relating to development not requiring Listed Building Consent and such a statement should particularly address :</p> <ol style="list-style-type: none"> i. the special architectural or historic interest of the building and how this is to be preserved or enhanced; ii. the particular physical features of the building that justify its designation as a Listed Building; iii. the building's setting; and, iv. where appropriate, how the proposed approach to access has balanced the duties imposed by the Disability Discrimination Act and the particular historical/architectural significance of the building. <p>The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.</p> <p>A more detailed explanation of what is required in a Design and Access Statement is set out in Article 4C of the GDPO, the Department for Communities and Local Government document "Guidance on Information Requirements and Validation" and Circular 01/2006. Further advice can be found in "Design and access statements: how to write, read and use them" by CABE</p> <p>See web site http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/planning/design-and-access-statements</p>
2.	<p>Standard application form</p>

	<p>Since April 2008, all applications have had to be presented on the standard “IAPP” application form, which is available electronically. Applicants are encouraged to submit applications electronically wherever possible, as this provides opportunities for improved efficiency and reduced costs for both applicants and the Council. If submitted electronically paper copies are not required. The submission of a paper based application is still possible but the statutory requirement for a valid paper based application requires one original and three additional copies of the completed standard application form and documents to be submitted. In some circumstances you may be requested to submit more than four sets of document copies (At Charnwood only one paper copy is required, but more are requested depending on the complexity of the application.)</p>
3.	Location Plan
	<p>All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500 and normally on A4 or A5 sized paper. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>
4.	Site Plan
	<p>The site/block plan should be drawn at a scale of 1:100 or 1:200. On larger sites a master plan may be submitted at a scale of 1:500 or similar. All such plans should accurately show :</p> <ol style="list-style-type: none"> The direction of North. The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries <p>and the following, unless these would NOT influence or be affected by the proposed development :</p> <ol style="list-style-type: none"> All the buildings, roads and footpaths on land adjoining the site including access arrangements. All Public Rights of Way crossing or adjoining the site. The position of all trees on the site, and those on adjacent land that could influence or be affected by the development. The extent and type of any hard surfacing. Boundary treatment including the type and height of walls or fencing where this is proposed. The position of any river, pond or other water feature on or adjacent to the site. <p>Local planning authorities need to take a proportionate approach. Where it is clear that information would not be relevant to the determination of the application, it should not be required from the applicant. For example, it should not be necessary for an applicant to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal, or detailed information on site boundary treatments if these are entirely unaffected by the development.</p>
5.	Ownership Certificates
	<p>Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for applications for listed building consent, and conservation area consent for demolition.</p> <p>These ownership certificates are part of the standard application form.</p>
6.	Notice(s)
	<p>A notice to all owners of the application site must be completed and served in accordance with Article 6 of the GDPO. Site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired.</p>
7.	Agricultural Land Declaration
	<p>All agricultural tenants on a site must be notified prior to the submission of a planning application. This is required by Article 7 of the GDPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.</p> <p>No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-</p>

	material amendment to an existing planning permission, or express consent to display an advertisement.
8.	Fee
	Planning applications incur a fee except where exempt by legislation. These are described in CLG circular 04/2008 , Planning-Related Fees. The Planning Portal includes a fee calculator for applicants. Each local planning authority is also able to advise applicants on specific cases.

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Explanation of Local Validation Requirements

PLANS	
9	Existing and Proposed Elevations
	<p>These should be drawn to a scale of 1:50 or 1:100, include critical external dimensions (heights/width/length etc.) and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. It will not be necessary for an applicant to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal.</p>
10	Existing and Proposed Floor Plans
	<p>These should be drawn to a scale of 1:50 or 1:100, include critical external dimensions (width /length etc.)and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>
11	Existing and Proposed Site Sections, Finished Floor and Site Levels
	<p>These should be drawn at a scale of 1:50 or 1:100, include critical dimensions and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.</p> <p>In the case of extensions to existing buildings, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of Design and Access Statements.</p>
12	Roof Plan
	<p>This should be drawn at a scale of 1:50 or 1:100, include critical dimensions and is used to show the shape of the roof. It is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.</p>
DOCUMENTS/REPORTS/SURVEYS/ASSESSMENTS	
13	Affordable Housing Statement
	<p>Where local plan policies or Supplementary Planning Document (SPD) guidance requires the provision of affordable housing the Local Planning Authority may require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.</p> <p>In the event that the applicant is seeking to make an exception to the established policies of the Local Plan/Local Development Framework or other SPD guidance on the provision of affordable housing, this will need to be fully justified. Where this is based on a financial case a Viability Assessment shall be carried out by a suitably qualified valuer. Establishing the appropriate level of affordable housing having regard to both financial viability constraints and the expectations of the Council's policies. This can be a complex and time consuming process which may not be accommodated within the normal timescale of a planning application. The applicant should therefore seek to agree the scope and methodology of the Viability Assessment with the Council and complete any discussions, as well as the finalised document prior to the submission of the planning application.</p>
14	Air Quality Assessment
	<p>Where the development is likely to affect or be affected by air quality and is located inside or adjacent to an air quality management area (AQMA), or could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of the Local Authority's Air Quality Action Plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an Air Quality Assessment as part of the planning</p>

	application. Further advice is available in <i>Planning Policy Statement 23: Planning and Pollution Control</i> . (November 2004). PPS23
15	Biodiversity Survey and Report
	Where the proposed development may have possible impacts on protected species, designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to <i>Biodiversity Survey and Report / Ecological Survey / Species Survey and Report : Local Requirements for Designated Sites and Priority Habitats / Local Requirements for Protected Species</i> . See guidance below on where, when, how and what to include in a biodiversity survey and report.
16	“Birdstrike” Assessments
	Birdstrikes are one of the major controllable hazards to aviation. Common birds have caused catastrophic accidents to all types of aircraft. Most birdstrikes occur on or near aerodromes but, because birds are very mobile, features far beyond an aerodrome boundary may increase the hazard. If a man made development provides feeding, roosting or breeding opportunities, or shelter and security, it may, depending on the siting of the development and the species it attracts, increase the number of birds visiting or overflying an aerodrome or the number of birds in the airspace used by aircraft. The primary aim is to guard against new or increased hazards caused by development. The most important types of development in this respect are: facilities intended for the handling, compaction, treatment or disposal of household or commercial wastes, which attract a variety of species, including gulls, starlings, lapwings and corvids; the creation or modification of areas of water such as reservoirs, lakes, ponds, wetlands and marshes, which attract gulls and waterfowl; nature reserves and bird sanctuaries; and sewage disposal and treatment plant and outfalls, which can attract gulls and other species. Planting trees and bushes normally creates a bird hazard only when it takes place relatively near to an aerodrome, but a potential starling roost site further away from an aerodrome can create a hazard. Mineral extraction and quarrying can also create a bird hazard because, although these processes do not in themselves attract birds, the sites are commonly used for landfill or the creation of wetland. Circ. 01/03 requires East Midlands Airport to ‘safeguard’ all proposals for developments which are likely to attract birds within 13km of the Airport. The Airport welcomes and encourages pre-application discussions with developers over such schemes in this 13km zone. An assessment of the birdstrike impact of the types of development listed above should accompany any proposals for such developments within 13km of East Midlands Airport. The assessment should include details of pre-application discussions held with the Airport, the individual potential bird attractant features of the proposed development and also whether the development, when combined with existing land features, will make the safeguarded area, or parts of it, more attractive to birds or create a hazard such as bird flightlines across aircraft flightpaths.
17	Building for life assessment
	All major residential developments in Charnwood, Leicester City and North West Leicestershire areas require an assessment following the Building for Life national standard for well-designed homes and neighbourhoods. Further details on the criteria and assessment requirements can be found on the CAGE web site http://www.buildingforlife.org/about This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
18	Coal Mining risk assessment
	A coal mining risk assessment is required to accompany all applications, except for householder applications, located in Coal Mining Referral Areas. This affects applications submitted to NW Leicestershire and Leicestershire County Council See link: http://www.coal.gov.uk/services/planning/development-management-strategy.cfm
19	Economic statement
	Where the viability of a scheme is considered to be a material consideration then such information should accompany the application. Applications may need to be accompanied by a supporting statement identifying any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. In many cases the Economic Statement may be incorporated within other submitted documents, such as the Planning Statement or Environmental Statement, this should be clearly indicated.
20	Environmental Impact Assessment
	The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) sets out the circumstances in which an Environmental Impact assessment is required. An assessment is required for schedule 1 developments and maybe required for schedule 2 developments. Where EIA is required, Schedule 4 to the Regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the Local Planning Authority decides whether to grant planning consent. It may be helpful for a developer to request a ‘screening opinion’ (i.e. to determine whether EIA is required) from the Local Planning Authority before submitting a planning application. Where EIA is necessary, a ‘scoping letter’ shall also be sent to the Local Planning Authority in accordance with the 1999 Regulations in order to agree the methodology and broad content of the Environmental Statement. In cases where a full EIA is not

	required, the Local Planning Authority may still require environmental information to be provided.
21	Flood risk assessment
	<p>Householder and similar minor developments in Flood Zones 2 or 3 are covered by Standing Advice and do not require consultation with the Environment Agency. The Local Authority is however required to check the planning application to ensure that mitigation measures have been incorporated in the submitted details. The following is a link to the Environment Agency's Standing Advice consultation matrix and provides a form to be completed to negate the need for a Flood Risk Assessment. http://www.environment-agency.gov.uk/static/documents/Research/FRSA_LPA.pdf</p> <p>A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. In areas vulnerable to non-fluvial flooding a Flood Risk Assessment may be required in some cases even if outside a designated Flood Zone. see PPS25</p> <p>It should be noted that a flood risk Sequential Test (to be applied by the local planning authority) is applicable to all development proposals (other than applications for minor development and changes of use) occurring within Flood Zones 2 and 3. The Practice Guide that accompanies Planning Policy Statement 25 (PPS 25) explains that it is an applicant's responsibility to provide the evidence base upon which a Local Planning Authority decides if a development proposal is sequentially appropriate unless the site has already been sequentially tested through the Local Development Framework process (Paragraph 4.25/PPS 25 Practice Guide). This is further explained in the Environment Agency's advice note on 'Demonstrating the flood risk (PPS 25) Sequential Test for Planning Applications', which is available at: http://www.environment-agency.gov.uk/static/documents/Research/SequentialTestProcess.pdf</p> <p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUD's) and address the requirements for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should be prepared by an applicant in consultation with the Local Planning Authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. Planning Policy Statement 25: 'Development and Flood Risk (March 2010) PPS25 provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. It is recommended that applicants view the Environment Agency's Flood Risk Standing Advice website www.environment-agency.gov.uk for further advice on Flood Risk assessments and requirements of the Environment Agency.</p>
22	Heritage Statement (including historical, archaeological features and Schedule Ancient Monument)
	<p>Heritage Statements are required for applications that affect</p> <ul style="list-style-type: none"> Listed Buildings Conservation Areas Scheduled Monuments Registered Parks & Gardens Registered Battlefields <p>And involve the disturbance of the ground or is located in an area of archaeological potential or subject of major development proposals, please see PPS5 or guidance and refer to the Leicestershire and Rutland Historic Environment Record.</p> <p>A Heritage Statement is required where appropriate to address the particular circumstances of each application. The level of detail required for each application should be informed by pre application advice, together with Government guidance in PPS5, and the following publications:-</p> <p>English Heritage publications (see www.english-heritage.org.uk)</p> <ul style="list-style-type: none"> • 'A Charter for English Heritage Advisory Services' • 'Informed Conservation' • 'Understanding Historic Buildings: A guide to good recording practice.' • 'The Setting of Heritage Assets' <p>English Historic Towns Forum's (see www.ehtf.org.uk)</p> <ul style="list-style-type: none"> • 'Making Better Applications for Listed Building Consent' <p>Photos of those parts of the building affected by the proposed works should be included. Photos/photomontages may be required to view a proposal in its setting.</p>

	<p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. The following is a guide to the sort of information that may be required for different types of application.</p> <p>23. For applications for Listed Building Consent, a written statement that includes a schedule of works to the Listed Building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required. A structural survey may be required in support of an application for Listed Building Consent.</p> <p>24. For applications for Conservation Area Consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.</p> <p>25. For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including Listed Buildings and structures, historic parks and gardens, historic battlefields and Scheduled Ancient Monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required.</p> <p>26. For all applications involving the disturbance of ground within an Area of Archaeological Significance as defined in local policies, or in other areas the subject of major development proposals or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.</p> <p>27. The character and nature of a Heritage Statement should reflect both the particular heritage interest of the site and its surroundings as well as the nature of the proposal itself.</p> <p>Further advice on Heritage Assets is provided in <i>Planning Policy Statement 5 'Planning and the Historic Environment'</i>, (March 2010). PPS5,</p>
23	Land Contamination Assessment
	<p>Should the proposed development area be known to be contaminated or suspected the applicant shall provide additional information, see <i>Planning Policy Statement 23 'Planning and Pollution Control'</i> (November 2004) PPS23. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks that it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. Further guidance 'Model Procedures for Management of Land Contamination' CLR Report 11, is available at: http://publications.environment-agency.gov.uk/pdf/SCHO0804BIBR-e-e.pdf</p>
24	Landfill Statement
	<p>"Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002"</p> <p>A planning permission may be granted for a landfill only if the requirement of paragraph 1(1) of Schedule 2 to these Regulations have been taken into consideration</p> <ol style="list-style-type: none"> 1) The distances from the boundary of the site to residential and recreational areas, waterways, water bodies and other agricultural or urban sites; 2) The existence of groundwater, coastal water or nature protection zones in the area; 3) the geological or hydrological conditions in the area 4) risk of flooding, subsidence, landslide or avalanches on the site: and 5) the protection of the natural or cultural heritage in the area <p>Additionally</p> <p>Information is required on the types and quantities of waste both in tonnages and volumes. Pre-settlement / post settlement contours for landraising / landfill. Relevant leachate and gas management systems, litter management, health impact assessment, origin of waste and locations, type and location of the pre-treatment of the wastes by waste – type.</p>
25	Lighting Assessment
	<p>Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of the proposed external lighting and the hours when the lighting would be switched on. These details should include a layout plan with beam orientation and a schedule of the equipment in the design. Submission of an 'isolux' or similar drawings showing the luminance at specified heights above ground level may also be requested for particularly sensitive proposals or sites, such as sports floodlighting in rural or residential areas. 'Lighting in the Countryside: Towards Good Practice' (1997) is a valuable guide for local planning authorities, planners, highway</p>

	engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.
26	Noise Impact Assessment
	Application proposals that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in <i>Planning Policy Guidance Note 24: Planning and Noise</i> (September 1994). PPG24
27	Open Space assessment
	Is required for all major residential development and for development which affect open spaces. Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning permission is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by the Local Authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in <i>Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation</i> (July 2002). PPG17
28	Photographs and Photomontages
	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area or a Listed Building. They may form part of the Design and Access Statement or the Heritage Statement.
29	Planning Obligations and Draft Heads of Terms
	Planning Obligations (or “Section 106 Agreements”) are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Whilst they form a vital part of the Development Management framework, they can cause considerable delay to the approval of a planning application. Where they are required it is strongly recommended that a draft Section 106 Agreement or Unilateral Undertaking is submitted with the planning application. If this not possible, a minimum requirement for validation will be the submission of a statement of the proposed draft Heads of Terms, summarising the key obligations within a proposed Agreement or Undertaking. A model Draft Heads of Terms is available. Local Development Plan Documents may contain policies that give details of likely Planning Obligation requirements. Further advice on Planning Obligations is available in Circular 05/2005 Planning Obligations and a model Section 106 Agreement is available on the Communities and Local Government website.
30	Planning Statement
	A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. This is particularly important where a proposal does not accord with adopted policies. It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate Statement of Community Involvement may also be appropriate. Sustainability should be addressed within the statement, including sustainable design and construction of buildings together with provision for on-site renewable energy generation.
31	SAC’s (River Mease Catchment Area) report
	River Mease Special Area of Conservation(SAC)is a European designation, part of which falls within the administrative district of North West Leicestershire. Special Areas of Conservation (SACs) are strictly protected sites designated under the EC Habitats Directive and the designation includes the River Mease and its tributaries. This SAC is also a site of Special Scientific Interest (SSSI). Where development is proposed within the SAC designation in its administrative area, the District Council as the competent authority under the EC Habitats Directive is required to prepare an Appropriate Assessment to assess the impact on the integrity of the European site. Part I B of ODPM Circular 06/2005 Biodiversity and Geological Conservation - Statutory Obligations and their Impact within the Planning System describes the procedure for the consideration of plans and projects likely to affect European and Ramsar sites. The procedure is summarised in the flow chart in Figure I of ODPM Circular 06/2005 . In order to prepare the necessary Appropriate Assessment the District Council requires (Under Regulation 48(2) of the Conservation (Natural Habitats & C) Regulations 2010) that in relation to any development within the River Mease Special Area of Conservation Designation, that all applications are accompanied by a report demonstrating that the proposed development would have no adverse impact on the integrity alone of the River Mease SAC or in combination with other proposals. Any applicant is likely to need to appoint

	<p>expertise in ecology, drainage, water quality and or hydrology to assist in the preparation of such a report. The scope of the report should address the following matters:</p> <ul style="list-style-type: none"> - Water Quality (in relation to the relevant targets in the sites conservation objectives) - Water Volumes (in relation to the relevant targets in the sites conservation objectives) <p>For further information go to http://www.nwleics.gov.uk/pages/developments_within_the_catchment_area_of_the_river_mease_special_area_of_conservation</p>
32	Statement of Community Involvement
	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.
33	Structural Survey
	A structural survey will be required in support of an application if the proposal involves substantial demolition, or for example, barn conversion applications or development which may affect the structural stability of buildings/structures
34	Special Protection Area (SPA) sites (Rutland Water) report
	<p>Rutland Water Special Protection Area (SPA) is a European designation, within the administrative area of Rutland County Council. Special Protection Areas (SPAs) are strictly protected sites designated under the EC Habitats Directive and the designation includes Rutland Water and the surrounding area. Rutland Water is also a site of Special Scientific Interest (SSSI) and Ramsar site.</p> <p>Where development is proposed within the SPA designation the County Council, as the competent authority under the EC Habitats Directive, is required to prepare an Appropriate Assessment to assess the impact on the integrity of the European site. Part I B of ODPM Circular 06/2005 Biodiversity and Geological Conservation - Statutory Obligations and their Impact within the Planning System describes the procedure for the consideration of plans and projects likely to affect European and Ramsar sites. The procedure is summarised in the flow chart in Figure 1 of ODPM Circular 06/2005.</p> <p>In order to prepare the necessary Appropriate Assessment the County Council requires (Under Regulation 48(2) of the Conservation (Natural Habitats &c) Regulations 2010) that in relation to any development within the Rutland Water Special Protection Area Designation, that all applications are accompanied by a report demonstrating that the proposed development would have no adverse impact on the integrity alone of the Rutland Water SPA or in combination with other proposals. Any applicant is likely to need to appoint expertise in ecology, drainage, water quality and or hydrology to assist in the preparation of such a report.</p> <p>The scope of the report should address the following matters:</p> <ul style="list-style-type: none"> - Water Quality (in relation to the relevant targets in the sites conservation objectives) - Water Volumes (in relation to the relevant targets in the sites conservation objectives) - Impact of the proposal on wildfowl and other animal species, with particular reference to potential disturbance. <p>For further information on the SPA status of Rutland Water please visit http://www.jncc.gov.uk/pdf/SPA/UK9008051.pdf, and for details of the SSSI status please visit http://www.sssi.naturalengland.org.uk/Special/sssi/sssi_details.cfm?sssi_id=1001220.</p>
35	Telecommunications Development– supplementary information
	Planning applications and applications for prior notification by telecommunications code operators for masts and antenna development should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Applications shall also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio-frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Best Practice on Mobile Phone Network Development (2002) .
36	Town Centre Uses –Evidence to accompany applications
	<i>Planning Policy Statement 4 : Planning for Sustainable Economic Growth (December 2009)</i> , sets out the main town centre uses to which the policy applies, including retail, leisure, office, cultural and tourist uses. Policies EC14 to EC17, in particular, set out the key considerations for which applicants should present evidence. The level, type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. A Retail Assessment and/or a Sequential Assessment is required for developments as identified in PPS4 or in the authorities local development plan.
37	Transport assessment

	<p>Should be submitted where the proposed development has significant transport implications and should be proportionate to the proposal. It should cover accessibility, sustainability and mitigation measures. Please see Circular Department of Transport Circular 2/07 and related guidance.</p> <p>The County Councils define the different types of transport statement needed depending on the development - see their web sites</p> <p>For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm</p> <p>For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx</p>
38	Travel Plan
	<p>A travel plan is a package of measures or agreed outcomes aimed at reducing reliance on the private motor vehicle and reducing congestion.</p> <p>If the Transport assessment identifies a need for a travel plan a draft should be submitted alongside planning applications, as advised by <i>Planning Policy Guidance Note 13 : Transport (as amended Jan 2011)</i>, PPG13 paragraphs 86-90.</p> <p>The County Councils also define when a Travel Plan is required depending on the development - see their web sites</p> <p>For Leicestershire County Council http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm</p> <p>For Rutland County Council http://www.rutland.gov.uk/transport_and_streets/travel_planning/development_related_travel_pla.aspx</p> <p>Further advice is available in Good Practice Guidelines : Delivering Travel Plans Through the Planning Process (CLG and DfT, 2009), also Travel Plans and Planning</p>
39	Ventilation/Extraction statement
	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
40	Wind Turbines - Aviation Impact Assessment
	<p>Wind powered generator turbines can create certain problems for aviation. In addition to their potential for presenting a physical obstacle to air navigation, wind turbines can affect signals radiated from and received by aeronautical systems, specifically radar systems. Circ. 01/03 requires East Midlands Airport to 'safeguard' all proposals for wind turbines within 30km of the Airport. The Airport welcomes and encourages pre-application discussions with developers over proposed schemes in this 30km zone. An assessment of the impact of any wind turbines on the aeronautical systems at East Midlands Airport should accompany any proposals for new wind turbines within 30km of the Airport. The assessment should include details of pre-application discussions held with the Airport as recommended by Renewables UK (previously British Wind Energy Association) and include a copy of the submitted pre-planning proforma for enquiries on all new wind energy developments.</p>
Explanation of other terms, assessments and report	
41	Access Arrangements
	<p>All accesses should be in accordance with the Highway Authorities design guidelines. (http://www.leics.gov.uk/index/highways/road_improvements/htd.htm)</p> <p>Temporary accesses, turning and impact on pedestrian movements should be assessed during the life of the development and construction period.</p>
42	Affordable Housing Market Assessment
	<p>Assessment of the housing market need in the location of the development and how the development would contribute to identified housing needs. This is produced by the local authority.</p>
43	Conservation Area Character Appraisal
	<p>Produced by local authorities can be used to assist in producing Heritage Statement</p>
44	Daylight / Sunlight Assessment
	<p>In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight</p>

	enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may be assessed taking account of BRE guidelines on daylight assessments or requirements of the Local development plan. It is therefore recommended that applications with such an impact be accompanied by a daylight/sunlight assessment. It should be noted that the grant of planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959 . See Building Research Establishments web site
45	Ecological Survey – See I5 Biodiversity Survey and Report
	A proposed development should assess the local / national ecological value of the proposed application area. Proposed development should mitigate and enhance ecological value of the land through the proposed development. Please see PPS9 . See guidance below on where, when, how and what to include in a survey and report.
46	Foul Sewerage and Utilities Assessment
	<p>Most new development require connections to existing utility services, including electricity and gas supplies, telecommunications, water supply, foul and surface water drainage and disposal. If an application proposes to connect a development to existing facilities then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99; <i>Building Regulations Approved Document Part H</i>; and in <i>BS6297</i>. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.</p> <p>The applicant may be required to demonstrate:</p> <ul style="list-style-type: none"> (a) that following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and, (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.
47	Geotechnical Survey/Stability Report
	This is likely to be the required where the development would affect or be affected by unstable land. This includes sites subject to effects of underground cavities, unstable slopes and ground compression. Planning Policy Guidance Note 14: Development on Unstable Land provides general guidance, while its two Annexes relating to landslides and subsidence provide more detailed guidance relating to the form and content of information required as part of a planning application.
48	National Forest and Charnwood Forest area
	Proposal within these areas should take into consideration relevant strategies and planning policies
49	Parking Provision
	Applications may be required to provide details of existing and proposed parking provision. These details should be shown on a site layout plan. Where appropriate, provision should be made for parking spaces for the disabled and visitors. Where parking provision is above or below the standards recommended by the Local Highway Authority (or where there are no standards), the level of provision may need to be justified, taking account of the particularly circumstances relating to the proposed development and site. http://www.leics.gov.uk/index/highways/road_improvements/htd.htm
50	Protected Species Survey and Report – See I5 Biodiversity Survey and Report

	Some proposed developments may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high possibility that a protected species will be present. Please refer to 'Biodiversity Survey and Report / Ecological Survey / Protected Species Survey and Report ; Local Requirements for Protected Species'. See guidance below on where, when, how and what to include in a survey and report.
51	Refuse Storage and Recycling facilities
	All proposals involving the creation of new dwellings or new retail, business, industrial or leisure or other similar developments will be required to be accompanied by details of proposed facilities for the storage and collection of refuse, including access for refuse collection vehicles and recycling facilities.
52	Site Waste Management Plan
	<p>The Waste Management Plans Regulations 2008 came into force in April 2008 which means that any construction project in England costing over £300k needs a Site Waste Management Plans (SWMP) before work can begin. The regulations apply to:</p> <ul style="list-style-type: none"> • new build • maintenance • alteration or installation/removal of services such as sewerage, water. <p>Proposed new development should be supported by SWMP of the type encouraged by the code of practice published in 2008 by DEFRA entitled 'Guidance for Site Waste Management Plans'. These do not require formal approval by the planning authority, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.</p> <p>All proposed Major developments should aim to reduce the volume of waste provided and landfilled. The waste management plan should identify opportunities for the reuse, recycling, recovery and how off site disposal of waste would be reduced</p> <p>Further information and advice on SWMPs is available at:</p> <ol style="list-style-type: none"> 1. Site Waste Management Plan Regulations 2008 (OPSI website): http://www.legislation.gov.uk/ukSI/2008/314/contents/made 2. Non-statutory guidance for site waste management plans (April 2008, PDF 150 KB): http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-guidance.pdf 3. Toolkits available to assist production of a SWMP (PDF 40 KB): http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-toolkit.pdf 4. Cost benefit analysis for the introduction of SWMPs for the construction and demolition industry (PDF 700 KB): http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-cost-benefits.pdf 5. Questions and answers (PDF 15 KB): http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-qanda.pdf
53	Summaries of Planning Applications
	The principal aim of a summary is to introduce the scheme to parties who are not familiar with the details of the proposed development and to assist in community involvement in the planning process. Where the supporting information for a major application exceeds 100 pages (excluding the application form itself), applicants should submit a summary of the whole scheme. This summary should be no more than 20 pages long and should provide an overview of the proposal and a clear description of its key impacts. If a development proposal is already subject to Environmental Impact Assessment (EIA), the non-technical summary of the resulting Environmental Statement is likely to provide most of the necessary information. Applicants should simply summarise any other key topics that are outside the scope of EIA. To avoid unnecessary duplication the summary may form part of the Design & Access Statement or Planning Statement, but to assist with validation procedures it should be clearly identified within the document.
54	Sustainability
	It is recommended that a sustainability statement is submitted for all major planning applications to demonstrate the sustainability principles of the proposed development, including the positive environmental, social and economic considerations. This can be included in the design and access statement and should be clearly identified in the document.
55	Tree Survey and Arboricultural implications
	Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information is required by the IAPP forms on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in Relation to Construction –

	Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.
56	Visual Impact Assessment / Landscape Character Assessment
	This is not a requirement but can be produced as a separate assessment or part of the Design and Access Statement. It should include an assessment of the visual impact of the development taking into consideration the existing landscape character and how the proposed development would integrate within the local landscape and environment.

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Biodiversity Survey and Report / Ecological Survey / Protected Species Survey and Report

Appendix III

PART I LOCAL REQUIREMENTS FOR PROTECTED SPECIES

Where a proposed development is likely to affect species protected under the [Wildlife and Countryside Act 1981](#) (as amended), the [Conservation of Habitats and Species Regulations 2010](#), the [Protection of Badgers Act 1992](#), and / or species of principal importance listed under Section 41 of the [Natural Environment and Rural Communities Act 2006](#), the applicant must submit an up-to-date Protected Species Survey and Assessment.

Please refer to [Table I](#) (Column I) which provides guidance on when a survey is needed for particular species. Please note that this table is intended to assist the identification of a proposal for which a protected species survey will be required. It should be noted that there may be instances which fall outside those described where a protected species survey is required.

Protected species surveys and assessments must be submitted up-front with a planning application. Planning applications cannot be determined until surveys have been done to an acceptable standard, in accordance with paragraph 99 of ODPM Circular 06/2005. Further guidance is available in [Planning Policy Statement 9: Biodiversity and Geological Conservation \(PPS9\)](#) (August 2005), PPS9 is accompanied by a Government Circular: [Biodiversity and Geological Conservation – Statutory Obligations and their Impact Within the Planning System](#) (ODPM Circular 06/2005, Defra Circular 01/2005) and [Planning for Biodiversity and Geological Conservation: A Guide to Good Practice](#).

The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. See [Table 4](#) for more information on survey times for different species.

Where surveys involve disturbance, capture or handling of a protected species, only a licensed person can undertake such surveys. Licences are issued by Natural England; see the Wildlife Management and Licensing Service <http://www.naturalengland.org.uk/ourwork/regulation/wildlife/default.aspx>.

Further information on appropriate survey methods can be found in *Sources of Survey Methods* compiled by the Institute of Ecology and Environmental Management; available at: <http://www.ieem.net/surveymethods.asp>. Further advice on bat surveys, assessment and mitigation is available in the *Bat Protocol*, published by Leicestershire and Rutland Environmental Records Centre (<http://www.leics.gov.uk/index/environment/naturalenvironment.htm>).

The survey may be informed by the results of a search for ecological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

Data searches can be carried out by Leicestershire and Rutland Environmental Records Centre (<http://www.leics.gov.uk/index/environment/naturalenvironment.htm>).

Information on species distribution may also be obtained from the National Biodiversity Network (NBN): www.nbn.org.uk.

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated;
- How species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain;
- How features or habitats used by protected species can be enhanced, restored or added to.

It is illegal to disturb protected species or the places in which they live; further information is available from www.jncc.gov.uk. Licences may be needed to carry out work that could affect protected species – further information and downloadable forms are available from the Wildlife Management and Licensing Service of Natural England at <http://www.naturalengland.org.uk/ourwork/regulation/wildlife/default.aspx>

The information provided in response to the above requirements should be consistent with that required for an application to Natural England for a European Protected Species Licence. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

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TABLE I
Local Requirement for Protected Species: Criteria and Indicative Thresholds
(Trigger List) for when a Survey and Assessment is Required

Column I Proposals for Development That Will Trigger a Protected Species Survey	Species Likely To Be Affected And For Which A Survey Will Be Required										
	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	★ Dormouse	Kingfisher	Water Vole	Badger	Reptiles	White-cld crayfish
<p>Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially</p> <ul style="list-style-type: none"> ▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with wooden buildings and structures close to woodland, trees and/or water, particularly those with weather boarding, hanging tiles ▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and ▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground). <p>Proposals involving lighting of churches and listed buildings or flood lighting of green space close to woodland, water, field hedgerows or</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Proposals affecting woodland, parkland, large gardens with trees or field hedgerows and/or lines of trees with obvious connectivity to	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> ▪ mature and veteran trees; ▪ trees with obvious holes, cracks or cavities. 	<input type="checkbox"/>		<input type="checkbox"/>								
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices or caves.	<input type="checkbox"/>		<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
Major proposals within 500m of a pond or Minor proposals within 100m of pond (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than				<input type="checkbox"/>							
Proposals adjacent to or affecting rivers, streams, canals, lakes, or other aquatic habitats.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
Proposed development affecting any buildings, structures, feature or locations where protected species are known to be present*.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.	Bats	Barn Owls	Breeding Birds	Great Crested Newt	Otters	★ Dormouse	Kingfisher	Water Vole	Badgers	Reptiles	White-cld crayfish

★: Note that Dormice are very rare in Leicestershire and Rutland, and the only recent confirmed records are from a few woodlands to the south of the two Counties.

Exceptions for When a Full Species Survey and Assessment may not be Required

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- b. Evidence is provided in e.g. the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation, that no protected species are present.

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PART II LOCAL REQUIREMENTS FOR DESIGNATED SITES AND PRIORITY HABITATS

Where a proposed development is likely to affect designated sites and priority habitats, the applicant must submit an *Ecological/Geological Survey and Assessment*.

Please refer to [Table 2](#) and [Table 3](#).

The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see [Table 4](#)), in suitable weather conditions and using locally or nationally recognised survey guidelines/methods where available.

Further information on appropriate survey methods can be found in *Sources of Survey Methods* compiled by the Institute of Ecology and Environmental Management; available at: <http://www.ieem.net/surveymethods.asp>.

The survey may be informed by the results of a search for ecological and/or geological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and, where appropriate, around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The **Assessment** should identify and describe potential development impacts likely to harm designated sites and priority habitats (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated;
- How area (hectares) of priority habitat on the site are likely to change after development e.g. whether there will be a net loss or gain;
- How designated sites and priority habitats can be enhanced, restored or added to.

Information on **Local Wildlife Site criteria** for Leicester, Leicestershire and Rutland is available from Leicestershire and Rutland Environmental Records Centre (<http://www.leics.gov.uk/index/environment/naturalenvironment.htm>). Existing environmental information may be available from Local Record Centres, Wildlife Trusts, and Local RIGS Groups etc. Also online information on internationally and nationally designated sites can be found at: www.natureonthemap.org.uk

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TABLE 2
Local Requirements for Designated Sites and Priority Habitats
Criteria (Trigger List) for When a Survey and Assessment are Required

I. DESIGNATED SITES	
Internationally designated sites	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
Regionally and locally designated sites	Local Wildlife Site (formerly known as Site of Importance for Nature Conservation) Local Nature Reserve (LNR)
2. PRIORITY HABITATS (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)	
<ul style="list-style-type: none"> ▪ Arable field margins ▪ Eutrophic standing waters ▪ Hedgerows ▪ Inland rock outcrop ▪ Floodplain grazing marsh ▪ Lowland calcareous grassland ▪ Lowland dry acid grassland ▪ Lowland fens ▪ Lowland heathland ▪ Lowland meadows ▪ Lowland mixed deciduous woodland ▪ Mesotrophic lakes ▪ Open mosaic habitats on previously developed land ▪ Ponds ▪ Reedbeds ▪ Rivers ▪ Wet woodland ▪ Wood-pasture and parkland 	
3. OTHER BIODIVERSITY HABITATS	
(as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)	
<ul style="list-style-type: none"> ▪ Mature Trees ▪ Fast-flowing streams ▪ Spring and flushes ▪ Sphagnum ponds 	

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

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TABLE 3
Local Requirements For Designated Geodiversity Sites
Criteria (Trigger List) for when an Assessment is Required

I. DESIGNATED SITES	
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
Regionally and locally designated sites	Regionally Important Geological Site (RIGS) Local Nature Reserve (LNR)

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

Regional and Local Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Local RIGS Group) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

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TABLE 4 - ECOLOGICAL SURVEY SEASONS

Key: Optimal Survey Time ■
 Extending into ■

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers												
Bats Hibernation Roosts												
Bats Summer Roosts												
Bats Foraging/ Commuting												
Birds Breeding												
Birds Over Wintering												
Dormice												
Great-Crested Newts												
			AQUATIC			TERRESTRIAL						
Otters												
Reptiles												
Water Voles												
White-Clawed Crayfish												
Habitats/Vegetation												

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Figure 2
- Surveys conducted outside of optimal times (Figure 2) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Biological / Environmental Records Centre may have useful existing information and records.

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