

Decision under Delegated Powers

Officer Requesting Decision

Group Leader Development Management

Officer Making the Decision

Head of Planning and Growth

Recommendation

That a revised list of criteria for the validation of planning applications contained in Appendix A is adopted and implemented from Monday 31 July 2023 for all new planning applications submitted on that date and thereafter.

Reason

To bring into effect a local validation list to assist applicants to make appropriate applications for planning permission.

Authority for Decision

The authority for this decision lies within the constitution part 8.3 'delegation of executive functions' (page 30, item 6) to the Head of Planning and Growth "*To make minor amendments to the criteria for validating planning applications in response to statutory changes or revised Government advice in consultation with the relevant Lead Member*".

Decision and Date



18 July 2023

Background

This document reflects the most recent guidance on local validation requirements. In accordance with the Town and Country Planning (General Development Management Procedure) (England) Order 2015 (DMPO), once adopted the Local List should be reviewed every two years to ensure it remains relevant and fit for purpose. The availability of an up-to-date list of local requirements, known as Local Validation Criteria, allows for the Council's Development Management team to request relevant information at the start of the application process. This supports the timely determination of applications.

A period of consultation, required to be no less than 8 weeks, took place from 24th March 2023 to 19th May 2023 which invited comments from key stakeholder such as regular applicants and planning agents (see appendix B).

The scheme was amended in the light of the comments received made and is now finalised for implementation.

The relevant lead Member has been consulted at the initial and final stages of production described above and supports the introduction of this 'local list'.

Financial Implications

None

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Scheme is not implemented	Very Low	Low	Very Low (1 - 2)	Existing provisions would still apply, but potentially efficiencies not realised.

Key Decision: No

Background Papers: Scheme of local validation criteria ('Local List')



Charnwood

Charnwood Borough Council
Validation Requirements for Planning Applications

June 2023

Contents

Page	Title
2	Contents
3	Part 1 - Introduction
4	Part 2 - How to use this document
5	Part 3 - How the council will use this document
6	Part 4 - How to apply for planning permission
7	Part 5 - National requirements
11	Part 6 - Local requirements - Householders
16	Part 7 - All applications excluding householders
21	Part 8 - Specific types of development
25	Part 9 - Residential development
27	Part 10 - Non-residential development
28	Part 11 - Applications affecting Heritage Assets including applications for Listed Building Consent
31	Part 12 - Other reports and assessments
48	Appendix

Part 1 – Introduction

The purpose of this document is to provide guidance to applicants, developers, and planning agents on the information required to be submitted with planning applications in order for applications to be considered valid, and subsequently processed by the Local Planning Authority. In 2008 a mandatory standard national planning application form and associated information requirements for the validation of planning applications was introduced (a 2008 amendment to the Town and Country Planning (General Development Management Procedure) Order 1995). Since then, additional guidance has been provided in the Town and Country Planning (Development Management Procedure) (England) Orders 2013 and 2015 in addition to national Planning Practice Guidance.

This document reflects the most recent guidance on local validation requirements. In accordance with the Town and Country Planning (General Development Management Procedure) (England) Order 2015 (DMPO).

Part 2 – How to use this guide

This guide sets out what is required to be submitted alongside your planning application. It is important to note that not all elements of the document will apply to your application.

The national validation requirements are set out within part 5 of this guide. These apply to all planning applications.

The local validation requirements are separated into seven parts, with each part generally relating to a different type of application.

Part 6 – relates to the local validation requirements that are typically required for a householder development.

Part 7 – relates to other planning applications, which can include minor and major developments. The requirements depend on the nature of the application, and a degree of judgement will be required to determine the need for certain requirements.

Part 8 – relates to specific types of development which are less frequently submitted to the local planning authority (LPA).

Part 9 – relates to residential development, this can include both major and minor residential development.

Part 10 – relates to certain types of non-residential development with specific considerations, which need to be addressed at the validation stage.

Part 11 – relates to applications affecting listed buildings.

Part 12 – relates to other documents which may be required for very specific types of development.

An index is provided at the end of this document to help on which sections may apply to your application. Please pay special attention to section 12 which may apply depending on the circumstances of your application and its location.

Please note that this guide does not specify requirements for 'Prior Notifications' under the [Town and Country Planning General \(Permitted Development\) Order 2015](#) (as amended). These are as prescribed by that legislation.

Part 3 – How the Local Planning Authority will use this guide

The validation process is an administrative process to check that the correct documents (and fee) have been submitted. The aim is to ensure that the LPA has the required information at the beginning of the process to avoid delays and enable the Council to consider and formally determine a planning application in a timely manner.

An application will be considered invalid if it fails to fulfil the national or local validation requirements set out below. This can also include where there are inaccuracies within the submitted documents, such as an incorrect ownership certificate, insufficient planning fee, lack of detail on submitted drawings, or inconsistencies within the information supplied.

In the case where an application is considered to be invalid the LPA will notify the applicant/agent as soon as practicable, normally within 10 working days of submission, to help remedy the deficiencies. You will be notified by email, or your preferred means of communication.

If the application is still considered to be invalid after 21 days of being notified by the LPA, the application may be returned.

In the worst-case scenario where the shortcomings identified by the LPA are not agreed by the applicant/agent, an article 12 notice can be served to the LPA. This is set out within The Town and Country Planning (Development Management Procedure) (England) Order 2015.

Once adopted, this guide should be reviewed every two years to ensure it remains relevant and fit for purpose.

Part 4 – How to apply for planning permission

(see also https://www.charnwood.gov.uk/pages/applying_for_planning_permission)

Applications should be submitted electronically to the Local Planning Authority. The most common way to apply is through the Planning Portal. The Planning Portal provides guidance and takes you step-by-step through the application process. You can also find a trade professional and buy planning maps through affiliates of the Planning Portal. The Planning Portal currently charges a fee for their service. Planning Portal can be accessed using the following link:

www.planningportal.co.uk

You may wish to apply to the local planning authority directly through an email to development.control@charnwood.gov.uk .

Part 5 – National Requirements – applicable to all applications

No.	National requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Application form	All	Guidance on how to fill out these forms can be found at the planning portal web site: www.planningportal.co.uk .	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(a)
2	Agricultural holding certificate (article 7)	All	This part of the application form must be signed to either confirm the land to which the application relates is not part of an agricultural holding; or if it is that you have notified any tenants.	DMPO 2015 Part3, Article 11 (2)(b) & DMPO 2015 Part3, Article 14
3	Ownership certificate (A, B, C, or D as applicable)	All	Guidance on how to fill out these forms can be found at the Planning Portal web site: www.planningportal.co.uk One of the ownership certificates must be signed. (If part of your proposal overhangs or forms a party wall on your neighbour's land you are required to submit certificate B).	DMPO 2015 Part3, Article 11 (2)(b) & DMPO 2015 Part3, Article 14
4	Site location plan	All	A location plan should be based on an up-to-date map. The scale should be 1:1250 or scaled to fit onto A4 or A3 size paper. A location plan should identify at least one named road and any buildings or land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be outlined with a continuous red line. It should include all land necessary to carry out the proposed development and include access from the public	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(i)

Part 6: Householder applications (applications for works to extend or alter a dwelling, or build within its garden)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Site plan	All	<p>The site plan should be drawn at 1:500 or 1:200 scale. It should accurately show:</p> <ul style="list-style-type: none"> • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on site • written dimensions including those to the boundaries. <p>The following may be required, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land • The extent and type of any hard surfacing; and 	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> Boundary treatment including walls or fencing where this is proposed 	
2	Existing and proposed floor plans	All	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)
3	Existing and proposed elevations	All	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate.	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
4	Plans and drawings	Roof extensions, roof terraces, dormer windows and window and door replacement	<p>For roof extensions and dormers:</p> <ul style="list-style-type: none"> • Submit elevations of the whole property, not just the roof and upper floor(s) • Submit existing and proposed sections through the roof <p>For roof terraces:</p> <ul style="list-style-type: none"> • Show the nearest windows on the immediately adjoining properties on elevations and floor plans • Provide details including proposed materials and measurements of means of enclosure around the terrace and any privacy screens 	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)
5	Parking plan	All	<p>Submit existing and proposed parking plans to scale showing:</p> <ul style="list-style-type: none"> • Number of parking spaces • Details of existing and proposed parking provision on a plan including details of servicing arrangement, turning areas, and surfacing materials • Location and number of 	<p>Policy TR18</p> <p>Leicestershire Highways Design Guide</p> <p>Paragraph 110 of the National Planning Policy Framework (NPPF)</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			bicycle parking including a plan showing location; numbers of stands, elevations of proposed bicycle covers and materials to be used <ul style="list-style-type: none"> • Location and number of parking spaces for powered two-wheelers 	
6	Hardstanding	If your proposal involves laying a hardstanding	You must confirm that the proposed materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally within the boundaries of the site.	Policy CS25
7	Flood Risk Assessment	If the site is located within flood zones 2 or 3. Or. In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency.	Your FRA should include: <ul style="list-style-type: none"> • your site address • a description of your development • an assessment of the flood risk from all sources of flooding for your development, plus an allowance for climate change • the estimated flood level for your development, taking into account the impacts of climate change over its 	https://www.gov.uk/guidance/flood-risk-assessment-standing-advice Policy CS16

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			lifetime <ul style="list-style-type: none"> • details of the finished floor levels • details of your flood resistance and resilience plans • any supporting plans and drawings • any other information the relevant standing advice tells you to include. 	

Part 7: All applications excluding householders and residential development – please also check parts 8, 11 and 12 for details required for specific types of application and circumstances

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Site Plan	All	<p>The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:</p> <ul style="list-style-type: none"> • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on site • written dimensions including those to the boundaries. <p>The following may be required, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land • The extent and type of any hard surfacing; and • Boundary treatment including 	Article 7 of the Development Management Procedure Order 2015

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			walls or fencing where this is proposed	
2	Existing and proposed floor plans	All applications including change of use, building operations, or internal alterations	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.	Article 7 of the Development Management Procedure Order 2015
3	Existing and proposed elevations	All applications involving building work, alterations to buildings or display of advertisements	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.	Article 7 of the Development Management Procedure Order 2015
4	Existing and proposed sections	All applications where there is a significant change in levels across the site or street scene, or where greater detail relating	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled	Article 7 of the Development Management Procedure Order 2015

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		the construction of the proposal is required.	and numbered identifying revisions, and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished	
5	Existing and proposed roof plans	All applications involving alterations to the roof layout	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished.	Article 7 of the Development Management Procedure Order 2015
6	Levels	All applications where there is a significant change in levels across the site or street scene, or where greater detail relating the construction of the proposal is required.	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings with section plans. Levels should also be considered in the formulation of design and access statements.	Article 7 of the Development Management Procedure Order 2015
7	Parking plan	All applications which alter the	Submit existing and proposed	Leicestershire Highways Design

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		amount of on-site parking	parking plans to scale showing: <ul style="list-style-type: none"> • Number of existing and proposed parking spaces. • Details of existing and proposed parking provision on a plan including details of servicing arrangement, turning heads, tracking for large service vehicles, and surfacing materials • Location and number of cycle parking including a plan showing location; numbers of stands, elevations of proposed cycle covers and materials to be used • Location and number of parking spaces for powered two-wheelers 	Guide Policy TR18
8	Floor space/ accommodation schedule	Applications for residential use	A schedule of residential unit types, the number of bedspaces (persons), number of bedrooms and gross internal floor space expressed in square metres.	Policy CS2 Technical housing standards – nationally described space standard
9	Bin stores/recycling facilities	All new development which would result in the need for new or storage or recycling facilities	A scaled plan indicated the location of bin stores and details of the materials, design and type enclosure to be used. The plan should include elevations with dimensions and details of collection arrangements.	Charnwood Recycling and Waste: Open.space@charnwood.gov.uk
10	Hardstanding	All applications where hardstanding is to be created (can be incorporated within a	If your proposal involves laying a hardstanding, then you must confirm the proposal materials are permeable	Leicestershire Highways Design Guide Policy CS25

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		site layout plan).	or show on your drawings how the rainwater is directed to a lawn or border to drain naturally within the boundaries of the site.	Policy TR18

Part 8 – Specific types of development – extra requirements for less frequently occurring applications

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Plans, elevations, and sections	Retail, and shop fronts	<p>Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy with details of the materials and colour.</p> <p>If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors.</p> <p>For proposals including the installation of ATM's, details of height (for disabled access) and details of any illuminated adverts.</p>	Article 7 of the Development Management Procedure Order 2015
2	Plans, elevations, and sections	Installation of plant, flues, ventilation, extraction, or air conditioning equipment	<p>Show equipment, ducting and acoustic enclosures or screening on plans, elevations, and sections.</p> <p>Including, where possible, the location of neighbouring windows on drawings cross referenced to an acoustic report.</p>	Charnwood Environmental Health – Env.health@charnwood.gov.uk
3	Plans, elevations, and sections	Advertisements	<ul style="list-style-type: none"> • The method, type, and colour of illumination (internal/external) • Type of lighting – spotlights, trough lights, halo illumination • The size and brightness of light fittings • Submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the 	<p>Leicestershire Highways Design Guide</p> <p>Policy CS2</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			illumination at scale 1:20	
4	Plans, elevations, statement	Non-material amendments (Section 96(a) applications)	Submit drawings/plans/elevations, and/or sections showing the amendment which are being sought, where necessary. A schedule should be submitted setting out the differences, describing the changes proposed.	Article 7 of the Development Management Procedure Order 2015
5	Plans, elevations and sections	Lawful development certificate for a proposed development or use	Plans, elevations, and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works.	Article 7 of the Development Management Procedure Order 2015
6	Plans, elevations and sections	Lawful development certificate for alterations to the roof including extensions, dormer windows, roof lights:	<ul style="list-style-type: none"> • Provide a statement setting out existing and proposed cubic content of the roof space, including calculations • If roof lights are to be installed, please confirm how far they project from the roof slope by stating the measurement on the drawings. • If you are proposing dormer windows, please confirm the distance between the eaves of the original roof and the bottom of the dormer window. • Annotate your drawings to confirm materials 	Article 7 of the Development Management Procedure Order 2015
7	Details of lawful use	Change of use	Details of the previous lawful use of the building and why it is considered that no planning permission is required, as per	Article 7 of the Development Management Procedure Order 2015

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			application requirements.	
8	Plans, elevations, statement	Certificate of lawfulness for existing use or development	An application for a certificate of lawfulness is assessed purely based on evidence submitted in support of it, and on any other evidence that the council may have, such as its own records, or that which it obtains during processing of the application.	National Planning Practice Guidance
9	Plans, elevations, statement	Variation/removal of condition ('section 73' applications)	<p>The applicant will need to provide sufficient information to enable the local planning authority to fully identify the changes sought.</p> <p>If you are applying to vary approved plans, they should clearly indicate the full extent of the proposed changes across the site with a supporting statement indicating the changes sought.</p>	National Planning Policy Framework National Planning Practice Guidance
10	Transport Statement	Outline planning applications – including access.	<p>There is a requirement to indicate where access points to the development would be situated.</p> <p>If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Impact assessment where necessary.</p>	<p>National Planning Practice Guidance</p> <p>Development Management Procedure Order 2015.</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			The council reserve the right to request further information in the form of, for example, indicative drawings and other supplementary documents, if it is not possible to determine the application on the reserved matters indicated (Article 5(2) of the GDPO 2015).	

Part 9 – Residential development

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Affordable housing statement	Major development (schemes for 10 or more dwellings)	<p>An affordable housing statement commensurate to the type of application. The statement will need to include:</p> <ul style="list-style-type: none"> • The mix of private and affordable units with numbers of bedrooms, the floor space of habitable areas of residential units, and how many people can be housed within each property • If you are proposing different levels or types of affordability or tenure for different units, you should explain this clearly and fully • The proposed mix of tenure. <p>Required to show how a development meets Local Planning Authority threshold as specified in LPA's Development Plan.</p> <p>You should also show the location of the affordable units and the number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans.</p>	<p>National Planning Policy Framework</p> <p>Paragraph 64 of the National Planning Practice Guidance</p>
2	Street scene	New build residential development – except outline	Street scenes (to scale) showing the relationship between the proposed	Section 12 of the National Planning

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		applications for access only	development and existing buildings in the vicinity of the application site.	Policy Framework National Planning Practice Guidance Policy CS2
3	Character analysis and appraisal	New build residential development	Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the character of the area. This can be included within the Design & Access Statement.	Policy CS2 Section 12 of the National Planning Policy Framework
4	Material details	New build residential development	Manufacturers specification accompanied by photographs and RAL colour system numbers.	Section 12 of the National Planning Policy Framework National Planning Practice Guidance
5	S106 Heads of Terms	Major development requiring S106 contributions	To set out what may be required to mitigate the impacts of a development proposal.	PPG Paragraph 57 of the NPPF

Part 10 – Non- residential development

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Material details	New build non-residential development	Manufacturers specification accompanied by photographs and RAL colour system numbers.	Section 12 of the National Planning Policy Framework National Planning Practice Guidance
2	Ventilation/extraction statement and design	For any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed.	You must submit full design specifications for the ventilation/extraction system to be installed. The submission must include odour mitigation measures proposed, noise levels associated with the system, and maintenance schedule.	Please contact Environmental Health at: environmental.health@charnwood.gov.uk for detailed advice.
3	Character analysis and appraisal	If new buildings are proposed.	Provide a contextual statement that demonstrates a clear understanding and analysis of the character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the character of the area.	Section 12 of the National Planning Policy Framework
4	S106 Heads of Terms	Development requiring S106 contributions	To set out what may be required to mitigate the impacts of a development proposal.	PPG Paragraph 57 of the NPPF

Part 11 – Development affecting Heritage Assets

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Heritage Statement	Applications affecting a listed building, conservation area, or locally listed building	<p>You must provide information about:</p> <ul style="list-style-type: none"> • The significance of the heritage asset affected • The contribution the setting of heritage asset makes to its significance • The principles of and justification for the proposed works; and • The impact of the proposal on the significance of the heritage asset. <p>The information should explain:</p> <ul style="list-style-type: none"> • The sources that you have considered • The expertise that you have consulted; and • The steps that have taken to avoid or minimise any adverse impacts on the significance of the building <p>The type and amount of detail required will vary according to the circumstances of each application.</p> <p>You can provide this information in the design and access statement, where</p>	<p>Paragraph 194 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Built Heritage – built.heritage@charnwood.gov.uk</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			one is required. If you are not required to submit a design and access statement, then you should provide this information in a separate written statement.	
2	Photographs	If the proposal involves the demolition of an existing building in a conservation area or a listed building [including internal works to a listed building].	Dated and numbered photographs cross referenced to the drawings showing the building its surrounding area and the areas where the works/alterations are proposed.	Planning (Listed Buildings and Conservation Areas) Act 1990 Paragraph of the National Planning Policy Framework National Planning Practice Guidance
3	Materials details	All applications	Manufacturers specification accompanied by photographs and RAL colour system numbers.	Planning (Listed Buildings and Conservation Areas) Act 1990 Section 12 of the National Planning Policy Framework National Planning Practice Guidance
4	Statement of justification	Structural alterations to a listed building or demolition of a listed building	A method statement and justification.	Planning (Listed Buildings and Conservation Areas) Act 1990
5	Schedule of works	Structural alterations to a listed building or demolition of a listed building	Where you are proposing to remove any part of the building including ceilings, partitions, fixtures and fittings, indicate the location, extent and	Planning (Listed Buildings and Conservation Areas) Act 1990 Built Heritage -

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works. If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principle for the proposal.	Built.heritage@charnwood.gov.uk
6	Plans, elevations and sections	Alterations and/or extensions to a listed building	<ul style="list-style-type: none"> Existing and proposed internal elevations affected by proposed work at a scale of at least 1:50 Existing and proposed sections in cases involving the removal or insertion of floors, ceilings, windows, and alterations to staircases Large scale details of new or replacements components, for example joinery and cornices, at an appropriate scale 	Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990
7	Plans, elevations, and sections	(Partial) Demolition of a listed building	Show the location and extent of demolition work on existing plan and elevation drawings either by labelling or hatching.	Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990

Part 12 – Other reports and assessments

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Archaeological assessment	If your proposals involve a disturbance of previously	An archaeological desk-based assessment and a field evaluation report where	Built Heritage - Built.heritage@charnwood.gov.uk

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		undisturbed ground within an archaeological alert area	necessary. The written statement should explain the principles and justification for proposed works & impact on archaeological features.	
2	Air quality assessment	If your proposal could have a significant impact on air quality, either directly or indirectly	The assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures if required.	Environmental Health. – env.health@charnwood.gov.uk
3	Contaminated land assessment	If your proposal is to re-develop or significantly change the use of a piece of land which could potentially be contaminated as a result of current or historic use.	You must submit a Phase 1 contaminated land assessment. If the Phase 1 assessment details the requirement for a Phase 2 assessment, then this should also be submitted and include a remediation strategy as required. Any remediation completed shall require verification and a report should also be submitted. A requirement under section 15 (Existing Use) of the Full Planning application form (or the equivalent section in other application form types)	Environmental Health. – env.health@charnwood.gov.uk Paragraph 174 & 183 of the National Planning Policy Framework National Planning Practice Guidance DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(b)
4	Environment impact assessment	Required for developments that: are listed under Schedule 1 and Schedule 2 of the Town and Country planning (Environmental Impact Assessment)	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required. You should request a screening opinion before submitting a planning application if	Town and Country planning (Environmental Impact Assessment) Regulations 2017 Environmental Impact Regulations 1990

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		Regulations 2017.	<p>the development area is over 0.5ha to determine if an EIA is required. If this is not undertaken, then the Local Planning Authority will screen the application when it is received.</p> <p>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 example, air quality assessment.</p> <p>Where an EIA is required, this should be in the form set out in schedule 4 of the regulations.</p>	Charnwood Environmental Health – env.health@charnwood.gov.uk
5	Flood risk assessment (FRA)	<p>You need to submit a flood risk assessment for most developments within one of the flood zones. This includes developments:</p> <ul style="list-style-type: none"> • In flood zones 2 or 3 including minor development and change of use; • More than 1 hectare (ha) in 	<p>Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a strategic flood risk assessment for the area, and the interactive flood risk maps available at: https://flood-map-forplanning.service.gov.uk/ .</p> <p>A flood risk assessment should also be appropriate to the scale, nature, and location of the development. For example,</p>	<p>Lead Local Flood Authority Environment Agency</p> <p>https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications#when-you-need-an-assessment</p> <p>https://www.gov.uk/guidance/flood-risk-and-coastal-change#flood-risk-in-planning-applications</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		<p>flood zone 1.</p> <ul style="list-style-type: none"> • Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs). • In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency. 	<p>where the development is an extension to an existing house (for which planning permission is required) which would not significantly increase the number of people present in an area at risk of flooding, the local planning authority would generally need a less detailed assessment to be able to reach an informed decision on the planning application. For a new development comprising a greater number of houses in a similar location, or one where the flood risk is greater, the LPA would need a more detailed assessment.</p>	<p>National Planning Policy Framework para 163</p> <p>National Planning Practice Guidance</p> <p>*Minor development means:</p> <ul style="list-style-type: none"> • minor non-residential extensions: industrial/commercial/leisure etc extensions with a footprint less than 250 square metres. • alterations: development that does not increase the size of buildings eg alterations to external appearance. • householder development e.g. sheds, garages, games rooms etc. within the curtilage of the existing dwelling, in addition to physical extensions to the existing dwelling itself. This definition excludes any proposed development that would create a separate dwelling within the curtilage of the existing dwelling e.g. subdivision of houses into flats.

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
6	Sustainable urban drainage systems (SUDS)	All major development	<p>Details of the implementation, adaption, maintenance, and management of a sustainable drainage system. The details shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime.</p> <p>If your development does not include SUDS you should demonstrate that such measure are not feasible and give details of how drainage will be dealt with including during the construction phase.</p> <p>The lead local flood authority (LLFA) provides a checklist which identifies the required information needed to minimise the time it takes to receive a positive response from the LLFA.</p>	<p>Paragraphs 159 - 169 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
7	Light impact assessment	<p>If your proposal is in the vicinity of an existing light source and that light source has the potential to impact on the use proposed.</p> <p>Or.</p> <p>Your proposal involves the</p>	<p>You must submit a light impact assessment which provides details of external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> • Hours of operations • Light spillage • Light levels • Column heights • Layout plan with beam orientation • Equipment design • Mitigation measures if required to 	<p>Paragraph 185 of the National Planning Policy Framework</p> <p>Required to enable assessment in line with Gov.uk Guidance on Light Pollution https://www.gov.uk/guidance/light-pollution</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		installation of floodlighting or other external lighting and that lighting has the potential to impact on existing light sensitive uses	<p>meet current light guidelines</p> <ul style="list-style-type: none"> • Details of any timers or automatic switch-off/on. 	
8	Noise impact assessment	Where developments are close to existing sources of noise, or the proposal will generate significant noise levels.	You must submit a noise impact assessment prepared by a qualified acoustician and that assessment shall include mitigation measures if required to meet current noise guidelines.	<p>Paragraph 185 of the National Planning Policy Framework You can find details of acoustic consultancies at:</p> <ul style="list-style-type: none"> • The Institute of Acoustics <ul style="list-style-type: none"> • www.ioa.org.uk • The Association of Noise Consultants • www.association-of-noise-consultants.co.uk <p>Environmental Health – env.health@charnwood.gov.uk</p> <p>Required to enable assessment in line with Gov.uk Guidance on Noise https://www.gov.uk/guidance/noise-2</p>
9	Planning statement	Major applications	The planning statement should explain the principles of and justification for the proposed works. The type and amount of	National Planning Policy Framework Planning Practice Guidance

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>detail required will vary according to the particular circumstances of each application.</p> <p>You should submit information explaining how the proposed development accords with policies in the local plan.</p> <p>Details of any pre application consultation you have carried out.</p>	
10	Statement of community involvement (SCI)	<p>Any development involving an installation for the harnessing of wind power for energy production where—</p> <ul style="list-style-type: none"> a) the development involves the installation of more than two turbines b) the hub height of any turbine exceeds 15 metres 	<p>Guidance upon how the pre-application consultation should be undertaken and what the SCI should contain is provided at:</p> <p>https://www.gov.uk/guidance/renewableand-low-carbon-energy#compulsory-pre-applicationconsultation</p>	PPG
11	Structural survey	<p>Any applications that involve:</p> <ul style="list-style-type: none"> • The change of use or conversion of rural buildings • Any listed building 	<p>A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:</p> <ul style="list-style-type: none"> • General description and age of 	<p>BS 5837: Trees in relation to construction</p> <p>TPO Regulations and Best Practice Guide</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		<p>or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure.</p> <ul style="list-style-type: none"> Applications where felling of a protected tree is proposed due to impact on adjoining buildings or structures. 	<p>building</p> <ul style="list-style-type: none"> Condition – structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering Assessment of repairs necessary to ensure retention of the building Assessment of structural and other alterations necessary to implement the proposed works Photographs where possible A schedule of works necessary to preserve the building A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval) Estimate of costs of repairs to make the building suitable for its proposed use to allow a viability assessment to be carried out 	Article 7 of the DMPO
12	Transport statement or transport assessment and travel plan	Thresholds are identified in Part 2 of the Leicestershire Highways Design Guide	The scope and details of these documents should be agreed with the Highway Authority (Leicestershire County Council). Full details of what the reports should contain and consider are given in the Leicestershire Highways Design Guide.	Paragraph 113 of the NPPF Leicestershire Highway Design Guide, Part 2, paragraphs 2.5 to 2.9
13	Site waste management	All residential development and other	A plan indicating the location of bin store and details of the materials; design and type	Section 12 of the National Planning Policy Framework

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
	plan	applications that will have an impact on the generation of waste.	enclosure to be used. Tracking details for a waste vehicle and details of collection arrangements.	
14	Retail impact assessment	Applications for retail and leisure development outside town centres, which are not in accordance with an up-to-date plan if over the relevant thresholds.	The requirements for an assessment are set out at paragraph 90 of the National Planning Policy Framework and the National Planning Policy Guidance.	Paragraph 90 of the National Planning Policy Framework National Planning Practice Guidance - Town centres and retail Policy CS 9 Neighbourhood Plans in Charnwood
15	Viability assessment	Developments that do not offer planning obligations in accordance with the council's Housing Supplementary Planning Document (SPD)	Further details on what the viability should include is given in the viability section of the planning practice guidance: https://www.gov.uk/guidance/viability	Housing Supplementary Planning Document Paragraph 58 of the National Planning Policy Framework Viability Section of the PPG
16	Visual impact assessment	An application where is a potential significant impact from the visual effects from the proposed development	The following guidance outlines the appropriate methodology for carrying out landscaping and visual assessments: <ul style="list-style-type: none"> Guidelines for landscape and visual Impact assessment (GLVIA3) published jointly by the Landscape Institute and the Institute of Environmental Management and Assessment in 2013 	Paragraph 174 of the National Planning Policy Framework National Planning Practice Guidance
17	Biodiversity Impact	Where a proposed development is likely to	A fully completed Biodiversity Impact Calculation using DEFRA 4 metric or any	Charnwood Biodiversity - Biodiversity@charnwood.gov.uk

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
	Calculation	result in changes to vegetative habitats	<p>subsequent version. The start page should be completed and the assessment should be based on a UKHabs assessment.</p> <p>Surveys should be undertaken and prepared by competent persons, with suitable qualifications and experience, at an appropriate time of year, in suitable conditions.</p>	<p>Biodiversity Planning Guidance – May 2022</p> <p>Policy CS13</p>
18	Ecological Assessment	<p>Where a proposed development is likely to affect:</p> <ul style="list-style-type: none"> Species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010 , the Protection of Badgers Act 1992 Habitats/species of principal importance listed under Section 41 of the Natural 	<p>The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.</p> <p>The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:</p> <ul style="list-style-type: none"> Record which species are present and identify their numbers (may be approximate) Map their distribution and use of the area, site, structure, or feature (for example, for feeding, shelter and 	<p>Charnwood Biodiversity - Biodiversity@charnwood.gov.uk</p> <p>Biodiversity Planning Guidance – May 2022</p> <p>Policy CS13</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		Environment and Rural Communities Act 2006 or in the Leicester, Leicestershire and Rutland Biodiversity Action plan	<p>breeding).</p> <p>The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:</p> <ul style="list-style-type: none"> • How alternatives designs or locations have been considered • How adverse effects will be avoided wherever possible • How unavoidable impacts will be mitigated or reduced • How impacts that cannot be avoided or mitigated will be compensated • How species numbers are likely to change, if at all, after development for example, whether there will be a net loss or gain • How features or habitats used by protected species can be enhanced, restored or added to 	
19	Tree survey	If there are trees at the site that could be affected by the proposed development.	<p>You will need to provide information about:</p> <ul style="list-style-type: none"> • Species, spread, roots and position of trees • Which tree you are proposing to fell, and which are to be retained 	<p>Policy CS2, CS16</p> <p>Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> Which trees will be affected in any way by the proposed development The measures that will be used to protect them during construction. <p>You will need to provide the information in the form of the documents and plans listed below in line with BS5837:2012:</p> <ul style="list-style-type: none"> A tree survey A tree constraints plan An arboricultural implications assessment An arboricultural method statement including a tree protection plan 	<p>The Town and Country Planning (Tree Preservation)(England) Regulations 2012</p> <p>British Standard 5837</p>
20	Landscaping scheme	Applications that include external space, outline, full, and reserved matters where necessary.	<p>This should include trees/hedges to be removed within the plans and should clearly differentiate between retained existing trees/hedges and those proposed. You must provide details of the planting of trees and/or shrubs, surface materials, boundary screen walls and fences. The scheme would describe the:</p> <ul style="list-style-type: none"> Materials Species Tree and plant sizes, numbers, and planting densities Levels, gradients and any earthworks required Proposed timing of the 	<p>Policy CS2</p> <p>Paragraph 130 of the NPPF</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			implementation of the scheme. It should also include proposals for long term maintenance and landscape management	
21	Marketing information	Loss of B2, and B8 sites	<ul style="list-style-type: none"> • Contact information should be posted on the property/site in the form of an advertising board, in a prominent place where it is clearly visible from the street • The property/site should be registered with at least one property agent who normally deals in commercial property. • Property details (particulars) should be produced outlining type of property/site, address, size, location, description, services, planning/current use, terms, leasehold rent or freehold sale price, viewing arrangements. These details should be available to enquirers on request and be submitted as supporting information with planning applications. • Planning applications should be submitted with a summary of marketing responses to include: <ul style="list-style-type: none"> ○ Number/type of enquiries received ○ Number of viewings 	Charnwood Employment Land Review

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> ○ Number, type/proposed uses and value of offers ○ Reasons for refusal of an offer • Has the property/site been marketed for alternative employment use/redevelopment, in terms of use and size of units? E.g. B2 and B8 use properties should be marketed as also being available for B1 use taking into account permitted changes. Permitted changes are B2 to B1 or B8 (B8 limited to 235sqm), B8 to B1 (where no more than 235sqm). • A feasibility study and financial appraisal is needed to demonstrate that redevelopment of the premises/site for employment use is not viable • Details of the length of time and manner in which the property has been marketed 	
22	Fire Statement	Required only on buildings that: <ul style="list-style-type: none"> • contain two or more dwellings or educational 	Fire safety considerations specific to the development, including but not limited to: <ul style="list-style-type: none"> • the principles, concepts and approach relating to fire safety that have been applied to each building in the development 	DMPO 2015 Part3, Article 11 (2)(ca) & DMPO 2015 Part3, Article 9A

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		accommodation And. <ul style="list-style-type: none"> Are 18m or more in height, or 7 or more storeys 	<ul style="list-style-type: none"> the site layout emergency vehicle access and water supplies for firefighting purposes what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this how any policies relating to fire safety in relevant local development documents have been considered. 	Fire safety and high-rise residential buildings (from 1 August 2021) Health and Safety Executive Independent Review of Building Regulations and Fire Safety led by Dame Judith Hackitt
23	Agricultural land quality assessment	All major development proposals involving BMV agricultural land	This should take into account the economic and other benefits of the best and most versatile agricultural land. Where significant development of agricultural land is demonstrated to be necessary. In order to use areas of poorer quality land in preference to those of a higher quality.	Paragraphs 174 & 175 of the NPPF
24	Aviation Impact Assessment	For all Wind Turbine applications located within 30 km of East Midlands Airport	<ul style="list-style-type: none"> Aviation Lighting Obstacle Limitation Surface Assessment Radar Line of Sight Analysis 	The Town and Country Planning (safeguarded aerodromes, technical sites and military explosives storage areas) direction 2002 Civil Aviation Authority
25	Bird strike Assessments	Developments within 13km of East Midlands Airport that are likely to	<ul style="list-style-type: none"> Inventory of bird attracting sites within 13km of East Midlands Airport Risk assessment to determine 	The Town and Country Planning (safeguarded aerodromes, technical sites and military

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		attract birds.	whether the movement patterns of birds/wildlife attracted to these sites means that they may cause a risk to air traffic	explosives storage areas) direction 2002 Civil Aviation Authority The Wildlife and Countryside Act 1981 (as amended)
26	Building for healthy life assessment	Major residential developments	<ul style="list-style-type: none"> • assess health and wellbeing impacts on communities in and next to a development • show any possible changes in the spread of any health impacts • suggest actions to reduce negative health impacts, referencing any vulnerable groups • suggest actions to increase positive health impacts, referencing any vulnerable groups 	Policy CS2 Homes England: Building for a Healthy Life
27	Open space assessment	All major residential developments where there would be a loss of open space, including playing fields. All development that includes the loss of all or any part of a playing field	An open space assessment will typically address: <ul style="list-style-type: none"> • Relevant local and national planning policy around open spaces and how the current development addresses them • Open spaces in the area and the site's relationship to them • Supply and demand for the type of development being proposed, and 	Paragraphs 98-103 of the NPPF Sport England Open Spaces Strategy 2018-2036

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>how it fits into these statistics</p> <ul style="list-style-type: none"> Any remediation efforts to compensate for loss of the space to the local community. 	
28	Glint/Glare assessment	Major development for solar (photovoltaic) panels	<p>To assess the possible effects of glint and glare from a solar photovoltaic (PV) development including:</p> <ul style="list-style-type: none"> A sun position and reflection model Identification of receptors Magnitude of impact Baseline conditions Impact assessment Mitigation 	<p>Policy CS2 Planning Guidance for the Development of Large-Scale Ground Mounted Solar PV Systems Civil Aviation Authority Local Highway Authority</p>
29	S106 Heads of Terms	Major development requiring S106 contributions	To set out what may be required to mitigate the impacts of a development proposal.	<p>PPG Paragraph 57 of the NPPF</p>

Appendix A

Sections of this guidance that may be applicable

<u>Application Type</u>	National Requirements	Householders	All applications	Specific types	Residential	Non-residential	Heritage	Other reports
Householders	✓	✓						
Listed Building Consent	✓	✓					✓	
Development in a conservation area	✓	✓					✓	
Advertisement Consent	✓		✓	✓				✓
Lawful Development Certificate (Existing)	✓		✓	✓				✓
Lawful Development Certificate (Proposed)	✓	✓	✓	✓				✓
Full application (Minor residential)	✓			✓	✓			✓
Full Application (Minor commercial)	✓		✓	✓		✓		✓
Full Application (Minor other)	✓		✓	✓		✓		✓
Outline (Minor residential)	✓			✓				✓
Outline (Minor commercial)	✓			✓		✓		✓
Full Application (Major Residential)	✓				✓			✓

Full Application (Major commercial)	✓					✓		✓
Full Application (Major other)	✓					✓		✓
Outline (Major residential)	✓			✓				✓
Outline (Major commercial)	✓			✓				✓
Outline (Major other)	✓			✓				✓
Reserved Matters	✓							✓
Variation of Condition	✓		✓	✓	✓	✓	✓	✓

Appendix B : Charnwood Draft Local Validation List: Summary of Consultation Comments and Proposed Changes (May 2020)

Comment Number & response method	Organisation	Policy Requirement/ Paragraph Number	Summary of comment	Councils' response	Proposed change to document
1 (Email)	Nigel Dutton (Planning Agent)	All.	Added costs to development, which would prove significant to smaller developments. Withdrawing judgement process of planning and turning into a tick-box exercise.	Planning fees represent a small percentage of total development costs. The requirements are to be applied with officer discretion to ensure that only necessary information is requested and provided. The list of validation requirements would preclude the planning judgement and ensure that the planning officer has all information required from the start of the 8/13 week process.	None.
2 (Email)	William Davis Homes (National Housebuilder)	Part 8 – 10 Part 9 – 1, 2, 3, 5 Part 12 – 6, 16, 17. 19, 20, 22, 28	Encouraging of increased efficiencies. Transport statements – whether all transport matters are necessary at outline stage Affordable Housing – The need for an affordable housing statement should be refined to reserved matters or full applications only. Street Scene – not necessary	Transport statements – These will be required only where necessary. Affordable housing – The level of detail of an affordable housing statement could be restricted to reserved or full applications only. However, an indication of the policy compliance will still need to be demonstrated on all schemes. Street scene – Outline applications do not always provide details of appearance/landscaping/layout/scale. An outline application with access	Part 8-10 – outline applications including access are to provide transport statements. Part 9 -1 – Affordable housing statements, commensurate to the type of application are to be required. Part 9-2 – Street scenes for new build residential development, except

Comment Number & response method	Organisation	Policy Requirement/ Paragraph Number	Summary of comment	Councils' response	Proposed change to document
			<p>on outline applications.</p> <p>Character Analysis and Appraisal – Usually included as part of a Design & Access Statement.</p> <p>S106 Heads of Terms – Not usually required with outline applications.</p> <p>SUDS – Not usually required at outline application.</p> <p>Visual Impact Assessment – Not always required on reserved matters applications</p> <p>Biodiversity Impact Calculation – developers are not required to provide evidence of the full cost of any offsetting.</p> <p>Landscaping Scheme – Outline applications reserving landscaping matters should not be required to provide landscaping schemes.</p> <p>Landscaping schemes can be conditioned upon the granting of planning applications.</p>	<p>only would be exempt from this requirement.</p> <p>Character Analysis and Appraisal – This can be included as part of a Design & Access Statement and does not always need to be a standalone document.</p> <p>S106 Heads of Terms – This would only be required when necessary and relevant to the application.</p> <p>SUDS – details will only be required when necessary and relevant to the application.</p> <p>Visual Impact Assessment – This will only be required when necessary and relevant to the application.</p> <p>Biodiversity Impact Calculation – This will be required where a proposed development is likely to result in changes to vegetative habitats. The Charnwood Borough Council Biodiversity Planning Guidance (May 2022) supports the need to provide details of the full offsetting costs.</p> <p>Landscaping Scheme – The need for a landscaping scheme will be dealt with by applying officer discretion, as not all applications will require a full landscaping scheme, likewise further</p>	<p>outline applications for access only.</p> <p>Part 9-3 – This can be included within the Design & Access Statement.</p> <p>Part 12-20 – applications that include external space, outline, full, and reserved matters where necessary.</p> <p>Part 12-23 – All major development proposals involving BMV agricultural land.</p>

Comment Number & response method	Organisation	Policy Requirement/ Paragraph Number	Summary of comment	Councils' response	Proposed change to document
			<p>Marketing Information – B2 & B8 applications are now within Class E Use Class.</p> <p>Agricultural Land Quality Assessment – Should not be required for allocated land in the development plan.</p> <p>S106 Heads of Terms – as per previous point.</p>	<p>landscaping details can be secured through planning conditions. Nevertheless, there is still a need for full and reserved matters applications to provide a landscaping scheme.</p> <p>Marketing Information – B2 and B8 uses are not within Class E.</p> <p>Agricultural Land Quality Assessment – The Agricultural Land Quality has been a factor in allocating sites in the Emerging Local Plan. Development upon BMV land is an inevitability for parts of the borough. Nevertheless, development should be directed away from the best and most versatile (BMV) agricultural land from significant, inappropriate, or unsustainable development proposals. The impacts upon agricultural land are an important factor in determining a planning application. Therefore, the need to demonstrate the potential impacts should be provided irrespective of allocation in the local plan, and are to be weighed in the planning balance.</p> <p>S106 agreements are sometimes applied to outline planning applications. Therefore the</p>	

Comment Number & response method	Organisation	Policy Requirement/ Paragraph Number	Summary of comment	Councils' response	Proposed change to document
				requirement is necessary.	