

Planning Application Validation Requirements

What to submit with your planning application

February 2024



OVERVIEW

All applications should be submitted via the Planning Portal. All drawings & supporting documents should be attached as **pdf (portable document format)** not jpeg, TIF, doc, xls, or CAD files and must be A3 size or smaller.

All files should be clearly labelled / named and the drawings must include the following information:

- The print (paper) size (e.g. A3, A4);
- The relevant scale at that print size (e.g. 1:50, 1:100);
- A scale bar showing the length of one metre and five metres;
- Key dimensions; and
- Drawing numbers.

The Council will not accept poor quality plans (i.e. photos, sketches, or screen shots of plans) and if no scanning facilities are available to you, we can scan it for you, but this may incur an additional cost.

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

NATIONAL REQUIREMENTS

Completed Application Form including the Ownership certificate (A, B, C or D) and Agricultural holdings certificate. Please note that, should it become apparent that an incorrect Ownership certificate has been submitted then this may result in the invalidation and/or final disposing of your application.

The Correct Fee – [You can calculate the correct fee for your application by using the Portal's fee calculator.](#)

Design and Access Statement (if required) - this should outline 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. [Find out more about design and access statements.](#)

Fire Statement (if required) - Full planning applications involving buildings that are at least 18 metres (or 7 stories) tall containing more than one dwelling will require a Fire Statement. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance.](#)

Location Plan (with site application boundary outlined in Red including access to and from the public highway & any other land in Blue) - This can be purchased [online from the Planning Portal's accredited supplier.](#)

Site / Block Plan - Existing and proposed plans should show the whole site, including outbuildings and the trees on/adjacent to the site (this information should be taken from the Arboricultural reports, if required). This can be purchased from the [Portal's accredited supplier.](#)

Biodiversity Gain Plan & Metric Information - All planning applications which are not exempt from BNG conditions will be required to submit:

- The completed Biodiversity Metric Tool showing the onsite habit score as of the date of the application or for an earlier proposed date with justification.
- if any habitat degradation has occurred, the completed metric for before the degradation occurred.
- the score in biodiversity units.
- the publication date of the version of the metric being used (the current version's publication date is 29 November 2023).
- if any degradation has occurred, a statement that it has occurred, when it started and any evidence for the date it started and the score before the degradation.
- a description of any irreplaceable habitat* within the red line boundary as of the metric calculation date.
- a scale plan (showing North) of the onsite habitat used in the calculations and any irreplaceable habitat.

**"irreplaceable habitat" defined in The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024 Schedule 2.*

HOUSEHOLDER LOCAL REQUIREMENTS

Validation Checklist	<ul style="list-style-type: none"> - This is a mandatory local requirement for all applications to prevent delays in processing your application.
Site Photographs	<ul style="list-style-type: none"> - Photographs of the property showing the location of the proposed development and any front, side, and rear elevations (as appropriate), including the location of any outbuildings and trees.
Floor/Roof Plans	<ul style="list-style-type: none"> - Existing and proposed floor plans. Existing buildings / walls to be demolished should be clearly shown. To show only existing built form and what is proposed. - Roof plans required only where roof alterations are proposed, and it should show the shape and materials of the roof(s).
Elevation / Street Scene Plans	<ul style="list-style-type: none"> - Existing and proposed elevations. To show details of windows / doors and existing and proposed materials / finishes. To show only existing built form and what is proposed. - Street scene elevations to be provided for any works to the front or side fronting a road, including additions to the roof (<i>first floor level and above only</i>). - The proposed elevation relative to the outline of the neighbours building and with metric measurement distance to the neighbours building and boundary.
Sections & Site Levels Inc Topographical Survey	<ul style="list-style-type: none"> - On sloping sites, it will be necessary to show how proposals relate to existing ground levels and where ground levels may be modified. - Plan drawn to show a cross section through the proposed building(s) and the adjacent level of the land. - 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. - The topographical survey should include the site levels for the whole site.
Sustainability Checklist & Statement	<ul style="list-style-type: none"> - Required for all householder applications. - You will need to submit the sustainability checklist & statement. Which can be viewed and downloaded on the Planning Application Validation Requirements homepage. - The purpose of this guidance is to help both homeowners and applicants meet EFDC's goals of becoming net zero carbon by 2030, as well as building strong and integrated communities across new and existing places.
Basement Impact Assessment	<ul style="list-style-type: none"> - Required for all applications that include basements and other underground development. - The Basement Impact Assessment should determine the schemes impact on drainage, flooding, groundwater conditions and structural stability. - Where appropriate a Basement Construction Management Statement will also be required in order to demonstrate how these impacts can be addressed.

Arboricultural Report / Tree Survey	<ul style="list-style-type: none"> - Where there are trees (irrespective of whether they are protected by TPO/ conservation area status, or not), within or adjacent to the site, arboricultural reports (produced in accordance with BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations) should be submitted with the application. - These reports should include – <ul style="list-style-type: none"> • a full tree survey; • an arboricultural impact assessment; • Evaluation of tree constraints; • Retained trees and Root Protection Areas (RPAs) to be shown on proposed layout plans; • Arboricultural method statement to demonstrate feasibility of the proposal, without causing harm to the tree(s); and • Tree protection plan. - Tree reports should always be submitted and considered as part of a planning application. To condition it is too late as a tree reports findings may not be capable of influencing design, potentially resulting in loss or damage to important tree assets.
Flood Risk Assessment	<ul style="list-style-type: none"> - Required for householder development in flood zone 2 or 3: For example; sheds, garages, games rooms etc within the curtilage of the existing dwelling, in addition to physical extensions to the existing dwelling itself; or - more than 1 hectare (ha) in flood zone 1; or - in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency. - Further information can be found at the following website: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications
Heritage Statement	<ul style="list-style-type: none"> - Required for applications which may affect: <ul style="list-style-type: none"> • Designated heritage assets (Listed Buildings, Scheduled Ancient Monuments (SAMs), Historic Parks and Gardens, Conservation Areas); • Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Local List Buildings; • Applications for Listed Building Consent; and • Ancient landscapes - 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. - 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. - 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 the particular circumstances of each case applicants are advised to discuss proposals with the Council before any application is made.

LOCAL REQUIREMENTS for all non-householder applications

Plans & Drawings	
Validation Checklist	<ul style="list-style-type: none"> - This is a mandatory local requirement for all applications to prevent delays in processing your application.
Site Photographs (PDF)	<ul style="list-style-type: none"> - Photographs of the site showing the location of the proposed development and any front, side, and rear elevations (as appropriate), including the location of any outbuildings and trees.
Floor/Roof Plans	<ul style="list-style-type: none"> - Required for all applications. - Existing and proposed floor plans. Existing buildings / walls to be demolished should be clearly shown. To show only existing built form and what is proposed. - Roof plans to show the shape and materials of the roof(s).
Elevation / Street Scene Plans	<ul style="list-style-type: none"> - Required for all applications. - Existing and proposed elevations. To show details of windows / doors and existing and proposed materials / finishes. To show only existing built form and what is proposed. - Street scene elevations to be provided where new buildings are proposed.
Sections & Site Levels Inc Topographical Survey	<ul style="list-style-type: none"> - Required for all applications (except outline applications) which involve a change in ground levels or where development is proposed next to changing ground levels. - On sloping sites, it will be necessary to show how proposals relate to existing ground levels where ground levels may be modified. - Levels should also be taken into account in the formulation of Design and Access Statements (DAS), when a DAS is required. - Plan drawn to show a cross section through the proposed building(s). - 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. - Full information should also be submitted to demonstrate: <ul style="list-style-type: none"> • How proposed buildings relate to existing site levels and neighbouring development; • 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 - The topographical Survey should include the site levels for the whole site.

Reports, Assessments etc	
Agricultural Buildings Appraisals	<ul style="list-style-type: none"> - Required for all new agricultural buildings; and any applications proposing new agricultural workers dwellings or to remove agricultural occupancy conditions on existing dwellings. - All applications for new agricultural buildings must be accompanied by an appraisal that demonstrates there is an essential need for the building in connection with an existing farm or agricultural business. - The appraisal 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. Further information is set out under policy E3 of the adopted Local Plan 2023. - 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.
Air Quality Assessment	<ul style="list-style-type: none"> - An appropriate assessment of air quality must be included with: Any application that is required to provide a Transport Assessment (see Appendix A), and also meets the criteria in Appendix B; and Any other application that may adversely affect local air quality. This includes: <ul style="list-style-type: none"> • Emissions from biomass burning for heat and/or power generation - Any application that may introduce new receptors to areas with existing pollution sources. In particular: <ul style="list-style-type: none"> • Residential developments close to Motorways, “A” Roads and busy “B” Roads, especially where congestion occurs. - Contact Environmental Health at EnvironmentalHealth@eppingforestdc.gov.uk (current contacts Claire Jaggard or Ana Ventura) if you are unsure as to whether your proposal will require an Air Quality Assessment. - Air Quality Assessments should: <ul style="list-style-type: none"> • 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. • 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. • Dispersion Modelling Assessment. • Necessary and appropriate mitigation measures - Further information can be found at: https://www.gov.uk/guidance/air-quality--3

Arboricultural Report / Tree Survey	<ul style="list-style-type: none"> - Where there are trees (irrespective of whether they are protected by TPO/ conservation area status, or not), within or adjacent to the site, arboricultural reports (produced in accordance with BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations) should be submitted with the application. - These reports should include – <ul style="list-style-type: none"> • a full tree survey; • an arboricultural impact assessment; • Evaluation of tree constraints; • Retained trees and Root Protection Areas (RPAs) to be shown on proposed layout plans; • Arboricultural method statement to demonstrate feasibility of the proposal, without causing harm to the tree(s); and • Tree protection plan. - Tree reports should always be submitted and considered as part of a planning application. To condition it is too late as a tree reports findings may not be capable of influencing design, potentially resulting in loss or damage to important tree assets.
Affordable Housing Statement	<ul style="list-style-type: none"> - Required for development sites which provide for 11 or more homes, or residential floorspace of more than 1000 sqm (combined gross internal area). - The statement shall include details of number / type / tenure / size and mix of units proposed. Details of selection with RSLs / partners.
Basement Impact Assessment and Basement Construction Management Statement	<ul style="list-style-type: none"> - Required for all applications that include basements and other underground development. - 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. - 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. - 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.

Biodiversity Net Gain Plan/Statement	<ul style="list-style-type: none"> - Required for all applications (except those which are exempt) to provide full BNG details in the form of a Draft Biodiversity Gain Plan or Biodiversity Net Gain Statement. - This should provide sufficient information to assess how the development has addressed the biodiversity mitigation hierarchy and how it is intending to meet the BNG objectives. The biodiversity gain hierarchy means the following actions in the following order of priority: <ul style="list-style-type: none"> • avoiding adverse effects of the development on onsite habitat with a habitat distinctiveness score, applied in the biodiversity metric, equal to or higher than six; • so far as those adverse effects cannot be avoided, mitigating those effects; • so far as those adverse effects cannot be mitigated, habitat enhancement of onsite habitat; • so far as there cannot be that enhancement, creation of onsite habitat; • so far as there cannot be that creation, the availability of registered offsite biodiversity gain; and • so far as that offsite habitat enhancement cannot be secured, purchasing biodiversity credits.
Care Needs Assessment	<ul style="list-style-type: none"> - Required for all applications that include specialist & supported accommodation (older people housing) – The assessment should include the following information: <ul style="list-style-type: none"> • Level of care that will be provided (i.e., compulsory hours of personal care a week etc) including the communal facilities to be provided (i.e., communal restaurant & leisure facilities inc swimming pool/gym, communal lounge etc). • Justification for catchment area of study including a demographic appraisal of the catchment area; • Projection of future growth in local elderly population; • Assessment of existing care & extra care provision in the area; • Identification of whether there is an existing or projected shortfall of care bedspaces in the area; • Commercial fee returns data; • Assessment of the projected need for dementia beds; • Assessment of care developments in the pipeline; • Assessment of transport links; and • Assessment of likely potential for employment/recruitment of care staff in the area.
Consent Form for the Payment of Council Related Costs	<ul style="list-style-type: none"> - Required for applications in the following circumstances: <ul style="list-style-type: none"> • All applications that propose one net new dwelling or more; and/or • Council related legal fees in drafting S106 Agreements; and/or • Reviewing and commenting on technical assessments including financial viability and affordable housing, Transport and Air Pollution matters in connection to assessing EFSAC related impacts. - The Consent Form can be viewed and downloaded on the Council’s Planning Application Validation Requirements homepage.

Contaminated Land Report	<ul style="list-style-type: none"> - Required for applications where there is potential for contaminants from onsite or offsite sources to be present or where vulnerable receptors are proposed. - This assessment must be undertaken by a suitably qualified contaminated land practitioner, in accordance with British Standard BS 10175: Investigation of Potentially Contaminated Sites – Code of Practice and the Environment Agency’s Guidelines for the Land Contamination: Risk Management (LCRM 2020) (or equivalent if replaced), and shall assess any contamination on the site, whether or not it originates on the site. The assessment shall include: <ul style="list-style-type: none"> • A survey of the extent, scale and nature of contamination; • An assessment of the potential risks to: <ul style="list-style-type: none"> i. human health; ii. property (existing or proposed) including buildings, crops, livestock, pets, woodland, service lines and pipes; iii. adjoining land; iv. groundwater and surface waters; v. ecological systems; and vi. archaeological sites and ancient monuments.
Drainage Strategy (Including SuDS) & Flood Risk Assessments (FRA)	<ul style="list-style-type: none"> - Required for all development proposals involving an increase in built development. - 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. - 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. - An FRA will be required for development in flood zones 2 or 3; or more than 1 hectare (ha) in flood zone 1; or in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency. - Further information can be found at the following website: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications
Ecology Survey	<ul style="list-style-type: none"> - Required for all applications and as a minimum applications should include a Phase 1 habitat survey identifying any ecological constraints and any potential opportunities for introducing new habitats, whilst also laying the groundwork for further ecological surveys should they also be required (which should also be submitted with an application). - This assessment must be undertaken by a suitably qualified ecologist, in accordance with British Standard BS 42020:2013 Biodiversity. Code of practice for planning and development (or its equivalent)

<p>Extraction/Ventilation System, Including Risk Assessment</p>	<ul style="list-style-type: none"> - Required for all developments that include a commercial kitchen. - The details shall include the arrangements for internal air extraction, odour control measures, noise levels, and discharge to atmosphere from cooking operations, including the location, appearance and finish of any external ducting and flues. - The extract system shall be designed to meet the criteria specified in “the control of Odour and Noise from Commercial Kitchen Exhaust Systems” (EMAQ, 2018) as a minimum which is available at: https://ee.ricardo.com/downloads/air-quality/control-of-odour-and-noise-from-commercial-kitchen-exhaust-systems - The noise & odour assessment should be undertaken by a competent person and assess any impacts from noise and odour from the proposed development. - Further information can be found in the Commercial Kitchen Systems Guidance Note & Risk Assessment, which can be viewed and downloaded on the Council’s Planning Application Validation Requirements homepage. Please note that you will need to complete this document in full.
<p>Gypsies, Travellers & Travelling Show People Statement</p>	<ul style="list-style-type: none"> - Required for all Gypsy & Traveller applications - The statement shall include the following matters; - Whether they applicants meet the Planning definition of a Gypsy & Traveller, including evidence of a nomadic way of life i.e. travelling for work etc; - What date did the applicants become resident in Epping Forest District Council (if applicable), including a statement of personal circumstances with appropriate evidence i.e., confirmation of attending local schools, GP’s etc; - If the applicants are on the Essex County waiting list for a Traveller pitch(es) in Essex, including; <ul style="list-style-type: none"> o How long they have been on the waiting list? o Have they specified that they specifically require a pitch in Epping Forest District? - The Electricity supply i.e. via generators or mains. If by mains then we require a statement from the electricity supply, if by generators, then we require a noise survey.

<p>Habitat Regulations Assessment <i>(particularly relating to impacts on the Epping Forest Special Area as a result of recreational pressure and atmospheric pollution)</i></p>	<ul style="list-style-type: none"> - Required for all new residential and non-residential development proposals to assess their impact on designated/protected habitats and/or sensitive areas, e.g. Special Protection Areas (SPAs), Special Area of Conservation (SACs), and Sites of Special Scientific Interest (SSSIs) - A project-level HRA note and/or detailed assessment should be completed by competent person(s). - Assessment of impacts on the Epping Forest Special Area of Conservation (EFSAC) shall include consideration of the following matters: <ul style="list-style-type: none"> • recreational visitor effects for sites within the 0-6 km Zone of Influence; • atmospheric pollution effects from any additional traffic generation on roads within the EFSAC or within 200m proximity; and • how any urbanisation effects for sites within 400m of the Forest (including from fly tipping, the introduction of non-native plant species and incidental arson) will be mitigated against. - Further information relating to the respective interim SAC mitigation strategies concerning visitor recreation and air pollution impacts can be viewed under the EFSAC guidance note (Document 3 on the validation webpage) - PLEASE NOTE – This is not a general Ecological Assessment, but rather a specific assessment relating to the identified Pathways of Impact on designated/protected habitats and/or sensitive areas. Guidance on this can be found on the Council website.
<p>Health Impact Assessment</p>	<ul style="list-style-type: none"> - Required for all C2 Use Class developments and C3 Use Class residential developments of 50+ units. - The assessment would include the safety of an environment, including the need to measure the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development. - Further information can be found at: https://www.essexdesignguide.co.uk/supplementary-guidance/health-impact-assessments/
<p>Housing Needs Survey</p>	<ul style="list-style-type: none"> - Required for small-scale affordable housing schemes related to smaller settlements (rural exception sites). - 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. - For the purposes of the assessment 'local resident' is defined as: <ul style="list-style-type: none"> • Persons who have been permanently resident in the specified parish for at least 2 years; or • 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 • 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 average of 24 hours per week; or • 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.

Heritage Statement	<ul style="list-style-type: none"> - Required for applications which may affect: <ul style="list-style-type: none"> • Designated heritage assets (Listed Buildings, Scheduled Ancient Monuments (SAMs), Historic Parks and Gardens, Conservation Areas); • Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Local List Buildings; • Applications for Listed Building Consent; and • Ancient landscapes - 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. - 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. - 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 the particular circumstances of each case applicants are advised to discuss proposals with the Council before any application is made.
Landscaping Details (Landscape Visual Impact Assessment)	<ul style="list-style-type: none"> - Required for all new developments. - Plans should identify all existing trees and areas of planting and include details of proposed trees and planting (size, species, density, and position); and details of existing and proposed boundary treatments / pathways / paving areas etc). - A Landscape Visual Impact Assessment may be required to contribute to the ‘appraisal’ of landscape and visual effects of development proposals / planning applications – <i>Applicants are advised to check with Validation team if this is required.</i> - An LVIA should be undertaken in accordance with The Landscape Institute and the Institute of Environmental Management & Assessment guidelines.
Lighting Assessment	<ul style="list-style-type: none"> - Required for developments that require external lighting or floodlighting. - The assessment shall include information regarding illumination levels and light spill, including a technical specification, layout plan with beam orientation and a schedule of the equipment in the design and lighting spill. Other than within private domestic properties, the assessment should also include intended hours of illumination. - 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.
Marketing Appraisal	<ul style="list-style-type: none"> - Required for any application that results in the loss of employment uses. - 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.

Noise Survey	<ul style="list-style-type: none"> - Required for noise sensitive development (such as residential / educational uses) close to existing sources of noise (classified roads / railway lines / industrial uses); or - Where noise disturbance is liable to impact on surrounding uses - Further information can be found at: https://www.gov.uk/guidance/noise--2
Retail or leisure Impact Statement / Assessment	<ul style="list-style-type: none"> - Required for applications for any of the following: <ul style="list-style-type: none"> • Retail and leisure developments over 2500 square metres; • Smaller retail and leisure likely to have a significant impact on smaller centres; and • Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with a development plan. - The assessment should be against the following impacts on centres: <ul style="list-style-type: none"> • impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals; • impact on town centre vitality and viability, including consumer choice; • impact on allocated sites outside town centre being developed in accordance with development plan; • impact on trade/turnover both in centre and wider area; • if in or on edge of town centre whether of appropriate scale; • any locally important impacts on centres.
Refuse and Recycling Provision	<ul style="list-style-type: none"> - Required for all development which generates waste (except householders). - Details should include the size, appearance and siting of storage bin compound and be shown clearly on a layout plan. - 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. - Further information can be found in the Refuse & Recycling Guidance Note, which can be viewed and downloaded on the Council's Planning Application Validation Requirements homepage.
Sunlight / Daylight Assessment	<ul style="list-style-type: none"> - Required for applications where there may be a potential adverse impact on current levels of sunlight / daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space; Or - where new residential properties are created within a restricted setting.

Statement of Community Engagement (SCI)	<ul style="list-style-type: none"> - SCI will be provided where the proposal: <ul style="list-style-type: none"> • Is contrary to (a departure from) the Development Plan policies; • Proposes more than 10,000 square metres or gross non-residential floor space; • Proposes a new residential site of 3 hectares or more; • Proposes more than 100 dwellings regardless of site size; • Other potentially controversial applications where the nature of the development is likely to attract significant local interest. - 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.
Structural Survey	<ul style="list-style-type: none"> - Required for applications to convert a barn or re-use other existing rural buildings (including changes of use); or - Applications to demolish any part of any listed building due to its condition; or to demolish any building that positively contributes to a conservation area. - 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.
Sustainability Checklist & Statement	<ul style="list-style-type: none"> - Required for all minor & major applications. - You will need to submit the sustainability checklist & statement – (the statement can form part of the DAS), which can be viewed and downloaded on the Council's Planning Application Validation Requirements homepage. - The purpose of this guidance is to help both homeowners and applicants meet EFDC's goals of becoming net zero carbon by 2030, as well as building strong and integrated communities across new and existing places. It will also promote good and best practice and will be a material planning consideration in determining planning applications.
Telecommunications Statement	<ul style="list-style-type: none"> - Required for prior approval and planning applications involving telecommunications. - The statement should include, the area of search, details of any consultations undertaken, details of the proposed structure, and technical justification and information about the proposal. - Also, 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 must be submitted with an application.

Travel Plan	<ul style="list-style-type: none"> - Required for all non-residential proposals involving 50 employees or more; or - All residential schemes of 250 or more units. - 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.
Transport Assessment & Statements	<p>Required for all applications including:</p> <ul style="list-style-type: none"> - Development that is likely to generate 30 two-way peak hour vehicle trips or more; or - Development that would generate a significant number of heavy goods vehicle movements; or - Development likely to result in a material increase in the character of traffic entering or leaving a trunk road; or - Development that result in lower but still significant transport considerations, including those cases that are considered to have an impact on the EFSAC, will require a Transport Statement. - An indicative table for both Assessment and Statements of the types of applications likely to generate these traffic movements is given in Appendix A. <p>The information must include as follows:</p> <ul style="list-style-type: none"> - It should 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. - An assessment of existing and proposed annual average daily traffic (AADT) movements associated with the site in total and in or within 200m of the EFSAC. - 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.
Viability Assessment	<ul style="list-style-type: none"> - On development sites which provide for 11 or more homes, or residential floorspace of more than 1000 sqm (combined gross internal area) the requirement is 40% of those homes to be affordable housing provided on site. - Proposals that do not accord with this must be accompanied by a viability assessment with supporting evidence. Further information on viability assessments can be found at: https://www.gov.uk/guidance/viability - The Council will then undertake an independent validation review of the viability assessment for which the applicant will bear the cost. - You will also be required to complete and return the Consent Form which commits to covering all costs of undertaking an independent review as part of your application submission (See relevant heading above – ‘Consent Form for the Payment of Council Related Costs’.

Appendix A - Transport Assessment (TA)/Transport Statement (TS) Guideline Thresholds:

Use	Thresholds for TSs	Thresholds for TAs
Food retail	250 – 800m ²	>800m ²
Non-food retail	800 – 1500m ²	>1500m ²
Financial and professional services	1000 – 2500m ²	>2,500m ²
Restaurants and cafes	300 – 2500m ²	>2,500m ²
Business	1500 – 2500m ²	>2,500m ²
Non-residential institutions	500 – 1000m ²	>1000m ²
Leisure and assembly	500 – 1500m ²	>1500m ²
Drinking establishments	300 – 600m ²	>600m ²
Hot food takeaway	250 – 500m ²	>500m ²
B2 General industry	2500 – 4000m ²	>4,000m ²
B8 Storage and distribution	3000 – 5000m ²	>5,000m ²
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
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
Others	Discuss with LHA	Discuss with LHA

LHA = Local Highway Authority (Essex County Council)

Appendix B - Additional Requirements for Air Quality Assessment (in respect of Human Health)

Additional Requirements

- a) Where the proposed development falls within the Town and Country Planning (EIA) (England and Wales) Regulations 2011 and includes air quality and/or transport as a specific likely impact.
- b) Proposals located within or adjacent to an Air Quality Management Area (AQMA).
- c) Proposals that will create an AQMA.
- d) Proposals that could increase the existing traffic flow on roads of >10,000AADT by 5% or more.
- e) Proposals that increase traffic 5% on road canyons with >5000 AADT.
- f) Proposals that could introduce or significantly alter congestion (DfT Congestion) and includes the introduction of substantial road infrastructure changes.
- g) Proposals that reduce average speeds by more than 10 kph.
- h) Proposals that include additional HGV movements by more than 10% of total trips.