

## Epping Forest District Council Planning Application Validation Requirements Checklist

**PLEASE NOTE THAT THE BELOW REQUIREMENTS ARE NECESSARY IN  
ORDER TO VALIDATE AN APPLICATION AS OF JANUARY 2019**

[\\*Not all built development and changes of use require planning permission and therefore may be “Permitted Development”. Please follow this link for more detail on this\\*](#)

Please note that Minerals and Waste planning applications are dealt with by Essex County Council.

# 1 of 3 - National Requirements

(See section 3 of 3 for Householder planning applications - i.e residential extensions/outbuildings)

| Information Item  | Policy Driver   | Applications that require this information  | Further information   | Where to look for further assistance  |
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| <b>Completed Application Form (1APP) and relevant fee (where required).</b> | Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7 | All applications for planning permission and associated consents,(except for applications for hazardous substance consent). | <p>Completed application form 1APP with all relevant certificates (included within form), signed and dated.</p> <p>It is recommended that planning applications and the fee is submitted to us electronically through the <a href="#">Planning Portal</a>. The Planning Portal has a fee calculator.</p> <p>Where a paper copy is your only option, then one copy must be submitted with the appropriate fee.</p> | <p><a href="#">Planning Portal Application Fee Calculator</a></p> <p><a href="#">Apply on Line via Planning Portal</a></p> <p><a href="#">Planning Fees and Charges</a></p>   |
| <b>Notice(s)</b>  | Town and Country Planning (Development Management Procedure) (England) Order 2015           | All applications  | <p>Must be served in accordance with Article 11, Town and Country Planning (Development Management Procedure) (England) Order 2015.</p> <p>“Owners” are freeholders or leaseholders with at least 7 years of the leasehold left unexpired.</p>  | <p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 13</a></p> <p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 14</a></p> |

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| <p><b>Design and Access Statement (DAS)</b></p> | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 9</p> | <p>These are only required for:-</p> <ul style="list-style-type: none"> <li>• Major Developments (defined as 10 or more residential units or the site of the residential development is 0.5 hectares or more in size. In the case of commercial development, then it is defined as 1,000 square metres or more, or the site area is 1 hectare or more).</li> <li>• Listed Building Consents</li> <li>• In a designated area (such as a Conservation Area) where the development consists of 1 or more dwellings, or where the provision of a building or buildings where the floor space created by the development is 100 square metres or more.</li> </ul> <p>Please note:<br/>Not required for applications for waste development, a change of use, engineering or mining operations or relates to an application to amend the conditions attached to a planning permission</p> | <p>Short report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should explain the design principles and concepts that have been applied to particular aspects of the proposal and cover:</p> <ul style="list-style-type: none"> <li>• The proposed use and amount of development proposed, its scale, layout, landscaping and overall appearance; and</li> <li>• How issues relating to access to the development have been dealt with including lifetime homes and wheelchair accessible housing.</li> </ul> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 9</a></p> <p><a href="#">Commission for Architecture and the Built Environment – Design and Access Statements (DAS): How to write, read and use them</a></p> <p><a href="#">Planning Portal: Design and Access Statements</a></p> |
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| <p><b>Site Location Plan</b><br/>Scale 1:1250 or 1:2500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications.</p> | <p>Site location plans should include:</p> <ul style="list-style-type: none"> <li>• At least two named roads;</li> <li>• All the surrounding buildings, roads and footpaths on land adjoining the site;</li> <li>• A red line around all the land required for the development, the subject of your planning application;</li> <li>• A blue line around all other land owned by the applicant close to or adjoining the application site.</li> </ul> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |
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| <p><b>Block Plan</b><br/>Scale 1:200 or 1:500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. It must show the proposal in relation to the site boundaries and other existing buildings on the site and adjacent sites. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications for demolition, replacement or new buildings and/or new extensions to existing buildings (except Outline applications where siting and layout is a reserved matter).</p> | <p>Should include the following:</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site (i.e. the current situation)</li> <li>• Precise positions of existing and, where appropriate, proposed vehicle accesses including dimensions;</li> <li>• All public rights of way crossing or adjoining the site;</li> <li>• The position of all trees and hedgerows on the site and adjacent land;</li> <li>• The extent and type of any hard surfacing;</li> <li>• The type and height of boundary treatment (e.g. walls, fences etc.).</li> <li>• Any Parking spaces</li> </ul> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |
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| <b>Elevations existing and proposed</b><br>Scale 1:50 or 1:100 of any new buildings or extensions. Must include a scale bar. | Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7 | All applications proposing new buildings or alterations to the exterior of existing buildings. | These should show clearly the proposed works in relation to what is already there. This must show: <ul style="list-style-type: none"><li>• All sides of the proposal and (where possible) the proposed building materials and the proposed style, materials and finish of windows and doors;</li><li>• Where a proposed elevation adjoins or is in close proximity to another building, drawings must clearly show the relationship between the buildings and detail positions of the openings on each property.</li><li>• State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development.</li></ul> | <a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a> |
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| <p><b>Floor plans, existing and proposed</b><br/>Scale 1:50 or 1:100 to show overall size of any new buildings or extensions. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications proposing new or amended floorspace, including loft conversions where dormer extensions are only proposed. (Except Outline Applications)</p> | <p>This should explain the proposal in detail, showing:</p> <ul style="list-style-type: none"> <li>• Where existing buildings or walls are to be demolished (if applicable);</li> <li>• Details of the existing building(s) as well as those for the proposed development.</li> <li>• Refuse bin facility and its position on site where new commercial development or new housing is proposed.</li> <li>• The entirety of any floor being altered.</li> <li>• State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development.</li> </ul> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |
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| <p><b>Site Sections (Existing and Proposed Finished Floor and Site Levels)</b><br/>Scale 1:50 or 1:100. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>Required for all applications (except outline applications) which involve a change in ground levels or where development is proposed next to changing ground levels.</p> <p>On sloping sites it will be necessary to show how proposals relate to existing ground levels where ground levels may be modified.</p> <p>Levels should also be taken into account in the formulation of Design and Access Statements (DAS), when a DAS is required.</p> | <p>Plan drawn to show a cross section through the proposed building(s).</p> <p>Where a proposal involves a change in ground levels, drawings must show both existing and finished levels across the site and the adjacent site(s). Drawings must include details of floor levels, building height and relationship to site boundaries.</p> <p>Full information should also be submitted to demonstrate:</p> <ul style="list-style-type: none"> <li>• How proposed buildings relate to existing site levels and neighbouring development;</li> <li>• Plans showing existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings</li> </ul> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |
| <p><b>Roof Plans</b><br/>Scale 1:100 or 1:200. Must include a scale bar.</p>  |  | <p>Required where a roof would be created or altered by the proposed development.</p>  | <p>Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.</p>  |   |



**Epping Forest District Council Planning Application Validation  
Requirements Checklist**

**PLEASE NOTE THAT THE BELOW REQUIREMENTS ARE NECESSARY IN  
ORDER TO VALIDATE AN APPLICATION AS OF JANUARY 2019**

**2 of 3 - Local Requirements**

**(See section 3 of 3 for Householder planning applications)**

**The information and reports referred to below are shown in alphabetical order; please refer to column 3 for the threshold criteria applicable to each application type.**

| Information Item   | Policy Driver  | Applications that require this information   | Further information   | Where to look for further assistance   |
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| <p><b>Affordable Housing (AH) Statement</b></p> <p><b>(see also the attached "Viability Statement" information item)</b></p> | <p>Local Plan Submission Version 2017 - Policies H 2 and H 3</p> | <ul style="list-style-type: none"> <li>On development sites which provide for 11 or more homes, or residential floorspace of more than 1000 sq m (combined gross internal area) the requirement is 40% of those homes to be affordable housing provided on site.</li> <li>Proposals that do not accord with this <u>must</u> be accompanied by a financial or viability appraisal and with supporting evidence. The Council will then undertake an independent validation review of the appraisal for which the applicant will bear the cost.</li> </ul> | <p>In line with the Code of Measuring Practice (RICS), the gross internal area calculation shall include:</p> <ul style="list-style-type: none"> <li>areas occupied by internal walls (whether structural or not) and partitions</li> <li>service accommodation such as WCs, showers, changing rooms, etc</li> <li>columns, piers (whether free standing or projecting inwards from an external wall), chimney breasts, lift wells, stairwells, etc</li> <li>lift rooms, plant rooms, tank rooms, fuel stores (whether or not above roof level)</li> <li>open-sided covered areas (should be stated separately)</li> </ul> <p>The gross internal area calculation shall exclude:</p> <ul style="list-style-type: none"> <li>open balconies</li> </ul> | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Planning Practice Guidance – Planning Obligations</a></p> <p><a href="http://www.rics.org/Global/Code_of_measuring_practice_6thedition_guidance.pdf">http://www.rics.org/Global/Code_of_measuring_practice_6thedition_guidance.pdf</a></p> |

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|  |  |                                   | <ul style="list-style-type: none"> <li>• open fire escapes</li> <li>• open-sided covered ways</li> <li>• open vehicle parking areas, terraces, etc</li> <li>• minor canopies</li> <li>• any area with ceiling height of less than 1.5m (except under stairways)</li> <li>• any area under the control of service or other external authorities</li> </ul> <p>Full details on the requirements of a financial and viability appraisal are contained in the Council's <i>"Guidance Note to Planning Applicants on the Submission of Viability and Financial Appraisals for Affordable Housing – January 2018"</i>, which is attached as Appendix B at the end of this document.</p> <p>The fees for the Validation of Viability Appraisals are attached as Appendix C.</p> |  |
| <b>Agricultural Buildings and Appraisals</b> | <p>Local Plan Policies, GB17A and GB17B</p> <p>Local Plan Submission</p> | <p>New Agricultural Buildings</p> | <p>Explanation/ justification of the agricultural need for the building – What it is to be used for and why it is needed.</p> <p>For larger holdings this may include an identification of the</p>   | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> |

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|  | <p>Version 2017 – Policy E3</p> | <p>Any applications proposing new agricultural workers dwellings or to remove agricultural occupancy conditions on existing dwellings.</p> | <p>use of other buildings within the site and if vacant, why they are unsuitable for the proposed use.</p> <p>Appraisals for new agricultural workers dwellings should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality. Full details of requirement are in policy E 3 B, of the Epping Forest District Local Plan (Submission Version) 2017.</p> <p>For removal of condition applications evidence should be submitted to show there is no functional or long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property for a minimum of one year has been publicised for sale with its agricultural occupancy status to other relevant interests in the locality.</p> |  |
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| <p><b>Air Quality Impact Assessment</b></p> | <p>Local Plan Submission Version 2017 – Policy DM 22</p> | <p>An appropriate assessment of air quality must be included with:</p> <ul style="list-style-type: none"> <li>• Any application that is required to provide a Transport Assessment (see Appendix A), and also meets the criteria in Appendix C.</li> <li>• Any other application that may adversely affect local air quality. This includes:             <ul style="list-style-type: none"> <li>➢ Emissions from biomass burning for heat and/or power generation</li> </ul> </li> <li>• Any application that may introduce new receptors to areas with existing pollution sources. In particular:             <ul style="list-style-type: none"> <li>➢ Residential developments close to Motorways, “A” Roads and busy “B” Roads, especially where congestion occurs.</li> </ul> </li> </ul> <p>Contact Environmental Health at <a href="mailto:erefuse@eppingforestdc.gov.uk">erefuse@eppingforestdc.gov.uk</a> (current contact Claire Jaggard) if you are unsure as to whether your proposal will require an Air Quality Assessment.</p> | <p>Air Quality Assessments should:</p> <ul style="list-style-type: none"> <li>• Clearly establish the likely change in pollutant concentrations at relevant receptors resulting from the proposed development, during both demolition, construction and operational phases. It must take into account the cumulative air quality impacts of those developments that already have planning permission but are yet to be completed.</li> <li>• Calculate pollutant emission costs associated with the proposal and determine the amount (value) of mitigation that is expected to be spent on measures to reduce the impacts.</li> <li>• Dispersion Modelling Assessment.</li> <li>• Necessary and appropriate mitigation measures</li> </ul> | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p>Epping Forest District Council Air Quality Planning Guidance Document (NOT YET AVAILABLE)</p> |
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| <b>Basement Impact Assessment and Basement Construction Management Statement</b> | Local Plan Submission Version 2017 – Policy DM 12 | All applications that include basements and other underground development, including householder applications. | <p>The Basement Impact Assessment should determine the schemes impact on drainage, flooding, trees, groundwater conditions and structural stability and must be undertaken by a suitably qualified person. A Basement Impact Assessment should include the following:</p> <ul style="list-style-type: none"> <li>• Screening and scoping studies.</li> <li>• Site investigations to address geological, geotechnical and hydrogeological issues, existing buildings and structures, watercourses, trees, underground utilities, constructed/consented schemes in proximity etc.</li> <li>• Consideration of archaeological issues</li> <li>• Flood risk (groundwater, surface water) and hydrological assessments</li> <li>• Numerical modelling of ground movements and ground/slope stability</li> </ul> |  |
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|  |  |  | <ul style="list-style-type: none"> <li>• Consideration of design issues such as impact on character, architecture, landscaping, biodiversity and trees, sustainable design (where not already addressed in a Design and Access Statement).</li> </ul> <p>A non-technical summary of the Basement Impact Assessment is expected to be provided in a format which can be easily understood by those with no technical knowledge and allow meaningful conclusions to be drawn from the outcomes of the report.</p> <p>Where indicated by the screening and scoping stage, a Basement Construction Management Statement will also be required in order to demonstrate how these impacts can be addressed. In addition to the findings of the Basement Impact Assessment, a Basement Construction Management Statement should provide information on:</p> <ul style="list-style-type: none"> <li>• Ground conditions and ground water;</li> </ul> |  |
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|  |  |  | <ul style="list-style-type: none"> <li>• Existing trees and infrastructure;</li> <li>• Drainage and flooding;</li> <li>• Vertical and lateral loads and movements;</li> <li>• Integrity of existing structures;</li> <li>• construction sequencing;</li> <li>• Construction monitoring, setting out how construction will be overseen by the relevant and suitably qualified persons; and</li> <li>• Proposed structural engineering general arrangement and details such as drawings of underpinning, piled wall etc.</li> </ul> <p>A Basement Construction Management Statement should include an assessment of both short and long term effects of movement expected to the property, adjoining properties and adjacent properties.</p> <p>A non-technical summary of the Basement Construction Management Statement is</p> |  |
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|  |  |  | <p>expected to be provided in a format which can be easily understood by those with no technical knowledge and allow meaningful conclusions to be drawn from the outcomes of the report.</p> <p>The Council may choose to consult (at the expense of the applicant) an independent suitably qualified person to undertake an independent assessment for specific cases where conflicting information has been presented to the Council, or where there are any particularly sensitive buildings, trees or other structures within close proximity to the site.</p> <p>A suitably qualified person in respect of Basement Impact Assessment and Basement Construction Management Statement should be:</p> <ul style="list-style-type: none"><li>• A Chartered Civil Engineer holding full chartered membership with Institute of Civil Engineers (MICE), and/or</li><li>• A Chartered Structural Engineer holding full chartered membership with Institute of</li></ul> |  |
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|                                |  |  | Structural Engineers<br>(MIStructE)   |   |
| <b>Economic Statement</b>      | Local Plan Submission Version 2017 – Policy E 1                              | Any application that <ul style="list-style-type: none"> <li>• results in the loss of existing employment uses;</li> </ul>  | <ul style="list-style-type: none"> <li>• Applications will need to be accompanied by a supporting statement demonstrating through evidence, including marketing of the site, that there is no longer a reasonable prospect of the site being used for the existing employment use.</li> </ul>                   | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a>   |
| <b>Environmental Statement</b> | Town and Country Planning (Environmental Impact Assessment) Regulations 2011 | Required in connection with all development identified within Schedule 1 or 2 of the regulations and which in accordance with Schedule 3 would constitute EIA development. | <p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement.</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement.</p> | <a href="#">Town and Country Planning (Environmental Impact Assessment) Regulations 2011</a><br><br><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a> |

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|  |   |  | An Environmental Statement in the form set out in Schedule 4 of the regulations must be provided.  |   |
| <b>Flood Risk Assessment</b><br><br><i>(see also Sustainable Drainage Checklist)</i> | Local Plan Submission Version 2017 – Policy DM 15 | <p>All proposals for new development within Flood Zone 3 and most proposals in Flood Zone 2.</p> <p>Any development within Flood Zone 1 on a site of more than 1 hectare.</p> <p>Visit the Government website for more details on when these are required and what should be included (see Flood Matrix link). Sites at greater risk of flooding may require the submission of a <u>sequential test</u> and possibly an <u>exceptions test</u>. (see advice link)</p> <p>Any developments within an EFDC Flood Risk Assessment Zone or Critical Drainage Area and all developments over 235m<sup>2</sup> outside of these areas.</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.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding to the development and the surrounding area. The FRA should include the design of surface water management systems including Sustainable Drainage (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> | <p><a href="#">Environment Agency</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Environment Agency Flood Matrix</a></p> <p><a href="#">Environment Agency Sequential Test and Exceptions Test advice</a></p> <p><a href="#">SuDS Design Guide</a></p> |
| <b>Foul Water Drainage Strategy</b>  | Local Plan Submission Version 2017 – Policy DM 16 | All development proposals (except householder extensions).   | <p>Details of foul water disposal.</p> <p>Where non-mains drainage is required, a drainage plan and details of the type of system (make, mode, capacity and outfall details) must be provided.</p>   | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p>Approved Document H – Drainage and waste disposal</p>   |

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|                                 |  |  |  | <a href="https://www.planningportal.co.uk/info/200135/approved_documents/71/part_h_-_drainage_and_waste_disposal">https://www.planningportal.co.uk/info/200135/approved_documents/71/part_h_-_drainage_and_waste_disposal</a> |
| <b>Health Impact Assessment</b> | Local Plan Submission Version 2017 – Policy D 2  | Required for all Use Class C2 developments and Use Class C3 residential developments of 50+ units.   | <p>The environmental impact upon health which would include the safety of an environment. Need to measure the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development.</p> <p>The information to be submitted is site specific. Refer to Essex Planning Officers' Association Guidance on Health Impact Assessments for further detail.</p> <p>Applicants are recommended to approach the Clinical Commissioning Groups and NHS Property Services to confirm the requirements.</p> | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a>   |
| <b>Hedgerows Survey</b>         | Local Plan policy LL7 and LL10<br><br>Local Plan Submission Version 2017 – Policy DM 5 | Where there are any hedgerows that might be affected by the development (other than garden hedges) over 20m long, over 30 years old and on or adjoining land used for agriculture or forestry, the breeding or keeping | These need to be clearly marked on the submitted plans as they may form hedgerows protected under the Hedgerows Regulations 1997.  | <a href="#">Hedgerows Regulations 1997</a><br><br><a href="#">Natural England Hedgerow Advice</a>   |

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|                                  |  | <p>of horses, ponies or donkeys, common land, village greens, Sites of Special Scientific Interest or Local Nature Reserves.</p>   |   | <p><a href="#">Defra Guide to the Law and Good Practice</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p>   |
| <p><b>Heritage Statement</b></p> | <p>Local plan policies, policies HC1, HC2, HC3, HC5, HC6, HC7, HC9, HC10, HC11, HC12, HC13, HC13A, HC14 and HC16</p> <p>Local Plan Submission Version 2017 – Policy DM 7</p> | <p>Applications which <u>may</u> affect:</p> <ul style="list-style-type: none"> <li>• Designated heritage assets (Listed Buildings, Scheduled Ancient Monuments (SAMs), Historic Parks and Gardens, Conservation Areas);</li> <li>• Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Local List Buildings;</li> <li>• Applications for Listed Building Consent;</li> <li>• Ancient landscapes</li> </ul> | <p>The Heritage Statement should; include a description of the significance of any heritage asset affected, including the contribution made by its setting; provide an evaluation of the impact the development may have on this significance; and demonstrate how the significance of the heritage asset has informed the design of the proposed development.</p> <p>Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings, historic maps and other relevant sources. A structural survey may also be required in support of any demolition works.</p> <p>The level of information required is proportionate to the significance of the asset and the extent of the works proposed and as the scope of detail necessary will vary according to</p> | <p><a href="#">Historic Environment Practice Guide</a></p> <p><a href="#">Heritage Gateway</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Heritage Statements</a></p> |

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|                                 |   |  | the particular circumstances of each case applicants are advised to discuss proposals with the Council before any application is made.   |   |
| <b>Housing Needs Assessment</b> | Local Plan Submission Version 2017 – Policy H 3 | For small-scale affordable housing schemes related to smaller settlements (rural exception sites). | <p>The assessment should demonstrate, with relevant and sufficient evidence, that there is social or economic need for affordable housing for local residents which cannot be met in any other way and which can reasonably be expected to persist in the long term.</p> <p>For the purposes of the assessment 'local resident' is defined as:</p> <ul style="list-style-type: none"> <li>• Persons who have been permanently resident in the specified parish for at least 2 years; or</li> <li>• Persons who are no longer resident in the specified parish but who have been resident there for at least 3 years during the last 5 years; or</li> <li>• Persons who are in permanent employment in the specified parish and have been for a minimum of 2 years and are working at least an</li> </ul> | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a> |

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|  |  |  | <p>average of 24 hours per week; or</p> <ul style="list-style-type: none"><li>• Persons who have close relatives (i.e. parents, grandparents, children, brother or sister) living in the specified parish who have lived there for at least 5 years.</li></ul> |  |
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| <p><b>Land Contamination Assessment</b></p> | <p>Local Plan policy RP4</p> <p>Local Plan Submission Version 2017 – Policy DM 21</p> | <p>A Phased Land Contamination investigation shall be carried out and submitted on applications where there is potential for contaminants from onsite or offsite sources to be present or where vulnerable receptors are proposed.</p> <p>Should the Phase 1 Land Contamination preliminary risk assessment identify the presence of potentially unacceptable risks, a Phase 2 site investigation shall be carried out and submitted.</p> <p>Should Land Contamination Remediation Works be identified as necessary then a detailed remediation scheme to bring the site to a condition suitable for the intended use shall be submitted.</p> | <p>The NPPF states that Competent Persons with relevant qualifications, experience and membership of relevant professional organisations should be employed to prepare site investigation information and the Land Forum (formerly The National Brownfield Forum set up by DCLG and DEFRA) have developed the National Quality Mark Scheme (NQMS) to provide a list of <b>Suitable Qualified Persons (SQP)</b>. Detailed site specific land contamination information for inclusion in reports (e.g. screenshots from the Councils land contamination database and extracts from historic aerial photographs) can be supplied to developers under a Pre-Application Enquiry.</p> | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">EFDC Contaminated Land Development Guidance</a></p> <p><a href="#">CLAIRE NQMS for Contaminated Land Management</a></p> <p><a href="#">SQP Register</a></p> |
| <p><b>Lighting Assessment</b></p>           | <p>Local Plan Submission Version 2017 – Policy DM 21</p>                              | <p>All applications, except householder proposals, where it is proposed to incorporate external lighting including security lighting and floodlights.</p>   | <p>A technical specification, layout plan with beam orientation and a schedule of the equipment in the design and lighting spill shall be submitted with external lighting applications. Other than within private domestic properties, the assessment should also include intended hours of illumination.</p>   | <p><a href="#">DCLG Guidance - Lighting in the Countryside: Towards Good Practice</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p>  |



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|  |   |  | Where there is potential for glare or dazzle a lighting orientation plan should be submitted that shows the distance of any illuminations from the existing highway.                                     |   |
| <b>Noise Assessment</b>                | Local Plan Submission Version 2017 – Policy DM 21 | <p>Assessments shall be required for:</p> <ul style="list-style-type: none"> <li>• Applications for industrial uses that share a common boundary with residential properties and could potentially raise issues of disturbance by noise to the occupants;</li> <li>• Applications for industrial uses that are sited in noise sensitive areas due to wildlife designations;</li> <li>• Applications for developments that are considered to be noise sensitive (such as residential developments, care homes, etc.) and which are close to a significant source of noise (such as a major road)</li> </ul> | The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient sound insulation (or other mitigation) to avoid any harm to the adjacent residents. | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a>                                   |
| <b>Parking Provision Plan/Analysis</b> | Local Plan Submission Version 2017 – Policy T 1   | <p>Except for householder planning applications, all applications likely to result in either:</p> <ul style="list-style-type: none"> <li>• a loss or gain in parking provision on site; or</li> </ul>  | For all applications the existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan and detailed                            | <a href="#">Essex Parking Standards: Design and Good Practice</a><br><br><a href="#">CLG/DfT - Manual for Streets</a> |

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|  |  | <ul style="list-style-type: none"> <li>an increase in parking demand.</li> </ul>  | <p>within the application (either through the forms or via a separate statement). All new parking dimensions should comply with the current Parking Standards and parking space dimensions should be detailed within the application (either on the plans or within supporting documentation). If there are any spaces with smaller dimensions than the adopted Standards then an explanation to justify this should be given.</p> <p>For sites that provide less on-site parking provision than the requirements of the current Parking Standards, or where there would be a significant increase in parking demand, an assessment of the parking impact is to be submitted.</p> <p>Within sustainable locations reduced car parking (including car free developments), car clubs/car sharing and pooling arrangements may be supported.</p> | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p>   |
| <p><b>Planning Obligation Provisions</b></p> | <p>Local Plan Submission Version 2017 – Policy D 1</p> | <ul style="list-style-type: none"> <li>All major applications (10+ dwellings, over 1000 square metres of non-residential floor space, etc.) will be required to be accompanied</li> </ul> | <p>Heads of terms need to be agreed by the Council's Development Control Team with regard to the level of planning obligations required. Thus,</p>  | <p><a href="#">CIL Regulations 2012</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> |

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| <p><b>(Unilateral Undertakings or a Draft Heads of Terms)</b></p> |  | <p>by Unilateral Undertakings or draft Heads of Terms for S106 Planning Obligations, where considered necessary and as identified through a Planning Performance Agreement or the Council's paid pre-application service.</p>  | <p>applicants are strongly advised to make a Preliminary Enquiry well in advance of their submission dates so that their applications are not delayed unnecessarily whilst these requirements are agreed.</p>                                  |   |
| <p><b>Preliminary Ecological Assessment</b></p>                   | <p>EFDC Local Plan Chapter 7</p> <p>Local Plan Submission Version 2017 – Policy DM 1</p> | <p>A minimum of a Preliminary Ecological Assessment is required for all developments (excluding householder).</p> <p>Where a Preliminary Ecological Assessment recommends follow-up surveys these should be submitted along with the planning application.</p> <p>Where any surveys recommend prevention, mitigation, compensation, enhancement, a biodiversity or construction method statement, then these can usually be addressed in conditions.</p> | <p>Preliminary Ecological Assessments should be prepared in accordance with the Chartered Institute of Ecology and Environmental Management's Technical Guidance Series.</p> <p>Developments should conform with BS42020 code of practice.</p> | <p><b>Survey Calendar:</b><br/> <a href="http://www.biodiversityplanningtoolkit.com/">http://www.biodiversityplanningtoolkit.com/</a></p> <p><b>CIEEM report writing guidance:</b><br/> <a href="https://www.cieem.net/technical-guidance-series-tgs-">https://www.cieem.net/technical-guidance-series-tgs-</a></p> <p><b>BS42020</b></p> <p><b>Natural England – protected species:</b><br/> <a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</a></p> <p><b>Natural England – protected sites:</b><br/> <a href="https://www.gov.uk/guidance/protected-sites-and-areas-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-sites-and-areas-how-to-review-planning-applications</a></p> <p><b>National Planning Policy Framework:</b></p> |

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|  |   |   |  | <a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a><br><br><b>Essex Biodiversity Action Plan:</b><br><a href="http://www.essexbiodiversity.org.uk/biodiversity-action-plan">http://www.essexbiodiversity.org.uk/biodiversity-action-plan</a> |
| <b>Refuse and Recycling Provision</b>      | Local Plan Submission Version 2017 – Policy DM 11 | All development which generates waste (except householder).   | <ul style="list-style-type: none"> <li>• Size, appearance and siting of storage bin compound shown clearly on a layout plan.</li> <li>• Where collection vehicles have to enter a development site, details of sufficient vehicle tracking and on-site turning circles/ turning points are required to be shown on a layout plan.</li> </ul>   | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a><br><br><a href="#">EFDC Good Practice Guidance</a>   |
| <b>Retail or Leisure Impact Assessment</b> | Local Plan Submission Version 2017 – Policy E 2   | Applications for any of the following: <ul style="list-style-type: none"> <li>• Retail and leisure developments over 2500 square metres;</li> <li>• Smaller retail and leisure likely to have a significant impact on smaller centres; and</li> <li>• Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in</li> </ul> | The assessment should be against the following impacts on centres: <ul style="list-style-type: none"> <li>• impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals;</li> <li>• impact on town centre vitality and viability, including consumer choice;</li> <li>• impact on allocated sites outside town centre being</li> </ul> | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a><br><br><a href="#">Ensuring the Vitality of Town Centres</a>   |

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|   |   | accordance with a development plan.   | <p>developed in accordance with development plan;</p> <ul style="list-style-type: none"> <li>• impact on trade/turnover both in centre and wider area;</li> <li>• if in or on edge of town centre whether of appropriate scale;</li> <li>• any locally important impacts on centres.</li> </ul>  |   |
| <b>Routing Management Plan</b>            | Local Plan Submission Version 2017 – Policy T 1   | Applications that generate a significant number of heavy goods vehicle movements. | The Routing Management Plan should demonstrate that no severe impacts will be caused to the efficient and safe operation of the road network and no harm caused to the living conditions of residents.   |   |
| <b>Shopfront Statement</b>                | Local Plan Submission Version 2017 – Policy DM 14 | For all applications proposing alterations to an existing shop front.             | Statements should state how the shop front will be enhanced in design terms and planned public access and how this consideration has informed the new proposal. The Statement should include elevational drawings with the adjoining parts of neighbouring properties at least 2 metres on either side, at 1:50 scale, an elevation of the shop front itself at 1:20 scale including cross-sections, and key details such as joinery profiles and signs. | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a> |
| <b>Special Protection Area mitigation</b> | Local Plan Submission                             | For all additional residential properties within 3km of the                       | A Unilateral Undertaking agreeing suitable mitigation measures towards recreational  | <a href="#">National Planning Policy Framework</a>                                  |

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|  | Version 2017 – Policy DM 2                       | <p>Epping Forest Special Area of Conservation (SAC).</p> <p>For all developments that result in increased vehicle movements.</p>  | pressure and/or air quality impacts on the Epping Forest Special Area of Conservation (SAC)   | <p><a href="#">Epping Forest SAC Interim Position Statement</a></p> <p><a href="#">Natural England</a></p> |
| <b>Statement of Community Engagement</b>   | Local Plan Submission Version 2017 – Policy SP 3 | <p>SCI will be provided where the proposal:</p> <ul style="list-style-type: none"> <li>• Is contrary to (a departure from) the Development Plan policies;</li> <li>• Proposes more than 10,000 square metres or gross non-residential floor space;</li> <li>• Proposes a new residential site of 3 hectares or more;</li> <li>• Proposes more than 100 dwellings regardless of site size;</li> <li>• Other potentially controversial applications where the nature of the development is likely to attract significant local interest.</li> </ul> | A Statement of Community Involvement (SCI) should illustrate how the applicant has complied with the requirements for pre-application consultation and demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a>                        |
| <b>Street Scene relative to neighbouring buildings</b><br><br>Scale 1:50 or 1:100. Must include a scale bar. | Local Plan Submission Version 2017 – Policy DM 9 | All applications proposing new buildings or front or side extensions fronting a road, including additions to the roof.  | <p>In addition to the national requirement on elevations, this must show:</p> <ul style="list-style-type: none"> <li>• The proposed elevation relative to the outline of the neighbours building and with metric measurement distance to the neighbours building and boundary;</li> </ul>     | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a>                        |

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| <b>Structural Survey</b>              | Local Plan Submission Version 2017 – Policies DM 4 and DM 7   | <ul style="list-style-type: none"> <li>• Applications to convert a barn or re-use other existing rural buildings (including changes of use);</li> <li>• Applications to demolish any part of any listed building due to its condition;</li> <li>• Applications to demolish any building that positively contributes to a conservation area.</li> </ul>              | A structural survey must be carried out by a structural engineer or a suitably qualified person. The survey should demonstrate that the building is capable of conversion without major reconstruction and a method statement should detail how works will be carried out to incorporate the structural engineer's recommendations. Where alteration/demolition is proposed, this must be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey.                               | <a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a>   |
| <b>Sustainable Drainage Checklist</b> | The SoS for CLG Written Ministerial Statement on 18 December 2014 setting out changes to planning that will apply for major development from 6 April 2015 | <p>All major development proposals (i.e. developments of 10 dwellings or more; sites larger than 0.5 hectares where the number of dwellings is not known; sites where the floorspace to be created is more than 1,000 sq. metres; or development on a site of 1 hectare or more).</p> <p>Note: There are separate checklists for full and outline applications.</p> | The checklist should be completed and submitted as part of the application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 163, 165 and 170 of the National Planning Policy Framework (NPPF). Failure to provide any of the information requested below may result in the Lead Local Flood Authority (LLFA) making recommendation for refusal of the planning application on grounds of insufficient information. | For further advice about the information requested in this checklist please contact Essex County Council using the following email address <a href="mailto:SuDS@essex.gov.uk">SuDS@essex.gov.uk</a> or view their <a href="#">SuDS Design Guide</a> |

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| <p><b>Surface Water Drainage Strategy</b></p> | <p>Local Plan Submission Version 2017 – Policy DM 16</p> | <p>All development proposals involving an increase in built development (except householders).</p> | <p>The strategy will provide details of the proposed sustainable drainage system (SuDS) and must include a drainage plan and supporting calculations. It must meet the requirements of the CIRIA SuDS Manual 2015, DEFRA NSTS and ECC SuDS Design Guide. Where infiltration drainage is proposed the applicant must provide a percolation test in accordance with BRE Digest 365.</p>  | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p>CIRIA SuDS Manual (C753)</p> <p><a href="#">DEFRA Non-Statutory Technical Standards for SuDS</a></p> <p><a href="#">SuDS Design Guide</a></p> |
| <p><b>Telecommunications Development</b></p>  | <p>NPPF</p>  | <p>Prior approval and planning applications for telecommunications development.</p>                | <p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal. Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection.</p> | <p><a href="#">DCLG : Code of Best Practice on Mobile Phone Network Development</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p>  |



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| <p><b>Transport Assessments and Transport Statements</b></p> | <p>Local Plan Submission Version 2017 – Policy T 1</p> <p>The Town and Country (Development Management Procedure) (England) order 2015 Article 18; Schedule 4</p> | <ul style="list-style-type: none"> <li>• All applications likely to generate 30 two-way peak hour vehicle trips or more will require a Transport Assessment;</li> <li>• Applications likely to result in a material increase in the character of traffic entering or leaving a trunk road will require a Transport Assessment;</li> <li>• Applications that result in lower but still significant transport considerations will require a Transport Statement.</li> </ul> <p>An indicative table for both Assessment and Statements of the types of applications likely to generate these traffic movements is given in <a href="#">Appendix A. at the end of this document.</a></p> | <p>Should include details as set out in the Guidance on Transport Assessments and are likely to include the existing conditions, development details, predicted person trip generation and mode splits, predicted residual vehicular trip generation based on proposed travel plan measures, distribution of residual vehicular trips, junction capacity assessments and merge / diverge assessments at opening year and ten years after registration of application, and details of the proposed mitigation measures including proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal.</p> <p>There may be a need for an applicant to contact either Essex County Council Highway Authority and/or the Highways Agency (if affecting a Trunk Road) as early as possible to establish the need for a Transport Assessment or Statement and if needed, agree the scope.</p> | <p><a href="#">Highways Agency</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Transport Evidence Bases In Plan Making</a></p> |
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| <p><b>Travel Plan</b></p>  | <p>Local Plan Submission Version 2017 – Policy T 1</p>  | <p>All non-residential proposals involving 50 employees or more.</p> <p>All residential schemes of 250 or more units.</p>   | <p>The Travel Plan must set out how the reliance on the private motor car will be reduced through a package of measures produced by employers to encourage staff to use alternatives to single-occupancy car-use. Examples include: car sharing schemes; improved cycling facilities; a dedicated bus services; restricted car parking allocations.</p>  | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Essex County Council Travel Plans</a></p>  |
| <p><b>Tree Surveys: Arboricultural Implication Assessments and Method Statements</b></p> | <p>Town and Country Planning Act 1990, s.197 &amp; 198</p> <p>Local Plan policies LL10 and LL11</p> <p>Local Plan Submission Version 2017 – Policy DM 5</p> | <p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by proposed development (including any other work associated with the proposal such as access to the site, the routes of new services or the storage of materials).</p> | <p>The potential effect of development on all trees is a material consideration irrespective of whether they are protected by TPO/ conservation area status, or not.</p> <p>At Planning Application stage the following tree related information should be submitted –</p> <ul style="list-style-type: none"> <li>- Arboricultural Impact Assessment to include – a full tree survey.</li> <li>- Evaluation of tree constraints.</li> <li>- Retained trees and Root Protection Areas (RPAs) to be shown on proposed layout plans.</li> </ul> | <p><a href="#">British Standard 5837: 2012 “Trees in relation to design, demolition and construction – Recommendations”</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Avoiding Tree Damage During Construction</a></p> |

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|  |  |   | <ul style="list-style-type: none"> <li>- Arboricultural method statement to demonstrate feasibility of the proposal, without causing harm to the tree(s).</li> <li>- Tree protection plan.</li> <li>- Protected area for proposed or future landscaping</li> </ul> <p>All of the above should be produced in accordance with BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations</p> <p>Lack of the required information will be grounds for refusal, in that it has not been demonstrated that the proposal could be implemented without a detrimental impact on trees on or adjacent to the site</p> |  |
| <p><b>Ventilation/<br/>Extraction System</b></p> | <p>Local Plan Policy RP5A</p> <p>Local Plan Submission Version 2017 – Policy DM 21</p> | <p>A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system.</p> | <p>Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics. The assessment should be undertaken as per the criteria laid out in British Standard BS4142 (Method for Rating</p>  |  |

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|  |  |  | Industrial Noise Affecting Mixed Residential and Industrial Areas). |  |
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Note: all drawings must be suitable for scanning and display electronically for the application to be valid.

**Epping Forest District Council Planning Application Validation  
Requirements Checklist**

**PLEASE NOTE THAT THE BELOW REQUIREMENTS ARE NECESSARY IN  
ORDER TO VALIDATE AN APPLICATION AS OF JANUARY 2019**

**3 of 3 – Householder Applications –  
National and Local Requirements**

| Information Item  | Policy Driver   | Applications that require this information  | Further information   | Where to look for further assistance  |
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| <b>Completed Application Form (1APP) and relevant fee (where required).</b> | Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7 | All householder applications for planning permission.   | <p>Completed application form 1APP with all relevant certificates (included within form), signed and dated.</p> <p>It is recommended that planning applications and the fee is submitted to us electronically through the <a href="#">Planning Portal</a>. The Planning Portal has a fee calculator.</p> <p>Where a paper copy is your only option, then one copy must be submitted with the appropriate fee.</p> | <p><a href="#">Planning Portal Application Fee Calculator</a></p> <p><a href="#">Apply on Line via Planning Portal</a></p> <p><a href="#">Planning Fees and Charges</a></p>   |
| <b>Notice(s)</b>  | Town and Country Planning (Development Management Procedure) (England) Order 2015           | All householder applications where there are “owners” of the application site other than the applicant. | <p>Must be served in accordance with Article 11, Town and Country Planning (Development Management Procedure) (England) Order 2015.</p> <p>“Owners” are freeholders or leaseholders with at least 7 years of the leasehold left unexpired.</p>  | <p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 13</a></p> <p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 14</a></p> |

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| <p><b>Site Location Plan</b><br/>Scale 1:1250 or 1:2500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. Must include a scale bar.</p>   | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>Site location plans should include:</p> <ul style="list-style-type: none"> <li>• At least two named roads;</li> <li>• All the surrounding buildings, roads and footpaths on land adjoining the site;</li> <li>• A red line around all the land required for the development, the subject of your planning application;</li> <li>• A blue line around all other land owned by the applicant close to or adjoining the application site.</li> </ul>   | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |
| <p><b>Block Plan</b><br/>Scale 1:200 or 1:500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. It must show the proposal in relation to the site boundaries and other existing buildings on the site and adjacent sites. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>Should include the following:</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site (i.e. the current situation)</li> <li>• Precise positions of existing and, where appropriate, proposed vehicle accesses including dimensions;</li> <li>• All public rights of way crossing or adjoining the site;</li> <li>• The position of all trees and hedgerows on the site and adjacent land;</li> <li>• The extent and type of any hard surfacing;</li> <li>• The type and height of boundary treatment (e.g. walls, fences etc.).</li> <li>• Any Parking spaces</li> </ul> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |

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| <p><b>Elevations existing and proposed</b><br/>Scale 1:50 or 1:100 to show overall size of any new buildings or extensions. Must include a scale bar.</p>   | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>These should show clearly the proposed works in relation to what is already there. This must show:</p> <ul style="list-style-type: none"> <li>• All sides of the proposal and (where possible) the proposed building materials and the proposed style, materials and finish of windows and doors;</li> <li>• Where a proposed elevation adjoins or is in close proximity to another building, drawings must clearly show the relationship between the buildings and detail positions of the openings on each property.</li> <li>• State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development.</li> </ul> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |
| <p><b>Floor plans, existing and proposed</b><br/>Scale 1:50 or 1:100 to show overall size of any new buildings or extensions. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>This should explain the proposal in detail, showing:</p> <ul style="list-style-type: none"> <li>• Where existing buildings or walls are to be demolished (if applicable);</li> <li>• Details of the existing building(s) as well as those for the proposed development.</li> <li>• The entirety of any floor being altered.</li> <li>• State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development.</li> </ul>  | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |



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| <p><b>Existing and proposed site sections and finished floor and site levels</b></p> <p>Scale 1:50 or 1:100. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p>        | <p>On sloping sites it will be necessary to show how proposals relate to existing ground levels and where ground levels may be modified.</p> | <p>Plan drawn to show a cross section through the proposed building(s) and the adjacent level of the land.</p> <p>Where a proposal involves a change in ground levels, drawings must show both existing and finished levels. Drawings must include details of floor levels, building height and relationship to site boundaries.</p> | <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p> |
| <p><b>Roof Plans</b></p> <p>Scale 1:100 or 1:200. Must include a scale bar.</p>  | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p>        | <p>Required where a roof would be created or altered by the proposed development.</p>  | <p>Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.</p>   |   |
| <p><b>Street Scene relative to neighbouring buildings</b></p> <p>Scale 1:50 or 1:100. Must include a scale bar.</p>                        | <p>Local Plan Policies, DBE2, DBE9 and DBE10.</p> <p>Local Plan Submission Version 2017 – Policy DM 9</p> | <p>Front or side extensions fronting a road, including additions to the roof.</p>  | <p>In addition to the national requirement on elevations, this must show:</p> <ul style="list-style-type: none"> <li>The proposed elevation relative to the outline of the neighbours building and with metric measurement distance to the neighbours building and boundary;</li> </ul>  | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p>                    |

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| <p><b>Tree Surveys:<br/>Arboricultural<br/>Implication<br/>Assessments and<br/>Method Statements</b></p> | <p>Town and Country Planning Act 1990, s.197 &amp; 198</p> <p>Local Plan policies LL10 and LL11</p> <p>Local Plan Submission Version 2017 – Policy DM 5</p> | <p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by proposed development (including any other work associated with the proposal such as access to the site, the routes of new services or the storage of materials).</p> | <p>The potential effect of development on all trees is a material consideration irrespective of whether they are protected by TPO/conservation area status, or not.</p> <p>At Planning Application stage the following tree related information should be submitted –</p> <ul style="list-style-type: none"> <li>- Arboricultural Impact Assessment to include – a tree survey.</li> <li>- Evaluation of tree constraints.</li> <li>- Retained trees and Root Protection Areas (RPAs) to be shown as part of the proposed layout plans.</li> <li>- Arboricultural method statement to demonstrate feasibility of the proposal, without causing harm to the tree(s).</li> <li>- Tree protection plan.</li> </ul> <p>All of the above should be produced in accordance with BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations</p> <p>Lack of the required information will be grounds for refusal, in that it has not been demonstrated that the proposal could be implemented without a detrimental impact on trees on or adjacent to the site</p> | <p><a href="#">British Standard 5837: 2012 “Trees in relation to design, demolition and construction – Recommendations”</a></p> <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Avoiding Tree Damage During Construction</a></p> |
|--|---|---|---|--|

|   |   |  |   |   |
|---|---|--|---|---|
| <p><b>Flood Mitigation Measures</b></p>   | <p>Local Plan Policies U2A, U2B, U3A and U3B</p> <p>Local Plan Submission Version 2017 – Policy DM 15</p> | <p>All householder extensions, excluding self-contained annexes, within Flood Zone 2 and 3 or at risk of surface water flooding as indicated by the Environment Agency's long term flood risk information map.</p> | <p>Complete the Flood Matrix table on the Environment Agency website (see link to the right) and submit with required supporting evidence.</p> <p>Check long term flood risk information map to determine whether or not the site is at risk of surface water flooding.</p>                               | <p><a href="#">National Planning Policy Framework &amp; Planning Practice Guidance</a></p> <p><a href="#">Environment Agency Flood Matrix</a></p> <p><a href="#">Long Term Flood Risk Information Map</a></p> |
| <p><b>Basement Impact Assessment and Basement Construction Management Statement</b></p> | <p>Local Plan Submission Version 2017 – Policy DM 12</p>  | <p>All applications that include basements and other underground development.</p>  | <p>The Basement Impact Assessment should determine the schemes impact on drainage, flooding, groundwater conditions and structural stability.</p> <p>Where appropriate a Basement Construction Management Statement will also be required in order to demonstrate how these impacts can be addressed.</p> |   |

**Appendix A**

## Transport Assessment (TA)/Transport Statement (TS) Guideline Thresholds:

| Use                                      | Thresholds for TSs   | Thresholds for TAs   |
|--|--|----------------------|
| <b>A</b>                                 |  |                      |
| A1 Food retail                           | 250 – 800m <sup>2</sup>  | >800m <sup>2</sup>   |
| A2 Non-food retail                       | 800 – 1500m <sup>2</sup>                                       | >1500m <sup>2</sup>  |
| A2 financial and professional services   | 1000 – 2500m <sup>2</sup>                                      | >2,500m <sup>2</sup> |
| A3 restaurants and cafes                 | 300 – 2500m <sup>2</sup>                                       | >2,500m <sup>2</sup> |
| A4 drinking establishments               | 300 – 600m <sup>2</sup>  | >600m <sup>2</sup>   |
| A5 hot food takeaway                     | 250 – 500m <sup>2</sup>  | >500m <sup>2</sup>   |
| <b>B</b>                                 |  |                      |
| B1 business                              | 1500 – 2500m <sup>2</sup>                                      | >2,500m <sup>2</sup> |
| B2 general industry                      | 2500 – 4000m <sup>2</sup>                                      | >4,000m <sup>2</sup> |
| B8 storage and distribution              | 3000 – 5000m <sup>2</sup>                                      | >5,000m <sup>2</sup> |
| <b>C</b>                                 |  |                      |
| C1 Hotels                                | 75 – 100 bedrooms  | >100 bedrooms        |
| C2 residential – hospital, nursing homes | 30 – 50 beds   | >50 beds             |
| C2 residential – education               | 50 – 150 students  | >150 students        |
| C2 residential – institution hostel      | 250 – 400 residents  | >400 residents       |
| C3 Residential                           | 25 – 50 units  | >50 units            |
| <b>D</b>                                 |  |                      |
| D1 non-residential institutions          | 500 – 1000m <sup>2</sup>                                       | >1000m <sup>2</sup>  |
| Primary and secondary education          | School TS where an increase in staff/pupil numbers is proposed | Any new school       |
| Higher and further education             | 0 – 50 pcus  | >50 pcus             |
| D2 Leisure and assembly                  | 500 – 1500m <sup>2</sup>                                       | >1500m <sup>2</sup>  |
| Others                                   | Discuss with LHA   | Discuss with LHA     |

LHA = Local Highway Authority (Essex County Council)

**Appendix B**

## Validation of viability appraisals – table of fees

| Type of uses                     | No. of residential dwellings |         |         |
|----------------------------------|------------------------------|---------|---------|
|                                  | 11-49                        | 50-149  | 150+    |
| Residential use only             | £5,000*                      | £5,500* | £6,000* |
| Supplement for 1 additional use  | £550*                        |         |         |
| Supplement for 2 additional uses | £825*                        |         |         |
| Supplement for 3 additional uses | £1,000*                      |         |         |

\*VAT is not payable on these fees