



Validation of Planning Applications

How to make
sure that your
application
includes all the
required
information when
submitted

Contents Page

1	Introduction	2
2	Can we require so much information?	3
3	Common reasons why applications are invalid	3
4	Data Protection and the Internet	3
5	The Validation Process	4
6	What if further information or a fee is required?	4
7	Online and electronic submissions	4
8	Structure of Advice Note	5
9	Where can I find more help?	6
	Section 2	7
	Documents Referred to in the Validation Checklists	
	Local Requirements	10
	Further Information and Contacts	64
	Section 3	65
	Checklists	

NOTE: All information contained in this document is correct at the date of publication. It is likely that some requirements may change over time. Changes will be incorporated when the document is revised.

If you require this information in large print, Braille, or in any other format, please contact us on 01732 227000 and select option 3 followed by option 2.

1 Introduction

This Advice Note has been prepared by the members of the Kent Development Control Officers Group that represents all of the development control teams in Kent Planning Authorities. It sets out general requirements for the County but each District Planning Authority has customised it, especially section 2, to meet their own local requirements.

It explains the procedure that the Council uses for deciding whether applications made under the Town and Country Planning Acts are valid when received by us. It also includes checklists designed to help you submit the correct information with your applications.

The note seeks to

- assist you in ensuring that your applications are valid when submitted,
- explain the various Validation Checklists that should be used when completing an application,
- ensure that all applications can be dealt with effectively and efficiently,
- respond positively to the Best Practice Advice issued by Government, and
- ensure that the Council can comply with recent changes in legislation.

This note therefore explains what type of information will be required for certain types of applications. For example if you are submitting an application for a new housing development you will need to consider whether an Affordable Housing Statement should be submitted. This advice note does not however tell you how much affordable housing your scheme should include. Advice on the amount of affordable housing can be found in the Council's policy documents and other advice notes.

With each application you make we will expect you to have completed the relevant Validation Checklist. There is one checklist for each type of planning application. These correspond with the new national planning application forms that came into force on 1 April 2008. If the information required by the Validation Checklist is not submitted with the application then the application will not be valid and will not be progressed to a decision.

Please read the document carefully before completing the application form, validation checklist and submitting your application.

Don't forget that Planning, Listed Building, Advertisement Consents may not be the only permissions or consents you may need from the Council. Other consents include Building Regulations, Licensing, Food Safety and others. More information on these and other consents and services of the Council are available on our website www.sevenoaks.gov.uk

2 Can we require so much information?

Some information - and a fee - is required by law when an application is submitted. In addition, current national regulations give planning authorities the power to require applicants to provide additional information in the interests of good and efficient decision making¹.

Different types of applications will require different levels of information and supporting documentation to be submitted. The Department of Communities and Local Government has published guidance² recommending that local planning authorities specify the scope of information necessary to enable them to determine different types of applications. This is what this Advice Note does.

3 Common reasons why applications are invalid

The most common reasons why applications are not valid when received are

- supporting documents that omitted information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning guidance;
- submitted drawings did not show sufficient details as specified in the guidance notes or were inconsistent;
- One or more plans missing;
- description of the development is wrong
- Design and Access Statement missing
- different application addresses on the forms and drawings;
- building works encroaching on the neighbouring property;
- incorrectly signed or unsigned certificates;
- insufficient copies of plans and forms submitted;
- inconsistency between elevations and floor plans;
- incorrect fees enclosed or fee cheque not signed; and
- information still inadequate after one or more requests to the applicant for further details.

4 Data Protection and the Internet

The information you provide on the application form and in the supporting documents will be public information which will be made available on the Council's website. In view of this, if you supply personal information belonging to a third party, please ensure you have their permission to do so.

5 The Validation Process

The Council will only consider applications that are valid.

“Valid” means that all the information specified by the Council in order to determine the application is provided in full at the start of the process, and to an acceptable quality. **If relevant information or the correct fee is missing the Council will not be able to start determining the application and the planning process will be delayed. Poor quality information may also cause delay.**

There are different types of applications. Some types require more detailed information than others. All information needs to be accurate. Some information can be complex and technical. It is required so that Council officers (not just in Planning), technical consultees and members can assess what the impacts of the development will be on neighbours, for example, regarding noise from air conditioning units, or the amount of traffic generated by a proposal. The information also helps the general public understand your proposals.

It is likely that you will need to appoint an architect, surveyor or specialist consultant to prepare the information for you. This might seem like an additional expense. However, it could save time and money in the long run and mean that permission is granted more quickly.

We want to make the process as simple as possible. We have prepared checklists which confirm what information is required for different types of applications.

You are encouraged to use these checklists to ensure that applications are complete when they are submitted to us. Checklists should be completed by you and submitted with the application. We will look at these checklists at the start of the planning process to make sure that the application is valid.

6 What if further information or a fee is required?

We will notify you within five working days if the application is incomplete due to missing information or fee. We will specify what needs to be provided and give a timescale for the submission of the missing information or fee. If this is not submitted within the given timescale the application will be returned to you and no further action will be taken on it.

Extra copies of plans may sometimes be requested if the Council needs to consult a wider than usual range of neighbours or expert advisers. The Council also reserves the right to request any other information considered necessary to make a full planning assessment of your proposal.

Where an application is not accompanied by information required by this Advice Note, then applicants should provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases, we will not declare the application invalid unless we can provide reasons to the applicant.

7 Online and electronic submissions

Sevenoaks is able to receive all applications electronically via the Planning Portal www.planningportal.gov.uk.

The following notes are provided to assist you when submitting your application in this way. If you follow the guidelines it will enable us to process your application and publish it on the web more quickly.

Please structure your electronic submission in the following way:

- No individual file is greater than 5MB

- Large documents are broken down into manageable files e.g. in chapters and sections
- It is important that the naming structure explains the document and chapter in plain English
- All major dimensions must be specified on drawings. This is necessary for the assessment of drawings. Drawings should include a scale and calibration scale
- Drawings should be orientated so they appear correctly when viewed on screen (i.e. North at the top of the screen).

8 Structure of Advice Note

This note is in three sections:

Section 1 provides an introduction (see above)

Section 2 Identifies the documents that are listed in the Validation Checklists and includes supporting studies, statements, assessments and planning obligations that are commonly required. For each type it identifies the relevant national and local guidance and development plan policies, together with other key documents, some of which contain their own bibliographies that you may find helpful.

Section 3 Contains the individual Validation Checklists. This is a separate booklet or each individual checklist is available as a separate document and may be downloaded from the council's website or accessed via the Planning Portal when making an online application. It is very important that a checklist is completed for the type of application you are submitting. In particular if you are not providing a piece of information requested on the checklist you must give full reasons why or your application may be made invalid. The reasons must be planning policy or constraint based.

9 Where can I find more help?

Copies of this Note and the Validation Checklists can be viewed or downloaded from the Council's website www.sevenoaks.gov.uk.

If you cannot locate the information you need on the Council's web site or on the Planning Portal, www.planningportal.gov.uk then please contact us via email to planning.validation@sevenoaks.gov.uk or call us on 01732 227000 and select option 3 followed by option 2.

¹ National legislation and regulations in relation to the registration and validation of applications currently includes:

- Town and Country Planning (Applications) Regulations 1988
- Town and Country Planning (General Development Procedure) Order 1995 (as amended)
- The Town and Country Planning Act 1990
- The Planning and Compulsory Purchase Act 2004 and
- Electronic Communications Order.

Authorities have powers under regulation 4 of the Town and Country Planning (Applications) Regulations to direct applicants to:

- (a) supply any further information, and except in the case of outline applications, plans and drawings necessary to enable them to determine the application or
- (b) provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.

² The Validation of Planning Applications Draft guidance for Local Planning Authorities December 2007

SECTION 2

Documents referred to in the Validation Checklists

GENERAL REQUIREMENTS

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable. Where a drawing contains different elements of the proposal they should be clearly grouped under headings.

All drawings MUST include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale)
- Indicate the direction of North on layout and location plans
- Have a title to identify the development and subject of the drawing (e.g. Residential development at Netherfield Park, Merryton – Site Layout)
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B)
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
- Annotation against the drawing to indicate all key external dimensions
- A scale bar
- The date the plan was prepared or amended

SITE LOCATION PLAN

Such plans should show at least two named roads and surrounding buildings. The properties shown should be numbered to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a **red** line, including all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car-parking and open areas around buildings.

A **blue** line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

SITE LAYOUT PLAN/BLOCK PLAN

Such Plans should be at a scale of 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show;

- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- The species, position and spread of all trees within 12 metres of any proposed building works.
- The extent and type of any hard surfacing.

- Boundary treatments including walls or fencing where this is proposed.
- The location, number and form of any vehicle or cycle parking
- The location and shape of any vehicle turning area.

FLOOR PLANS AND ELEVATIONS

All sides of the existing building as well as the proposed development must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the openings on each property.

If you are submitting an application to extend a dwelling or property sited in the Metropolitan Green Belt we will require full floor plans of the dwelling or property.

SECTIONS

Cross section(s) through the proposed building(s) should be submitted in the following circumstances;

- In all cases where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels.
- On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings.

The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

OWNERSHIP CERTIFICATES

You must complete an ownership certificate for all applications except

- an application for Reserved Matters,
- works to trees protected by Tree Preservation Orders,
- notification of works to trees in Conservation Area areas or
- Applications for Express Consent to display an Advertisement.

Fill in **Certificate A** if the applicant is the only person who owns the application site. This is what the completed certificate A confirms.

Fill in **Certificate B** if the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders). You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is formally told them) that you were making the application. This is what the completed certificate B confirms.

You should use **Certificate C** if you know some owners but not all owners. In this case you must also explain what reasonable steps you have taken to identify other owners. You will need to list

the names and addresses of any other people and confirm the date when you “served notice” (that is formally told them) that you were making the application. You will also have to place a public notice in a newspaper circulating in area where the land lies.

You should use **Certificate D** if you do not know any of the owners. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in area where the land lies.

For these purposes an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

AGRICULTURAL HOLDINGS CERTIFICATE

This certificate is required where there is an agricultural holding, that is where there is an **agricultural tenant(s)**, who must be notified prior to the submission of the application. If the application site does not include an agricultural holding then you should complete the statement to that effect on the Certificate, from the list above, which you issue with the application.

PART 1 NOTICE

A notice to the owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed and some owners other than the applicant are known. A copy should be served on each of the individuals identified in the relevant Certificate.

It will be very helpful if a copy of each Notice served were to accompany the application.

FEE –

The correct fee for your application may be found by using the fee calculator on the Planning Portal at www.planningportal.gov.uk/pins/FeeCalculatorStandalone

LOCAL REQUIREMENTS

Please note that this is a list of all of the local requirements that could apply in Kent when submitting applications. When it applies only to certain districts then this will be clearly indicated.

AFFORDABLE HOUSING: PLANNING OBLIGATION

Description and Scope

Affordable Housing Statement

This applies in all districts in Kent.

An affordable housing statement will be required where the amount of housing proposed to be built meet the thresholds set out below. The statement should include information concerning both the affordable housing and any market housing. The information provided should include the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms or the floor space of the new units. The levels or types of affordability or tenure proposed for different units should be clearly and fully explained. The statement should also include details of any Registered Social Landlords acting as partners in the development.

The statement should also include the proposed timing of the provision and should include as a minimum draft heads of terms for a planning obligation or should be accompanied by a Unilateral Undertaking.

In preparing the statement, and in addition to advice obtained from planning officers during pre-application discussions, you should contact the Council's Housing Policy Officer within the Housing Services team for more detailed advice regarding need, tenure and partners etc.

The provision of affordable housing is normally secured through a planning obligation. This would typically cover the construction of the units, their transfer to a Registered Social Landlord, occupancy restrictions and the procedure for the nomination of tenants. A draft planning obligation should be submitted with your application. A model obligation is available from the Council's web site.

When required:

On sites for residential development capable of accommodating 15 units or more, the Local Planning Authority will seek 40% of all units as affordable housing. These should be split with 50% social rented accommodation and 50% intermediate affordable housing under the definitions* contained within Planning Policy Statement 3 unless local needs could be better met by a different split. Policy at all levels states that there is a strong preference for on-site provision of affordable housing.

*PPS3 Annex B: definitions

Government policy or guidance:

- PPS3: Housing
- Delivering Affordable Housing

Kent and Medway Structure Plan, 2006:

- Policy HP7 – Affordable Housing Provision

Other Documents:

- Housing Market and Needs Assessment : SDC 2007
- Draft South-East Plan

AIR QUALITY ASSESSMENT

Description and Scope

An Air Quality Assessment will be required for proposals that have the potential to cause significant levels of air pollution or odour or which may affect a designated Air Quality Management Area (AQMA). The latter would include developments located within the AQMA as well as those that could generate additional vehicular traffic through this area. The assessment should provide information to enable the Council to assess the likely impact on local air quality.

In respect of proposals affecting the AQMA, it may be appropriate in some circumstances for you to fund mitigating measures elsewhere inside the Area to offset any increase in local pollutant emissions resulting from the proposed development. These measures would normally be secured through planning obligations.

Assessments are required for the larger scale types of development. Whilst smaller infill development within or close to the AQMA is unlikely to require an air quality assessment, the cumulative effects of such development do have an impact on local air quality. Mitigation measures or contributions to any Air Quality Action Plan and / or the Pollution Management Programme may be sought proportionately.

Please check with the Council if there is an AQMA that might be close to your proposal. If there is they can advise you on the need for and scope of the Assessment.

When required:

- proposals that generate high levels of air pollution, such as significant industrial developments (for example large factories producing high levels of pollutants such as Nitrogen Dioxide)
- significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA

Government policy or guidance:

- PPS 23 – Planning and Pollution Control – Annex 1: Pollution Control, Air and Water Quality
- Part IV of the Environment Act 1995 – Local Air Quality management DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7: Air quality and land use planning

Kent and Medway Structure Plan, 2006:

- Policy NR5 – Pollution Impacts
- Policy NR6 – Development Sensitive to Pollution
- Policy NR7 – Air Quality Management Areas

Local Plan Saved Policies

- Policy EN1 – Development Control –General Principles

Other Documents:

- Planning for Air Quality - National Society for Clean Air (NSCA)
- SDC Air Quality Action Plan

BIODIVERSITY, ECOLOGICAL SITE ASSESSMENT, ECOLOGICAL SURVEY AND PROTECTED SPECIES SURVEY

Description and Scope

A Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. If further surveys are required to be carried out, these should be done prior to submission of the planning application. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.

Where your proposals directly or indirectly affect Sites of Special Scientific Interest (SSSIs) a Local Nature Reserve (LNR) or a non-statutory nature conservation site identified in the Local Plan (e.g. SNCI Site of Nature Conservation Interest) an ecological survey will be required, and you should consult Natural England and Kent Wildlife Trust respectively.

Where there is a possibility that a site may contain protected species, such as bats, badgers or great crested newts, we will expect the application to be accompanied by a survey to establish their presence or absence and, if present, the population level, the likely impact on the species and a scheme of mitigation. Information may be available from Kent and Medway Biological Records Centre, Natural England, Kent Wildlife Trust or public records. Surveys and assessment should be in accordance with guidance produced by Institute of Ecology and Environmental Management (IEEM).

Failure to provide information on protected species at the outset can significantly delay the processing of your planning information whilst a survey is carried out, and could result in a need for design and layout changes that should have been taken into account in the original proposal.

Even where there are no habitats or protected species present applicants may be required to contribute to the wider biodiversity of the area through the provision of habitats and wildlife protection measures e.g. the provision of bird and bat boxes.

When required:

- Proposals affecting nationally and locally designated sites (SSSIs, LNRs, and/or for example SNCIs).
- Proposals affecting natural or semi-natural vegetation/habitat e.g. woodland, hedgerows, ponds and grassland etc
- Proposals affecting a site where protected species are known or likely to occur, such as bats in buildings to be demolished or land with ponds where Great Crested Newts may be present.

Detailed guidance on when such surveys and reports are required can be found on Natural England's website covering biodiversity checklist for protected species, woodlands and other areas of nature conservation:

http://www.naturalengland.org.uk/regions/east_of_england/ourwork/standingadvice/protectedspecies/default.aspx

http://www.naturalengland.org.uk/regions/south_east/ourwork/standingadvice/ancientwoodland/default.aspx

Government policy or guidance:

- PPS9: Biodiversity & Geological Conservation
- Planning for Biodiversity and Geological Conservation: A Guide to Good Practice, 2006
- Circular 06/05: Biodiversity and Geographical Conservation - Statutory Obligations and Their Impact within the Planning System

South East Plan 2009

- Policy NRM5: Conservation and Improvement of Biodiversity

Saved policies of the Sevenoaks District Local Plan

- Policy EN17B – Sites of Nature Conservation Importance and Local Nature Reserves

Other Documents

- Bat Surveys : Good Practice Guidelines – Bat Conservation Trust October 2007

CONTAMINATED LAND INVESTIGATION

Description and Scope

Most development takes place on previously developed land. Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination we will expect to see results of investigations indicating whether or not contamination is present or likely and if so how the contamination is proposed to be dealt with. As a first stage you should establish the former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. In particular, you are advised to read our leaflet “Land Affected by Contamination – A Guide for Developers”. Early discussions with our Environmental Health Team and the Environment Agency are recommended in order to clarify the process.

We recommend that a desktop study and walkover survey should be taken for almost every development, even greenfield sites particularly if there have been previous agricultural uses. Sites which have only been used for residential development may have potential contaminants e.g. from domestic heating oil leaks, garages and basements.

When required:

- When previous uses on or adjoining the site could have given rise to contamination such as former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (including on farms)
- When an initial desktop and walkover study suggests that contaminants may be present.

Government policy or guidance:

- PPS 23: Planning and Pollution Control – Annex 2: Development on land affected by contamination

Kent and Medway Structure Plan, 2006:

- Policy NR6 – Development Sensitive to Pollution

Other Documents:

- BS10175 Code of Practice for the Investigation of Potentially Contaminated Sites, 2001
- BS5930 Code of Practice for Site Investigations, 1999
- Guidance for the Safe Development of Housing on Land Affected by Contamination, R & D Publication 66, EA & NHBC, 2000
- NHBC Standards Chapter 4 Land Quality - Managing Ground Conditions, 2003
- Contaminated Land Report 11 Model Procedures for the Management of Land Contamination, 2004

- Environment Agency Guidance on Requirements for Land Contamination Reports, 2005

DESIGN AND ACCESS STATEMENT

Description and Scope

Most planning applications must be accompanied by a Design and Access Statement. The Statement should explain how a design “process” has been followed. The statement is required to explain

- The design principles and concepts that have been applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance.
- The steps taken to appraise the context of the development and how the design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance.
- How local development plan policies and documents have been taken into account.
- State what consultation has been undertaken on access and design issues and what account has been taken of the outcomes.
- How specific issues which might affect access to the development have been addressed.
- How prospective users will be able to gain access to the development from the existing transport network.
- Why the main access points to the site and the layout of access routes within the site have been chosen.
- How features which ensure good access to the development will be maintained.

It should also show how account has been taken of the principles of sustainable design and construction, crime prevention and accessibility.

Proposals that affect Listed Buildings, Conservation Areas or other areas with specific designations will need particularly careful analysis and justification in the Statement to show that full account has been taken of their status. Specific reference should be made to PPG 15 and its requirements when applications are for listed buildings or buildings in Conservation Areas.

Illustrative material in the form of photographs, sketches, coloured drawings, perspectives, street scene montages, or models is often helpful to the understanding of a proposal and enables a full appreciation of the design of proposed buildings in their wider surroundings, not just the immediately adjacent buildings. The level of illustrative material needed will depend on the scale of the development.

Straightforward or small-scale proposals may just need a brief Statement covering the matters set out above, photographs of the site and its surroundings and plans or drawings in relation to neighbouring development.

If you have provided a very detailed or lengthy statement it would be helpful to include a summary.

When is a Design and Access Statement required?

For all planning applications except:

- Changes of use, unless they involve operational development
- Developments affecting an existing dwelling, or within the curtilage of a dwelling, except those within a Conservation Area, Area of Outstanding Natural Beauty or Site of Special Scientific Interest
- Engineering or mining operations.

A Matrix summarising when a Design and Access Statement is required can be found at the end of this Advice Note

Government policy or guidance:

- PPS 1: Delivering Sustainable Development
- PPS3: Housing
- PPS7: Sustainable Development in Rural Areas
- PPG 13: Transport
- PPG15: Planning and the Historic Environment
- Guidance on Changes to the Development Control System, DCLG Circular 01/2006

Kent and Medway Structure Plan, 2006:

- Policy QL1 – Quality of Development and Design
- Policy QL6 – Conservation Areas
- Policy QL8 – Buildings of Architectural or Historic Importance
- Policy NR1 – Development and the Prudent Use of Resources

Local Plan Saved Policies

- Policy EN1 – Development Control –General Principles

Supplementary Planning Documents or Guidance:

- The Kent Design Guide, 2006

Other Documents:

- Design and Access Statements: How to write, read and use them, CABI, 2006

DEVELOPMENT CONTRIBUTIONS VIABILITY STATEMENT

Description and Scope

A development contributions viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority. Typical contribution requirements are set out in other sections of this document.

The viability statement should be in the form of a fully detailed land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority (e.g. for community infrastructure and highway works off site).

When required:

- Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.

Government policy or guidance:

- PPS 1: Delivering Sustainable Development

Kent and Medway Structure Plan, 2006:

- Policy QL11 – Protection and Enhancement of Existing Community Services
- Policy QL12 – Provision for New Community Services and Infrastructure
- Policy IM1 - Meeting the Costs of Community and Other Infrastructure Needs Generated by New Development

DRAINAGE – FOUL SEWERAGE ASSESSMENT

Description and Scope

A foul sewerage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land. To include a description of types, quantities and means of disposal of any trade waste or effluent.

When required?

- Where the proposal would use non-mains drainage. In many cases such systems constitute development and planning permission is required for them. Details should be provided with the application including and discharge, any discharge licence requirements and pre-application consultations undertaken with the Environment Agency.
- Development proposals where the utility provider has indicated that there is a lack of capacity within the existing system.

Government policy or guidance:

- Circular 03/99 - Planning requirements in respect of the use of non-mains sewerage incorporating septic tanks in new development.
- Approved Document Part H of the Building Regulations 2000

Kent and Medway Structure Plan, 2006:

- Policy NR5 – Pollution Impacts

SURFACE WATER DRAINAGE ASSESSMENT

A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity.

When required

- For operational developments of less than 1 hectare site size falling within Flood Zone1,
- For developments where drainage is required and the site is located on an aquifer protection zone
- If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.

Government policy or guidance:

- PPS 1: Delivering Sustainable Development
- PPS25: Development and Flood Risk

Kent and Medway Structure Plan, 2006:

- Policy NR10 – Development and Flood Risk

Other Documents:

- Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft'
- CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim Code of Practice for Sustainable Drainage Systems.

ECONOMIC STATEMENT

Description and Scope

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

When required:

- An economic statement may be needed for any application resulting in regeneration benefits.

EDUCATION CONTRIBUTIONS: PLANNING OBLIGATION

Description and Scope

The District Council wishes to ensure that new development does not put a strain on existing facilities to the detriment of the wider community, and that children do not have to travel long distances to school. Consequently developers are expected to contribute towards the cost of education facilities where the need for those facilities arises directly as a result of their development.

In determining whether or not a developer contribution is required, the Council will seek advice from Kent County Council via their agents Mouchel Property Services. Their methodology for assessing the need for contributions and the sums required is set out in the KCC Developers' Guide to Contributions for Community Facilities, 2007.

Where a developer contribution is required, and this cannot be secured through a planning condition, a planning obligation will normally be required. A draft version should be submitted with your application. This would specify the sum of money to be paid by the developer; the timing of the payment; the way in which the contribution would be used; and arrangements for the repayment of the sum if it is not used within a ten year period.

When required:

- Residential developments of 10 bed spaces or more that would generate a demand for school places which cannot be met by existing school facilities.

Government policy or guidance:

- PPS 1: Delivering Sustainable Development

Kent and Medway Structure Plan, 2006:

- Policy QL11 – Protection and Enhancement of Existing community Services
- Policy QL12 – Provision for New community Services and Infrastructure
- Policy IM1 - Meeting the Costs of Community and Other Infrastructure Needs Generated by New Development

Supplementary Planning Guidance:

- KCC Developers' Guide to Contributions for Community Facilities, 2007

EMPLOYMENT LAND STUDY

Description and Scope

The District Council wishes to ensure that new development does not result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.

When required:

- Development that would result in the redevelopment of an existing employment site for another non employment generating use.

Government policy or guidance:

- Draft PPS 4: Planning for Sustainable Economic Development

Kent and Medway Structure Plan, 2006:

- Policy EP2 – Employment Land Provision

Local Plan Saved Policies

- Policy EP1 – Employment
- Policy EP8 – Development in Business Areas
- Policy EP10 – Retention of Business Sites
- Policy EP11B – Development in the Green Belt
- Policy EP13 – Replacement of Commercial Buildings

ENVIRONMENTAL IMPACT STATEMENT

This may be required for certain categories of development, as defined in Schedule 1 and Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. The Regulations require a developer to prepare an Environmental Statement to enable the local planning authority to give proper consideration to the likely environmental effects of a proposed development.

The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.

Applicants should be aware of two judgments of the European Court of Justice in May 2006. These require that where development consent comprises a multi-stage process e.g. outline planning applications, EIA can be required before approval of reserved matters. The Regulations will also apply to conditions attached to full planning permissions which do not permit development until the submission of certain detailed matters and their approval by the planning authority.

Other Documents

- Town and Country Planning (Environmental Impact Assessment) (England) Regulations 1999
- Town and Country Planning (Environmental Impact Assessment) (England) (Amendment) Regulations 2007

FLOOD RISK ASSESSMENT

Description and Scope

The Environment Agency has identified areas within the district that are at risk of flooding. The location of these areas is available on the Environment Agency's web site www.environment-agency.gov.uk, or from the Council.

Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers. If your site lies in the floodplain or is adjacent to a Main River we recommend that you contact the Environment Agency to discuss the need for and scope of the Assessment. We can tell you if your site lies in the floodplain or near a Main River, or you can check on line at the Environment Agency's website. Of particular use is the Standing Advice that the EA provides to Local Planning Authorities. This explains when the authority should consult the EA on a planning application but it also gives considerable information on the need for and type of Flood Risk Assessment that will be required. The Standing advice is available at www.pipernetworking.com/floodrisk/index.html

Applicants should also check if a Strategic Flood Risk Assessment has already been prepared.

When required

- for every application in Flood Zones 2 or 3 (with certain limited exceptions)
- For any application elsewhere with a site area greater than 1 Hectare.
- All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River
- Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways

Government policy or guidance:

- PPS25: Development and Flood Risk
- Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft', 2007

Kent and Medway Structure Plan, 2006:

- Policy NR10 – Development and Flood Risk

Other Documents:

- National Standing Advice to Local Planning authorities for planning applications - Development and Flood Risk - England - User Guidance Note, 2004
- the Environment Agency's [Flood Risk Matrix](http://www.pipernetworking.com/floodrisk/matrix.html)
<http://www.pipernetworking.com/floodrisk/matrix.html>

GREEN BELT

Description and Scope

As part of your background research about your site you should carry out an initial assessment to identify whether the site is within the Green Belt. Green Belt land is found in Kent within the Council areas of Dartford, Gravesham, Maidstone, Medway, Sevenoaks, Tonbridge and Malling and Tunbridge Wells,

Only a limited number of types of development are considered “appropriate” in the relevant Government Guidance. Your statement should cover why you consider the development to be “appropriate” in the Green Belt. If your proposal is “inappropriate” then you must include in your application as statement of the “very special circumstances” that you consider justify the development. We will not treat an application for “inappropriate development” in the Green Belt as invalid but you may wish to submit a statement of “very special circumstances” as without such your application is unlikely to be successful. The whole PPG2 needs to be carefully assessed and dealt with in drafting the statement of “very special circumstances”.

When required:

- Many proposals in the Green Belt

Government policy or guidance:

- PPG 2 – Green Belt (Section 3 for definitions of “inappropriate development”)

Kent and Medway Structure Plan, 2006:

- Policy SS2 – The extent of Green Belts

Local Plan Saved Policies

- Policy GB1 – Green Belt Boundaries
- Policy GB3A – Re-use of Buildings in the Green Belt
- Policy GB3B – Re-use of Buildings in the Green Belt
- Policy GB5 – Major Developed Sites
- Policy H13 – Replacement Dwellings
- Policy H14A – Extension of Dwellings
- Policy H14B – Extension of Dwellings
- Policy EP13 - Replacement of Commercial Buildings

HEALTH IMPACTS: - PLANNING OBLIGATION

New residential development can generate the need for additional health facilities, for example expanded or new GP surgeries. The Developer should consult the Primary Care Trust on the need for additional facilities generated by the development.

Where a developer contribution is required a planning obligation under Section 106 of the Act will normally be required. A draft version should be submitted with your application. This would specify how you will address that need and the mechanism for doing so.

When required:

- Where a demand is identified

Kent and Medway Structure Plan, 2006:

- Policy QL11 – Protection and enhancement of community facilities
- Policy QL12 – Provision for new community services and infrastructure
- Policy IM1 - Meeting the Costs of Community and Other Infrastructure Needs Generated by New Development

Supplementary Planning Guidance:

- KCC Developers' Guide to Contributions for Community Facilities, 2007

HERITAGE STATEMENT

Description and Scope

As part of your background research about your site you should carry out an initial assessment to identify whether the site is known or likely to contain archaeological remains. Other sites of archaeological interest are based on the County Council's Sites and Monuments Record and records of areas of archaeological potential. However; not all archaeological remains are recorded and some earthworks or depressions, which appear on historical mapping, may be important local archaeology e.g. hollow ways, hammer ponds or saw pits. You should consult us and/or the County Archaeologist to establish the possible archaeological implications of your proposals.

If remains are known or thought likely to exist, an Archaeological Assessment carried out by an archaeological consultant will be required to identify the nature, extent and importance of the remains. Normally this involves a desk based evaluation of existing information and occasionally field evaluations may be necessary. The Assessment should also provide details of the preservation of the remains in situ or of their excavation and recording, as appropriate.

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields.

When required:

- Proposals affecting Scheduled Ancient Monuments
- Proposals affecting sites identified on the County Council Sites and Monument Record or areas of archaeological potential.
- When the site is known or thought likely to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping.

Government policy or guidance:

- PPG15 – Planning and the Historic Environment
- PPG 16 – Archaeology and Planning

Kent and Medway Structure Plan, 2006:

- Policy QL7 – Archaeological Sites

Local Plan Saved Policies

- Policy EN25A – Archaeological Remains and Assessment
- Policy EN25B – Archaeological Remains and Assessment

- Policy EN26 – Historic Parks and Gardens

LANDSCAPING

Description and Scope

Landscaping is the treatment of private and public space to enhance or protect the site's amenity through hard and soft measures, for example, through planting of trees or hedges or screening by fences or walls.

Landscape proposals should be an integral part of any development and both Landscape Strategies and Landscape Plans are means to demonstrate how landscape will be integrated into the design. Landscape strategies are usually less detailed and often used in connection with especially large and/or complex developments where it might not be possible to provide full details for 'hard' and 'soft' landscape treatment at the planning application stage. Landscape Plans provide 'hard' and 'soft' landscape details and highlight how the landscape proposals will be implemented.

As landscaping should form part of the design concept for the site, and not be a separate process or afterthought; there should be reference to landscaping in the design and access statement and detailed landscaping proposals should be included which follow from the site survey and design concept. Where practicable existing trees and other vegetation should be retained and protected during the course of construction. (See the section on trees and hedgerows).

Landscape proposals should be an integral part of any development and both Landscape Strategies and Landscape Plans are means to demonstrate how landscape will be integrated into the design. Landscape strategies are usually less detailed and often used in connection with especially large and/or complex developments where it might not be possible to provide full details for 'hard' and 'soft' landscape treatment at the planning application stage. Landscape Plans provide 'hard' and 'soft' landscape details and highlight how the landscape proposals will be implemented.

Landscaping schemes should include;

- Proposed finished ground levels or contours
- Where significant earthworks are required a soil management strategy should be provided.
- Means of enclosure, e.g. fencing, boundary walls or hedging
- Extent and provision for all construction operations including site compounds, haul roads temporary access points etc.
- Car parking layouts
- Other vehicle and pedestrian access routes and circulation areas
- Hard surfacing materials, structures and ancillary objects (lighting columns, refuse bins etc)

- Plans showing the location of existing and proposed shrubs and trees, indicating which are to be retained and which will be removed.
- A schedule of new planting showing species, size at time of planting, planting density
- Notes on cultivation, protection measures and management objectives.
- An implementation programme for when and at what stage of the development the planting will be carried out.
- A landscape and if appropriate ecological management plan with landscape and ecological objectives, mechanisms for implementation, monitoring and provision for financing.

When required:

Applications for full planning permission should be prepared with the landscaping of the final form of development in mind. It is also suggested that a scheme for the planned maintenance of planting once undertaken should be included in the initial application.

Applications for outline planning permission should indicate the intended landscape structure.

Government policy or guidance:

- PPS 1: Delivering Sustainable Development
- PPS7: Sustainable Development in Rural Areas

Kent and Medway Structure Plan, 2006: Local Plan –

- Policy QL1 – Quality of Development and Design
- Policy EN1 – Protecting Kent’s Countryside
- Policy EN3 – Protection and Enhancement of Countryside Character
- Policy EN4 - Areas of Outstanding Natural Beauty
- Policy EN5 – Special Landscape Areas
- Policy EN14 – Rural Lanes
- Policy QL9 – Historic Landscape Features

Local Plan Saves Policies

- Policy EN1 – Development Control –General Principles

Other Documents:

- AONB Management Plans
- The Kent Design Guide, 2006

- SDC Village Design Statements

LANDSCAPE/TOWNSCAPE AND VISUAL IMPACT ASSESSMENT

Description and Scope

The high environmental quality of the countryside and our historic towns and villages is one of our treasured resources. Landscape/townscape and visual impact assessments help to demonstrate the possible effect of medium and larger scale developments on the character and appearance of the landscape or townscape.

The assessment should identify the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, such as the Kent Downs or High Weald Area of Outstanding Natural Beauty or Kent Special Landscape Area, as well as to the relevant local character area(s) identified in the Kent Landscape Character Area Assessment and any Local Landscape Character Area Assessments. Key public viewpoints of the site from the surrounding area should be identified. We would like the Assessment to include illustrative material in the form of photomontages (preferably verified), sketches or perspectives that would assist with the understanding the likely impact of the proposal and any mitigation. Landscape and visual impact assessments should be carried out by an appropriate professional in accordance with Guidelines for Landscape and Visual Impact Assessment 2nd Edition Landscape Institute and IEMA. 2002

If the proposal affects a Historic Park or Garden or the curtilage of a Listed Building or historic landscape the Assessment should include a historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement (see above).

When required:

- developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape
- development visible from within or close to a conservation area, listed building, historic park or garden or other important visual amenity

Government policy or guidance:

- PPS7: Sustainable Development in Rural Areas

Kent and Medway Structure Plan, 2006:

- Policy EN1 – Protecting Kent’s Countryside
- Policy EN3 – Protection and Enhancement of Countryside Character
- Policy EN4 - Areas of Outstanding Natural Beauty
- Policy EN5 – Special Landscape Areas
- Policy EN14 – Rural Lanes

- Policy QL9 – Historic Landscape Features

Local Plan Saved Policies

- Policy EN1 – Development Control –General Principles
- Policy EN6 – Areas of Outstanding Natural Beauty
- Policy EN7 – Special Landscape Areas
- Policy EN8 – Areas of Local Landscape Importance
- Policy EN23 – Conservation Areas - Development
- Policy EN26 – Historic Parks and Gardens

Other Documents:

- Guidelines for Landscape and Visual Impact Assessment 2nd Edition- The Landscape Institute & The Institute of Environmental Management and Assessment (ISBN-0-415-23185-X)
- The High Weald AONB Management Plan 2004
- The Kent Downs AONB Management Plan

LIBRARY CONTRIBUTIONS: PLANNING OBLIGATION

Description and Scope

The Council wishes to ensure that new development does not put a strain on existing facilities to the detriment of the wider community, and that adequate library facilities are provided to meet the needs of new residents. Consequently developers are expected to contribute towards the cost of library facilities where the need for those facilities arises directly as a result of their development.

In determining whether or not a developer contribution is required, the Council will seek advice from Kent County Council via their agents Mouchel Property Services. Their methodology for assessing the need for contributions and the sums required is set out in the KCC Developers' Guide to Contributions for Community Facilities, 2007.

Where a developer contribution is required a planning obligation under Section 106 of the Act will normally be required. A draft version should be submitted with your application. This would specify how you will address that need and the mechanism for doing so.

When required:

- Where a demand is identified

Kent and Medway Structure Plan, 2006:

- Policy QL11 – Protection and enhancement of community facilities
- Policy QL12 – Provision for new community services and infrastructure
- Policy IM1 - Meeting the Costs of Community and Other Infrastructure Needs Generated by New Development

Supplementary Planning Guidance:

- KCC Developers' Guide to Contributions for Community Facilities, 2007

LIGHTING ASSESSMENT/DETAILS OF LIGHTING SCHEME

Description and Scope

External lighting can have significant impacts on people's enjoyment of their homes, the countryside and on the night sky. Where such lighting is proposed applications should include details of the number, type (e.g. wall mounted or free-standing columns), location and intensity of any lighting installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside.

When required:

Where it is intended to install external lighting full details should be included with the application. This is required for all commercial and residential development that includes external lighting i.e. Car parks and security lights.

Government policy or guidance:

- Manual for Streets – DCLG 2007
- Lighting in the Countryside – DCLG 1997

Kent and Medway Structure Plan, 2006:

- Policy QL1 – Quality of Development and Design

Local Plan Saved Policies

- Policy EN31 – Outdoor Lighting

Other Documents:

- DCLG Planning Factsheet 2: External Lighting
- The Institution of Lighting Engineers - Guidance Notes for the Reduction of Obtrusive Light 2005

LISTED BUILDING DESIGN AND ACCESS STATEMENT AND CONSERVATION AREA ASSESSMENT

Description and Scope

All applications for listed building consent will need to be accompanied by a design and access statement. This should set out the design principles and concepts that have been applied to the proposed works, and (other than in the case of works only affecting the interior of the building) how issues relating to access to the building have been dealt with. The statement should explain how the principles and concepts referred to have been applied to the aspects of scale, layout and appearance, and have taken account of;

- The special architectural or historic interest of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building's setting, and
- The reason for the works.

A **Conservation Area Assessment** will be required for applications for planning permission (apart from change of use) on sites within conservation areas, or affecting the setting of a conservation area, and applications for conservation area consent. The assessment should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area. The assessment could form part of the Design and Access Statement.

Applicants are advised to discuss proposals with the Council's Conservation Officers before submitting a planning application.

The written statement will be required to include as appropriate

- a schedule of works to the Listed Building
- an assessment of the impact of the development or the setting of a Listed Building or adjacent Listed Buildings,
- the impact on the character and appearance of the Conservation Area.

When required:

Required on all applications that have an impact on the setting of a Listed Building or are within/adjacent to a Conservation Area.

Government policy or guidance:

- PPG15 – Planning and the Historic Environment

The following Circulars should be read in conjunction with Planning Policy Guidance 15: Planning and the historic environment:

- Circular 01/01: Arrangements for Handling Heritage Applications - Notification and Directions by the Secretary of State
- Circular 09/05: Arrangements for Handling Heritage Applications - Notification To National Amenity Societies Direction 2005

- Circular 01/07: Revisions to Principles of Selection for Listed Buildings

Circulars 01/01 and 09/05 discuss arrangements for handling heritage applications that amend the existing Planning Policy Guidance 15 (PPG15).

Circular 01/07 contains revised principles for use in listing decisions to replace the existing paragraphs 6.1-6.40 of PPG15, which are revoked.

Kent and Medway Structure Plan, 2006:

- Policy QL6 – Conservation Areas
- Policy QL7 – Archaeological Sites
- Policy QL8 – Buildings of Architectural or Historic Importance
- Policy QL9 – Historic Landscape Features

Local Plan Saved Policies

- Policy EN23 – Conservation Areas - Development

NOISE IMPACT ASSESSMENT

Description and Scope

A Noise Impact Assessment may be required either for proposals that could cause significant noise disturbance or for noise sensitive developments, such as housing, that are proposed near to major sources of noise, such as main roads, railways or major industrial development. The Assessment should provide information on noise levels and any proposed mitigation measures.

When considering the need for and scope of the Assessment, you are advised to contact the Council's Environmental Health officers.

When required:

- proposals that generate high levels of noise such as noisy sports; industrial developments using noisy machinery, such as joinery workshops; refrigeration plant and equipment
- new housing adjacent to major sources of noise, including roads, railways and industrial sources

Government policy or guidance:

- PPG 24: Planning and Noise

Kent and Medway Structure Plan, 2006:

- Policy NR5 – Pollution Impacts
- Policy NR6 – Development Sensitive to Pollution

Local Plan Saved Policies

- Policy NR10 – Pollution from Development

OPEN SPACE ASSESSMENT

Description and Scope

Existing open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which has clearly shown the open space or the buildings and land to be surplus to requirements. Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 as land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.

When required:

- Any development that results in the loss of open space as defined above.

Government policy or guidance:

- PPG17: Planning for open space, sport and recreation
- Assessing Needs and Opportunities: A Companion Guide to PPG17

Kent and Medway Structure Plan, 2006:

- Policy QL11 – Protecting and Enhancing Existing Community Services

Local Plan Saved Policies

- Policy EN 9 – Green Spaces

PARKING/SERVICING DETAILS

Description and Scope

Each area of new residential or industrial/commercial development should make adequate provision for parking in order to minimise the impact of parked vehicles on the existing highway network. A statement about how much parking is to be provided and the way in which it will be accommodated should be submitted. (Parking provision will extend to cycle parking). The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure, e.g. by overlooking.

When required:

- Any development of 5 or more dwellings or 1000sq.m. of commercial floorspace

Government policy or guidance:

- PPS 1: Delivering Sustainable Development
- PPG13 - Transport

Kent and Medway Structure Plan, 2006:

- Policy TP1 – integrated Transport Strategy
- Policy TP19 – Vehicle parking Standards

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles
- Policy VP1 – Car Parking Standards

Other documents

- Manual for Streets
- The Kent Design Guide, 2006

PLANNING STATEMENT

Description and Scope

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. This might be with neighbours, the Town /Parish Council, consultees, etc as well as, for the largest applications, public exhibitions/meetings.

A separate Statement of Community Involvement will also be appropriate for major developments.

When required:

- All planning applications except those to alter or extend a dwelling (n.b. applications for listed building consent are excluded)

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles

PLANNING OBLIGATION(S)/DRAFT HEADS OF TERMS

In order to address various planning issues such as affordable housing, public open space provision, highway works, developer contributions or landscape and nature conservation mitigation, a planning obligation (planning agreement/unilateral undertaking) under Section 106 of the Town and Country Planning Act, 1990 may be required.

Where an obligation is necessary we require this to be submitted with your application, together with the contact details of your legal representative, evidence of title or confirmation that the title owner(s) will be in a position to enter into such an Agreement. The Council may have a model obligation/agreement that might meet your requirements and you should discuss this with a planning officer at the pre-application stage.

When required:

- The need for a planning obligation will depend upon the type of development proposed and the requirements of other parts of this advice note. Typically an agreement will be required for the provision of community and highway infrastructure. This may include items such as affordable housing provision, education, library, youth and community, off site highway improvements, public art, play equipment, public open space and public realm enhancements. The provision of such items by the imposition of conditions will be considered where appropriate but you should contact us at the pre-application stage for specific advice.
- The most common requirements are listed in this document under their individual contributions and are subtitled “Planning Obligation”.

Government policy or guidance:

- Circular 05/05 – Planning Obligations
- Planning Obligations: Practice Guidance – DCLG 1/08/2006
- Model planning obligation (section 106) agreement – DCLG 15/08/2006
- PPS1: Delivering Sustainable Development
- PPG17: Planning for open space, sport and recreation

Kent and Medway Structure Plan, 2006:

- Policy QL11 – Protection and Enhancement of Existing community Services
- Policy QL12 – Provision for New community Services and Infrastructure
- Policy QL13 – Cultural development and the arts
- Policy IM1 - Meeting the Costs of Community and Other Infrastructure Needs Generated by New Development

Supplementary Planning Document:

- The Kent Design Guide, 2006

REFUSE COLLECTION

Description and Scope

To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclates as well as arrangements for access for refuse disposal vehicles.

When required:

- All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments

Government policy or guidance:

- Manual for Streets – DCLG 2007.
- Safer Places – The Planning System and Crime Prevention – DCLG 2004

Kent and Medway Structure Plan, 2006:

- Policy QL1 – Quality of Development and Design

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles

Other Documents:

- The Kent Design Guide, 2006

RENEWABLE ENERGY ASSESSMENT

Description and Scope

The government views planning policy as an effective means of raising the standard of new and refurbished buildings with regard to energy and other forms of sustainable construction.

The Council is seeking to achieve a reduction of CO2 emissions through the use of energy efficiency measures, such as passive solar design, and/or renewable energy technologies, such as solar water heating, photovoltaics, wind power, biomass heating and ground source heating/cooling.

A Renewable Energy Assessment should:

- calculate the predicted CO2 emissions per annum,
- assess the technical feasibility of renewable energy technologies for the application site,
- calculate the CO2 saving as a percentage of site predicted CO2 emissions, and
- show how a saving of at least 10% has been achieved.

When required:

- Buildings (new build or conversions) with a floorspace of 1,000 sq.m or more
- Residential developments providing 10 or more residential units

Government policy or guidance:

- PPS1: Delivering Sustainable Communities
- PPS 22: Renewable Energy

Regional Spatial Strategy (The Draft South East Plan), 2006:

- Policy EN1 – Development Design for Energy Efficiency and Renewable Energy

Kent and Medway Structure Plan, 2006:

- Policy NR1 – Development and the Prudent Use of Natural Resources
- Policy NR3 – Renewable and Sustainable Energy Production

Other Documents:

- The Kent Design Guide, 2006

RETAIL AND TOWN CENTRE USES: - NEED, SEQUENTIAL APPROACH AND IMPACT ASSESSMENTS

Description and Scope

In line with advice in PPS6, proposals for retail development in other locations than identified in the Local Plan should be refused if they undermine the Plan's strategy. Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.

The level of detail and type of analysis should be proportionate to the scale and nature of the proposal. You are advised to seek confirmation of our requirements in each case, but a general guide is set out below:

When required:

- All new retail proposals, including extensions, in accordance with the requirements of PPS6.

The scope of the Assessment should have regard to the following:

- For proposed extensions that do not exceed 200sq.m, the Retail Assessment is not required to include a sequential site assessment (PPS6);
- For proposals of less than 500sq.m gross floorspace that are located within town centres, local shopping centres or village centres, the Retail Assessment need only comprise a statement that assesses the impact on the vitality and viability of relevant centres; and
- For retail developments over 2,500 sq.m. gross floorspace, the Retail Assessment should include a detailed retail impact assessment that fully addresses the impact on the vitality and viability of relevant centres (PPS6).

Government policy or guidance:

- PPS6: Planning for Town Centres

Kent and Medway Structure Plan, 2006:

- Policy EP14 – Development at the Network of Strategic Centres
- Policy EP15 – Sequential consideration of Sites for Retail and Leisure Development
- Policy EP17 – Development of Large Food Stores

Local Plan Saved Policies

- Policy S1 – Town Centre Proposals
- Policy S3A – Local Shops and Village Centres
- Policy S3B - Local Shops and Village Centres

STATEMENT OF COMMUNITY INVOLVEMENT

Description and Scope

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

When required:

- The types of development for which a statement of community involvement are required are set out on page 16 of the adopted Statement of Community Involvement "Planning for People". In general terms this means:
 - Schedule 1 developments
 - Shopping centre redevelopments
 - Developments below the required minimum housing density
 - Developments with significant environmental impact
 - Larger residential developments (those over 50 units)
 - Developments on playing fields
 - Development requiring a transport assessment
 - Applications involving affordable housing
 - Applications having an impact on education provision and other community facilities and infrastructure
 - Large developments (over 50 residential units or 1000sq m of commercial floor space) adjacent to listed buildings or conservation areas
 - Development that would result in a loss of employment land

Other Documents:

- The Council's adopted Statement of Community Involvement, "Planning for People".

STRUCTURAL SURVEY

Description and Scope

A structural survey may be required in support of an application if the proposal involves substantial demolition or structural alteration. This report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works

When required:

- Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction for example barn conversions .
- Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.

Government policy or guidance:

- PPG15 – Planning and the Historic Environment

Kent and Medway Structure Plan, 2006:

- Policy QL8 – Buildings of Architectural or Historic Importance.

Local Plan Saved Policies

- Policy GB3A – Re-use of buildings in the Green Belt

Other Documents:

- Good Practice Guide to Structural Surveys - SDC

SUNLIGHT/DAYLIGHT ASSESSMENT

Description and Scope

When required:

This will be applicable to all applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties and buildings.

Government policy or guidance:

- PPS1 Delivering Sustainable Development

Kent and Medway Structure Plan, 2006:

- Policy QL1 – Quality of Development and Design

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles

Other Documents:

- Building Research Establishment's Guidelines on Daylighting Assessments.

SUSTAINABLE DESIGN AND CONSTRUCTION ASSESSMENT

Description and Scope

This should build on the requirements in terms of renewable energy provision by ensuring that details of the design and construction meets recognised standards of sustainability in terms of materials and energy efficiency.

When required:

- Buildings (new build or conversions) with a floor space of 1,000 sqm or more
- Residential developments providing 10 or more residential units

Government policy or guidance:

- PPS 1 Delivering Sustainable Development
- Supplement to PPS1 Planning and Climate Change (consultation document)
- PPS22 Renewable Energy and Companion Guide

Regional Spatial Strategy (The Draft South East Plan), 2006:

- Policy CC1 – Sustainable Development
- Policy CC2 – Climate Change
- Policy CC3 – Resource Use
- Policy CC4 – Sustainable Construction
- Policy H5 – Housing density and design
- Policy NRM1–Sustainable water resources, groundwater and river water quality management–

Kent and Medway Structure Plan, 2006:

- Policy SP1 – Conserving and enhancing Kent’s environment and ensuring a sustainable pattern of development
- Policy QL1 – Quality of Development and Design
- Policy NR1 –Development and prudent use of natural resources
- Policy NR2 –Energy Generation
- Policy NR3 – Renewable and sustainable energy production
- Policy NR4– Combined heat and power generation

Supplementary Planning Documents

- The Kent Design Guide, 2006

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles



Policy NR10 – Pollution from Development

TELECOMMUNICATIONS DEVELOPMENT – SUPPLEMENTARY INFORMATION

Description and Scope

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002).

When required:

- Any application for mast and antenna development by a mobile phone network operator

Government policy or guidance:

- PPS 8 Telecommunications
- Code of Best Practice on Mobile Phone Network Development – DCLG 2002.

TRANSPORT ASSESSMENT AND TRAVEL PLAN

Description and Scope

We must consider the impact of your proposal on travel patterns, and the incorporation of sustainable transport measures should be regarded as essential for all major developments.

The Transport Assessment should illustrate accessibility to the site by all modes and the likely modal split of journeys to and from the site. It should give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. The content should reflect best practice.

The Assessment will provide a basis for discussion on details such as the level and location of parking and the need to improve access for all modes of transport. When considering proposals to improve access to the site, relevant proposals of the Local Transport Plan and Borough Transport Strategy should be taken into consideration. The provision of, and/or contributions towards, measures identified in these strategies may resolve the access needs for a development. A planning obligation may be required to secure the implementation of such measures.

A Travel Plan is a general term for a package of measures tailored to meet the needs of individual sites and aimed at promoting environmentally sustainable travel choices for staff and visitors/customers, including reductions in car use, particularly single occupancy journeys. They are just as important as other transport infrastructure and mitigation measures addressed in a Transport Assessment and can be used to identify measures that would reduce the level of potential traffic impact of development proposals. Travel Plans can address commuter journeys, business travel undertaken during the working day, visitors, and deliveries. They should be submitted with planning applications for non-residential developments that are likely to have significant transport implications.

You should work up your Travel Plan in consultation with the County Council and local transport providers. In the case of speculative development it may be difficult to fully detail all aspects of a Travel Plan in the absence of a known occupier. Nevertheless, you are required to submit proposals for the development of a Travel Plan with your application. The implementation of Travel Plans is normally secured by planning conditions or a planning obligation.

When required:

Use Class Transport Assessment/Travel Plan Threshold

- A1: Shops at or over 1,000m²
- A2: Financial & Professional Services at or over 2,500m²
- A3 :Restaurants and Cafes at or over 1000m²
- A4: Drinking Establishments at or over 1000m²
- A5: Hot Food Takeaways at or over 1000m²
- B1 (a) :Office at or over 2,500m²
- B1 (b and c) :Research & Development / Light Industrial at or over 3000m²
- B2: General Industrial at or over 5,000m²

- B8 :Storage & Distribution at or over 4,000m²
 - C1: Hotels at or over 100 bedrooms
 - C2 :Residential Institutions at or over 100 parking spaces
 - C3 :Dwellings at or over 100 dwellings
 - D1: Primary & Secondary Schools, Further (FE) & Higher Education (HE) Establishments involving new locations for schools/ FE/HE establishments (Expansion of existing school/ FE/HE facilities individually assessed)
 - D1: All Other Non Residential Institutions at or over 2,500m²
 - D2 :Assembly & Leisure at or over 1,000m²
 - D2 :Stadia at or over 1500 seats
 - Unclassified (Sui generis) uses Individually Assessed
-
- Other developments considered by the District Council to be major travel-generating development. This should be established through pre-application discussions.
 - Smaller scale non-residential developments in a location where measuring the local transport impact of a proposal is critical, or where the proposal would otherwise be likely to have a prejudicial impact on the implementation of the local Transport Strategy. Please seek guidance from us if you think this might apply to your proposal.
 - Development that would generate significant amounts of travel in, or near to, declared Air Quality Management Areas (AQMAs);
 - Development located where there are local initiatives or targets for the reduction of road traffic;
 - Development that would help address a particular local traffic problem associated with the planning application;
 - Developments that have individual land uses below the specified thresholds but cumulatively give rise to significant impacts e.g. in the case of mixed use developments;
 - Developments located close to sensitive or problematic parts of the highway network.
 - Where proposals are of a lesser scale that above please refer to page 59 Outline Statements of Transport Assessment

Government policy or guidance:

- PPG13: Transport

Kent and Medway Structure Plan, 2006:

- Policy TP3 – Transport and the Location of Development
- Policy TP10 – Supporting Park and Ride
- Policy TP11 – Facilities for Pedestrians and Cyclists
- Policy TP12 – Development and Access to the Primary/Secondary Road network
- Policy TP19 – Vehicle Parking Standards
- SPG4 – Kent Vehicle Parking Standards

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles
- Policy EN34 – Rural Lanes
- Policy T8 – Volume of Traffic
- Policy S1 – Town Centre Proposals

Other Documents:

- Using the Planning Process to Secure Travel Plans: Best Practice Guide, ODPM and DfT, 2002
- Travel Plans - A Guide for Developers (GIRO84), Transport and Energy Saving Trust

OUTLINE STATEMENT OF TRANSPORT ASSESSMENT

Description and Scope

Non-residential and residential development of a smaller scale than that requiring a full Transport Assessment and Travel Plan can nevertheless have a significant impact on the local transport infrastructure. An outline statement is required that describes the scale and modes of transport provision and identify improvements to transport provision that are proposed. The statement may be utilised in identifying appropriate car parking provision and, where appropriate, should refer to relevant initiatives and proposals in the Borough Transport Strategy. In the case of very small scale development the statement should deal with the availability of parking, location and accessibility factors such as existing public transport, opportunities for access to service on foot etc.

When required:

- All development not meeting the thresholds set out under Transport Assessment And Travel Plan above.

Government policy or guidance:

- PPG13: Transport

Kent and Medway Structure Plan, 2006:

- Policy TP3 – Transport and the Location of Development
- Policy TP10 – Supporting Park and Ride
- Policy TP11 – Facilities for Pedestrians and Cyclists
- Policy TP12 – Development and Access to the Primary/Secondary Road network
- Policy TP19 – Vehicle Parking Standards

Local Plan/Local Development Framework

- Policy EN1 – Development Control General Principles
- Policy EN34 – Rural Lanes
- Policy S1 – Town Centre Proposals

Other Documents:

- Using the Planning Process to Secure Travel Plans: Best Practice Guide, ODPM and DfT, 2002
- Travel Plans - A Guide for Developers (GIRO84), Transport and Energy Saving Trust

TREE SURVEY/ARBORICULTURAL ASSESSMENT

Description and Scope

Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. An arboriculturalist with experience in the protection of trees on development sites should be appointed to carry out the survey. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance. Site layouts should take full account of the recommendations in BS 5837:2005.

When required:

- When proposals could have an impact on significant trees on or adjoining the site, whether or not the trees are protected by a TPO or conservation area status

Government policy or guidance:

- PPS9: Biodiversity & Geological Conservation

Kent and Medway Structure Plan, 2006:

- Policy EN9 – Trees, Woodland and Hedgerows

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles

Other Documents:

- BS 5837 - Trees in relation to construction - Recommendations, 2005
- NJUG 10 - Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees
- APN1 - Driveways Close to Trees AAIS, 1996

UTILITIES STATEMENT

Description and Scope

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal (see Drainage section above). Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

When required:

- Development of 50 dwellings or more or 1000sq.m. or more of commercial development.

Kent and Medway Structure Plan, 2006:

- Policy NR9 – Water Quality

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles

VENTILATION/EXTRACTION DETAILS

Description and Scope

For a development likely to require ventilation or extraction full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics should accompany the application.

When required:

All applications for hot-food take-aways, bars/pubs, restaurant uses and launderettes etc should include This information will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Government policy or guidance:

- PPS 1: Delivering Sustainable Development

Kent and Medway Structure Plan, 2006:

- Policy QL1 – Quality of Development and Design

Local Plan Saved Policies

- Policy EN1 – Development Control General Principles
- Policy NR10 – Pollution from Development

WASTE MANAGEMENT PLANS

Description and Scope

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

When required:

All applications involving the demolition of buildings or structures and /or excavation

Government policy or guidance:

- PPS10 Planning for Sustainable Waste Management

Kent and Medway Structure Plan, 2006:

- WM3 – Securing waste reduction

Other Documents:

- Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice.

FURTHER INFORMATION AND CONTACTS

Most of the references to national and local planning policies and other background documents are available on line. Useful web addresses are set out below.

Department for Communities and Local Government – www.communities.gov.uk

Planning Portal – www.planningportal.gov.uk

For national and regional planning policies and guidance (Planning Policy Guidance Notes or Statements, government circulars etc).

Kent County Council – www.kent.gov.uk

For Kent and Medway Structure Plan, Kent Design and other Kent County Council publications

Sevenoaks District Council - www.sevenoaks.gov.uk

For Sevenoaks Local Plan, Local Development Framework, Guidance Notes, and constraints mapping

Natural England – www.naturalengland.org.uk

For information on nature conservation and biodiversity

Environment Agency – www.environment-agency.gov.uk

For information on flood risk

CONTACT US

Community and Planning Services, PO Box 183, Argyle Road, Sevenoaks, Kent TN13 1GN

Tel: 01732 227000 option 3

Email: planning.validation@sevenoaks.gov.uk

SECTION 3

Checklists

These are available via the Council web site www.sevenoaks.gov.uk. If you do not have access to the internet please note from the list below which checklist you require and contact us on 01732 227000 selecting option 3 and then option 2.

- V1 Householder application for planning permission for works or extension to a dwelling.
- V2 Householder application for planning permission for works or extension to a dwelling and consent for demolition in a Conservation Area.
- V3 Householder application for planning permission for works or extension to a dwelling and Listed Building Consent.
- V4 Application for planning permission.
- V5 Application for outline planning permission with some matters reserved.
- V6 Application for outline planning permission with all matters reserved.
- V7 Application for planning permission and Conservation Area Consent for demolition.
- V8 Application for planning permission and Listed Building Consent,
- V9 Application for planning permission and Advertisement Consent.
- V10 Conservation Area consent for demolition in a Conservation Area
- V11 Listed Building consent for alterations, extension or demolition of a listed building.
- V12 Application for Advertisement consent.
- V13 Listed Building consent for alterations, extension or demolition of a listed building and Conservation Consent
- V14 Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent
- V15 Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control.
- V16 Application for a Lawful Development Certificate for a proposed use or development.
- V17 Application for Prior Notification of proposed agricultural development – proposed building, road, fish tank or excavation/deposit of waste material from the farm
- V18 Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators
- V19 Application for Hedgerow Removal Notice
- V20 Application for Prior Notification – proposed demolition.
- V21 Application for Approval of Reserved Matters following outline approval.
- V22 Application for removal or variation of a condition following grant of planning permission.
- V23 Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in a Conservation Area (CA).
- V24 Application for approval of details reserved by condition.

Is a Design & Access Statements Required?

<u>DEVELOPMENT TYPE</u>	<u>Area of Outstanding Natural Beauty.</u>	<u>Conservation. AREA</u>	<u>Site of Special Scientific Interest</u>	<u>OTHER AREA</u>
Advertisement	NO	NO	NO	NO
T.P.O. works	NO	NO	NO	NO
Conservation Consent for demolition	NO			
Hazard storage	NO	NO	NO	NO
Change of use – <u>NO</u> building works	NO	NO	NO	NO
Change of use – WITH bldg works	YES	YES	YES	YES
Change of Use for stationing a mobile home	YES	YES	YES	YES
Mining operations	See KCC	See KCC	See KCC	See KCC
Certificates of Lawful Development	NO	NO	NO	NO
Domestic extensions/other works	YES	YES	YES	NO
Listed Building Applications	YES	YES	YES	YES
New dwelling(s) (including conversions))	YES	YES	YES	YES
Commercial development	YES	YES	YES	YES
Agricultural Prior Notification	NO	NO	NO	NO
Telecom Applications (FA)	YES	YES	YES	YES
Telecom – 56 day notifications	NO	NO	NO	NO
KCC apps	See KCC	See KCC	See KCC	See KCC
KCC apps (ABC to deal)	YES	YES	YES	YES
Major Development	YES	YES	YES	YES
Variation/Removal of conditions	NO	NO	NO	NO

Design and Access Statements are required even if the application is for works already carried out.