

## **Guidance on additional information that may be required for new housing, retail, commercial or industrial developments**

The additional forms of information identified below, may be required depending on the nature and type of application or the nature/character of the area of the area in which the application site is located.

To clarify the specific requirements of Stockton Council you may need to make a pre-application enquiry which will be referred to the Planning Divisions One Stop Shop, where various departments of the Council meet regularly to discuss both applications and enquiries. You will need to supply all the necessary details and information describing your proposal as the response will only be as good as the information you supply us. The more information you can give, the more reliable our response will be. It is important to note that all enquiries received are treated in the strictest confidence.

The types of information that may be required are outlined below;

### **• Supporting Planning Statement**

Information should include how the proposed development accords with national planning policies, Stockton Council's Local Plan, Supplementary Planning Guidance and Documents and/or development briefs.

### **• Design statement**

Applicable for all applications where design is an issue (in accordance with advice in PPS 1), should assess the character and styles the adjacent buildings, analyse key features, address how the proposed design was reached and include the materials to be used. Further guidance on design statements is also available in publications by the Commission for Architecture and the Built Environment (CABE).

For large-scale applications it may also be necessary to review not only the existing character of the site but also its wider location through a site appraisal. A good site appraisal should identify existing landscape features, local architectural style or vernacular materials, Identify existing public rights of way and desire lines and assess the visual impact of development upon the site whilst considering the sensitivity to change of the surrounding area.

### **• Access statement**

Applicants may be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications concerning buildings accessible to the public. This includes offices, shops, factories, schools and other public access areas in accordance with current building regulations.

### **• Transport assessment**

Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. Further advice is available in PPG13 ([www.odpm.gov.uk](http://www.odpm.gov.uk)).

- **Green Travel Plan**

A travel plan is required for all developments that require a full transport assessment. In addition, preparation of a travel plan maybe required for other developments, if it is deemed necessary by the Head of Integrated Transport and Environmental Policy. It is important that you approach both the highway and planning authority for joint discussions at the earliest opportunity.

- **Departures from Standard**

This is where pre-planning discussions with Council Highways Officers have taken place prior to an application being made and it has been agreed that the standards set out in the Council's Design Guide and Specification may be relaxed. In these instances a Departure from Standard(s) from must be completed and submitted together with all supporting information as part of the application.

- **Planning obligations**

This is likely to apply to larger scale developments, this could include brief draft heads of terms for a section 106 agreement or unilateral undertaking. Applicants **must** clarify the Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms. Further advice is available in Circular 1/97: Planning Obligations. ([www.odpm.gov.uk](http://www.odpm.gov.uk)).

Heads of Terms will typically particularly relate to;

Education - school places contribution

Housing - affordable housing provision

Engineers - off site highway works/improvements

Leisure - open space contribution, maintenance costs, landscaping provision.

PCT - Health Care Facilities

Environment

Public Art and Culture

Community facilities

- **Flood risk assessment/drainage strategy**

A flood risk assessment may be required if a development falls within an Indicative Flood Plain or 'Flood Zone' – these maps are available from the Environment Agency. Planning Policy Guidance 25: 'Development and Flood Risk' provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments

- **Listed building appraisal and conservation area appraisal**

A written statement which includes a schedule of works to the listed building(s) and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings or conservation areas may be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.

- **Historical, archaeological features and Scheduled Ancient Monuments**

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures and historic parks and gardens. If an application affects such a site an applicant will need to commission

an assessment of existing information and submit the results as part of the application in accordance with advice in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19.

- **Structural survey of the property**

Structural surveys may be required where the retention of an existing building may be sought such as barn conversions or listed buildings. A variety of information should be provided to prove the structural stability of the building and highlight measures to protect the integrity of the building.

- **Regeneration statements**

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 should be included.

- **Retail assessments**

Government guidance is currently contained in PPS 6: Town centres and retail developments. It should provide an assessment of the developments impact on existing centres, taking into account recently completed developments and outstanding permissions. Both quantitative and qualitative information relating to the need for the development should also be included as part of any Impact Assessment. Smaller schemes may also be required to provide similar information if it is considered that the development would have a significant impact on the smaller district and local centres within its catchment area.

- **Affordable housing statement**

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the Local Planning Authority (LPA) may require information concerning both the affordable housing and any market housing eg the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Further advice is available in Circular 6/98: Planning and Affordable Housing ([www.odpm.gov.uk](http://www.odpm.gov.uk)).

- **Open Space**

Plans should show any areas of existing or proposed open space within or adjoining the application site. 'Open space' here includes space falling within the definitions of that term in the Town and Country Planning Act 1990 or PPG17.

- **Landscaping**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. In these areas either a detailed landscape scheme should be submitted with the application, or a scheme that describes the hard landscape elements including paving and fencing and planting strategy and identifies the main areas and types of hard and soft landscaping on a site plan to 1:200 scale. Where the latter is submitted and accepted it will be necessary to submit a detailed scheme later, and this will be required by a planning condition.

- **Tree survey/arboricultural statement**

Where the application involves works that affect any trees within the application site or located within 10 metres of the application the boundary, the species, spread and position of trees should be illustrated accurately on the site plan at a scale of 1:200. This must indicate any trees, which are to be felled or affected by the proposed development. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. Further guidance is also provided in BS5837:2005 'Trees in relation to construction - Recommendations and this should be consulted to ensure adequate measures are taken to retain all trees worthy of retention within the development.

- **Nature conservation/ecological assessment/natural beauty**

Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992. Applications for development in the countryside that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long-term maintenance and management.

- **Protection of wildlife**

Where developments are likely to have any impacts on legally protected species or their habitats a wildlife survey will be required. Where protected species are found to be present, an Impact Assessment should be made of the likely impacts which the development would have upon the species concerned and should be accompanied by a set of mitigation measures. Licenses for surveys and mitigation measures may be required from English Nature and/or DEFRA.

- **Sustainability Appraisal**

A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.

- **Telecommunications**

All telecommunications applications should be accompanied by a statement of compliance with the International Commission on Non-Ionizing Radiation Protection (ICNIRP) guidelines, evidence of assessment of alternative sites and/or mast sharing, and a justification for why the installation is needed.

- **Lighting**

Where proposals include external lighting to either the building or the site, full details of the method of any external illumination should be included, comprising of the type of light fixing, level of illumination and energy efficiency. Schemes may also be required to restrict the levels of spill light to the surrounding area.

- **Noise impact assessment**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG 24: Planning and Noise ([www.odpm.gov.uk](http://www.odpm.gov.uk)).

- **Air quality assessment**

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Further advice is available in PPS 23: Planning and Pollution Control ([www.odpm.gov.uk](http://www.odpm.gov.uk)).

- **Assessment for the treatment of foul sewage**

This should include a description of the type, quantities and means of disposal of any trade waste or effluent.

- **Utilities Statement**

This should include how an application connects to existing utility infrastructure systems.

- **Energy statement**

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Further advice is available in PPS22: Renewable Energy.

- **Sound insulation requirements**

Advice should be sought from the Environmental Health Service for individual Council requirements for sound insulation in residential and commercial developments and from Building Control about the need to submit either a 'Full Plans' application under the building regulations or a Building Notice for the erection of most types of buildings, material alterations to existing buildings. Works will need to be inspected on site during the construction process.

- **Mineral working and restoration**

In many cases, and specifically where development is likely to have significant effects, an Environmental Assessment will be required. The complexity of detail required will often depend on the circumstances of the particular case and should be discussed and agreed during pre-application discussions.

- **Ventilation/extraction and refuse disposal details**

This is most likely to be required for uses such as hot food takeaways, restaurant uses and laundrettes etc, where full details and specifications of the proposed fume extraction system will be required as part of the application.

- **Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

- **Land contamination survey** – The level of information required as part of a land contamination survey will vary depending on the known and suspected levels of contamination. Where remediation is necessary to render a site suitable for its intended use a land contamination survey will be required. Where contamination is suspected a desktop study will be required, involving a walkover survey and assessment of the risks to human health and the environment. Where contamination is known to exist a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified

risks. The developer shall submit a completion report validating remediation. If the proposed development is situated within 250 metres of a former landfill site further assessment will be required.