

Validation Requirements for Planning Applications to Devon County Council



Introduction

Applying for planning permission to Devon County Council

Devon County Council is committed to providing a professional and efficient Planning Control service. To provide a quality service it is essential that we receive quality applications, and this document is part of a suite of documents that will help all potential applicants to prepare their submissions to ensure that they can be dealt with promptly, and to make sure applications contain all the information that we require to efficiently process the application.

How planning applications will be registered from 6 April 2008

As part of the drive to provide a quicker, more predictable and efficient planning service, on the 6th April 2008 the Government intends to introduce a new, mandatory, standard application form (known as 1APP) for all applications for planning permission made under the Town and Country Planning system apart from Minerals applications. To support the use of this standard application form the Government is introducing new information requirements (known as Planning Application Requirements, PAR) for the validation of planning applications by local planning authorities. *Validation means what is required to enable the County Council to register and therefore process your application.*

The relevant Act and regulations are the Planning and Compulsory Purchase Act 2004 and Article 5 Town and Country (General Development Procedure) Order 1995. The relevant Guidance is the good practice and guidance '**The Validation of Planning Applications: Guidance for local planning authorities**' published December 2007
The procedures for validating are in two stages.

Government Guidance details the national requirements for applications and applicants should make reference to this when making an application, this is known as the National List. The guidance gives details on the plans, certificates, fee and design and access statement that should be submitted with an application. For ease of reference this is shown at the beginning of each table.

In addition, the Guidance allows the Planning Authority to prepare a Local List stipulating additional information to be provided by applicants. The Local List, which must make reference to headings in the guidance, has been adopted by this Planning Authority. The remaining part of the document contains that Local List.

Applications to be registered under new procedures

From 6 April 2008 the planning authority will have regard to the new National List and the Local List (except mineral applications) when assessing whether the correct additional information has been provided with the application in order to register it. This will apply to the following applications:

- Where the County Council proposes to develop or change the use of its own land including that at County Schools and County owned buildings, including listed building applications where appropriate. This includes applications to vary a condition in force on an existing permission. This includes applications made with third parties
- Where Listed Building Consent is required, but not a planning application
- Applications for Waste Developments including with Listed Building Consent, Changes of Use and applications to vary a condition in force on an existing permission.
- Applications for Lawful Development Certificates for a proposed use or development where the development would be a County Matter application
- Applications for Lawful Development Certificates for an existing use or development including those in breach of a planning condition where the development would be a County Matter application.

Because the new application form does not yet apply to mineral applications, there is no local list for mineral applications. Until a standard national application form comes into force, only the national list will apply.

- Applications to win or work minerals or ancillary mineral development - National Requirements only

Please note that County Development and County Matter applications should still be sent to the County and **not** the District. Applications for development within Dartmoor or Exmoor National Parks should be submitted to the appropriate Park Authority.

You will be required to use the 1APP form whether you are submitting applications on paper or electronically. If you are submitting electronic documents/plans only single copies will be required, and if you intend to submit a supporting document on paper you will need to provide 8 copies.

The Purpose of this Document

The purpose of providing guidance on the validation of planning applications is to:-

- help planning applicants to understand the type and extent of information that will be required of them;
- provide greater certainty;
- enable the County Council to have all the information it needs in order to determine the application, draft the planning permission and word any planning conditions required;
- minimise the risk that the County Council will have to go back to an applicant for more information and thus help us determine your application more efficiently;
- ensure more consistency when we register and validate applications, recognising the need for variation depending on the nature of your proposal.

In order to assist you as much as possible there are notes included which explain what we expect you to submit in each case. Applicants should note that in some cases additional information not contained within these lists may be required; however, the absence of such information will not impair the registration of the process and will be sought post-validation.

Invalid Applications

The County Council can decline to determine any invalid application. However, we have adopted a practice that provides applicants the opportunity to rectify their application. In addition to there being a delay if we receive an invalid application, if the initial check upon receipt suggests that an application is acceptable but is subsequently found to be substandard we can de-register the application in order to make sure it is corrected.

If the County Council declares an application invalid, it will normally set out its reasons in writing to the applicant as soon as possible. Applications which have been declared invalid will be returned if all the required information has not been provided within 28 days of the applicant being informed that the application is invalid.

We always advise you to seek pre-application advice and consult the Guidance below in order to make sure your application is correct.

Local List Requirements for County Council Own Developments:

- application for full planning permission,
- application for outline planning permission with some or all matters reserved,
- application for planning permission and Conservation Area consent for demolition
- application for planning permission and listed building consent
- application for planning permission and advertisement consent
- application for approval of reserved matters following outline permission
- application for removal or variation of condition following grant of planning permission
- application for Change of Use

Applicants are strongly advised to discuss their proposals with the County Council's Development Management Section who may be contacted on 01392 382104 before making an application. Case Officers will be able to advise on relevant policy issues, provide guidance about the information that will need to be submitted with the application, whether an Environmental Statement is required and whether other parties should be consulted prior to making the application.

National Requirements

The following forms, plans and information are compulsory and must be submitted with all applications for full planning permission.

The planning application form:

A completed planning application form (one with an original signature). This may be submitted in paper form or electronically. Three copies of the form must be submitted to meet statutory requirements; however applicants are requested to submit eight copies of the application form together with eight copies of each of the plans and any other material to the County Council. Unlocked, electronic versions in PDF format able to be copied are acceptable. However, to assist the consultation process, additional copies of the form and supporting information may be requested but will not be a validation requirement. From 6 April

2008 all applications (except those for Minerals applications) will need to be presented on the relevant 'standard application form', which is also available electronically at the address above.

The correct fee:

(Where one is necessary). Cheques should be made payable to "Devon County Council".

Ownership certificates:

An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holding Certificate:

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the application is for reserved matters, renewal of a temporary planning permission, or for the discharge or variation of conditions.

The Location Plan:

Three copies of the location plan are required to comply with the legislation (unless submitted electronically); however the County Council will require eight copies for minerals and waste applications and 4 copies for all other applications. This should be at a scale of 1:1250 or 1:2500, based on a metric, OS map, indicate north point and give a drawing reference number. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site etc. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. The location plan should wherever possible show at least two named roads, surrounding buildings and features.

Other plans:

The legislation requires 3 copies of all other plans (unless submitted electronically); again Devon County Council will require 8 for all applications including:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)

Design and Access Statement:

A Design and Access Statement must accompany **all** applications **except** those which are for engineering or mining operations or involve a material change in the use of land or buildings. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The level of detail required in a statement will depend on the scale and complexity of the application. Statements should be proportional to the complexity of the application. What is required in a statement is set out in Article 4c of the GDPO and the Department for Communities and Local Government Circular 01/06 (see below).

Where relevant, Design and Access Statements should also indicate how crime and disorder and designing out crime have been taken into account in the layout and design of the development and should also include a disabled access appraisal where relevant. More detailed information on Design and Access Statements can be found by following the link below

<http://www.devon.gov.uk/plan-designaccessstatement.pdf>

Further information

Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006. Statutory Instrument No 1062.

Planning Policy Statement 1: Delivering Sustainable Communities.

Circular 01/2006 Guidance on changes to the development control system.

(see www.communities.gov.uk for the above documents)

Publication by the Commission for Architecture and the Built Environment (CABE) – Design and Access Statements – How to write, read and use them, 2006.

Local Requirements

Document Type	Circumstances when document should be submitted	Exception
Air Quality Assessment	<ul style="list-style-type: none"> Where the application site is within an Air Quality Management Area 	
Biodiversity Survey and Report	<ul style="list-style-type: none"> Where the proposed development is likely to affect an internationally, nationally or locally designated Nature Conservation or Geological site Where the proposed development is likely to affect a Priority Habitat-link to Table 2 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where the development is likely to affect exposed natural or manmade rock faces, or caves or active geomorphologic features or former mineral workings –link to Table 3 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where development will trigger a protected species survey – link to Table 1 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where a hedge is to be removed or moved or would be affected by the proposal. 	<ul style="list-style-type: none"> Where Natural England has confirmed in writing that the development will not affect any statutory site and where an LPA ecologist, ecological advisor or Wildlife Trust has confirmed in writing that the development will not effect a locally designated nature conservation or geological site or priority habitat Where the LPA has stated in writing that a protected species survey is not required Where evidence from a suitably qualified person is included to demonstrate that protected species are not present Where it is proposed to remove only a hedge or boundary (or part of)younger than the Enclosure Acts for Devon (circa 1865)and the LPA ecologist has confirmed in writing that a hedge assessment is not required
Construction Traffic Management Plan	<ul style="list-style-type: none"> Where in the opinion of Highways Development Management Officer, there is likely to be a conflict, disturbance and /or significant impact on a local highway network during the construction phase. Where in the opinion of the Highways Agency, there is likely to be a conflict, disturbance and /or significant impact on the Strategic Road Network 	

Document Type	Circumstances when document should be submitted	Exception
Daylight/ Sunlight Assessment	<ul style="list-style-type: none"> Where there is a potential adverse impact on adjoining properties or buildings including gardens and amenity areas 	
Environmental Impact Assessment	<ul style="list-style-type: none"> Where the development is one which is prescribed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 Where the development is one which is prescribed in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 	<ul style="list-style-type: none"> Where the proposed development is one prescribed in schedule 2 and the proposal has been 'screened' at and/or before the submission of the application and the LPA has determined that EA is not required.
Environmental Statement	<p>Aerodrome safe guarding</p> <p>All applications which may impact on either licensed civil aerodromes or airstrips and military aerodromes or airstrips</p> <ul style="list-style-type: none"> where the height of buildings or structures (whether permanent or to be used during construction) exceed the thresholds in the aerodrome safeguarding zone Where the proposal is likely to produce smoke or dust within an aerodrome safeguarding area. Where the integrity of radar and other electronic aids to air navigation by reflection and refraction of signals may be impacted upon. All wind turbine applications Where the proposal may impact on visual aids (such as approach and runway lighting) by the obscuring of existing safety lighting or the installation of similar lighting which may cause confusion or where proposed lighting may diminish the effect of existing safety lighting or where proposed lighting or materials may dazzle pilots. where the development will have the potential to increase hazardous bird species or numbers in the vicinity of the aerodrome (normally within 13 km of any licensed aerodrome) 	

Document Type	Circumstances when document should be submitted	Exception
	<p>Unstable Land</p> <ul style="list-style-type: none"> Where the proposal is on land or adjoining land which is known or suspected to be unstable or potentially unstable. This may include the effects of both natural and manmade underground cavities; unstable slopes; and ground compression. <p>The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.</p>	
<p><u>External Works and Landscaping Statement</u></p>	<ul style="list-style-type: none"> Where the proposal contains, or is likely to require, some form of landscaping and/or external works to make it acceptable in planning terms. 	<ul style="list-style-type: none"> Section 73 applications
<p><u>Flood Risk Assessment</u></p>	<ul style="list-style-type: none"> Development proposals including change of use of 1 hectare or greater in Flood Zone 1 and all proposals including change of use for Development located in Flood Zone 2 and 3. see link to http://www.pipernetworking.com/floodrisk/advice.html Where a change of use is proposed in zone 2 or 3 which is for a more vulnerable use. where development proposals may affect watercourses or flood defences where the proposed development may be subject to other sources of flooding Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems. 	<ul style="list-style-type: none"> Where the development has a footprint of less than 250m² and is within zone 1 and an FRA is not required due to the cumulative affect of development, EA standing advice may be used. Link to http://www.pipernetworking.com/floodrisk/minor.html
<p><u>Foul Sewage and Utilities Assessment</u></p>	<ul style="list-style-type: none"> All applications should include a survey for electricity overhead lines, underground cables or substations that could be affected either by the proposed development or by its construction activity. 	

Document Type	Circumstances when document should be submitted	Exception
	<ul style="list-style-type: none"> • Where an application is within 15m of an overhead line or 10m of a substation or an underground cable, or the access to a substation or pylon, Western Power Distribution should be consulted prior to an application being made. • If the proposed development results in any changes to or replacement of an existing system, or the creation of a new system. • Where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply 	
<u>Heritage Statement (including Historical, archaeological features & Scheduled Ancient Monuments)</u>	<ul style="list-style-type: none"> • For all major applications • Where a major application is within a conservation area a Conservation Appraisal will be required • Where any other application is within a Conservation Area a Historic Context and Assessment will be required • Where a proposal is within a World Heritage Site or likely to affect or impact on a nationally designated site including Scheduled Ancient Monument; Registered Historic Park or Garden; Listed Building or its setting. • Where known archaeological features or remains; historic buildings or structures or historic landscapes on or adjacent to the application site or their setting may be affected, as may be specified in pre-application advice. • Where a proposal involves the disturbance of ground or raising of ground levels where archaeological remains may survive, as may be specified in pre-application advice. • Where significant infrastructure works are proposed, where archaeological remains may survive, as may be specified in pre-application advice. • Where a hedge is to be removed or moved or would be affected by the proposal. 	<ul style="list-style-type: none"> • Where the LPA or approved Archaeologist has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site • Where in the case of a proposal that English Heritage would be a Statutory Consultee, English Heritage has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site • Where it is proposed to remove only a hedge or boundary (or part of) younger than the Enclosure Acts for Devon (circa 1865) and the LPA ecologist has confirmed in writing that a hedge assessment is not required

Document Type	Circumstances when document should be submitted	Exception
<u>Land Contamination Assessment</u>	<ul style="list-style-type: none"> • Where there is reason to suspect contamination of the application site or neighbouring land e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips • Where development will be used by vulnerable groups e.g. children 	<ul style="list-style-type: none"> • Development within the boundary of the site of an existing school where previous applications have shown that there is no reason to suspect contamination of the school site
<u>Lighting Assessment</u>	<ul style="list-style-type: none"> • Where external lighting is either proposed or made necessary for developments and the development is in open countryside or in the vicinity of residential property the assessment shall include a layout plan with beam orientation and schedule of equipment and hours of use. • Where floodlit multi use games areas (MUGAs), synthetic turf pitches (STPs), natural turf pitches or other sports pitches are proposed 	<ul style="list-style-type: none"> • Where external lighting is not proposed
<u>Noise Impact Assessment</u>	<ul style="list-style-type: none"> • Where a proposal is likely to generate noisy activities which may affect an existing noise sensitive property such as a school, hospital or residential property • Where the proposal is a noise sensitive property such as a school development which may be affected by an existing noise generating development e.g. a major road, railway or industrial development. • Where potentially noisy development is proposed in or near SSSI, SAC, SPA or Ramsar sites • Where a potentially noisy development is proposed in or affecting a National Park, AONB or Coastal Protection Area. 	
<u>Open Space Assessment</u>	<ul style="list-style-type: none"> • Where the site is within or adjoining an area of designated or proposed Open Space in a District Local Plan 	
<u>Parking</u>	<ul style="list-style-type: none"> • All applications where buildings are proposed and the occupancy will increase. • Applications for leisure cycle ways • Change of use applications where the occupancy will increase 	Where the Highways Development Management Officer is of the opinion that no parking statement is required.

Document Type	Circumstances when document should be submitted	Exception
<p>Photographs and Photomontages</p>	<p>All development proposals should include as a minimum a landscape assessment which shows how the proposal reflects and is informed by the existing landscape characterisation and the historic landscape characterisation. The scale of the proposal should reflect the depth of the assessment. This information may be contained in the Design and Access Statement should one be required.</p> <p>For all applications within or affecting an AONB or National Park, the assessment should show how the proposal supports its conservation or enhancement or fosters wellbeing and is compatible with it.</p> <p>Where the proposal is in a Coastal Preservation Area the assessment should show how it cannot be reasonably provided elsewhere and how the proposal does not detract from the unspoilt character of the area.</p> <p>In the following circumstances further information including photos and/or photo montages will be required</p> <ul style="list-style-type: none"> • Where the proposal involves the demolition of a listed building • Where the proposal may affect a listed building or Conservation Area • Any “Major development” • Applications in or affecting an AONB or National Park, Coastal Preservation Area 	<p>Change of Use applications</p>
<p>Planning Obligations</p>	<ul style="list-style-type: none"> • Where an unacceptable proposal in planning terms may be made acceptable through the use of planning obligations a statement of proposed Heads of Terms must be submitted as part of the application. 	

Document Type	Circumstances when document should be submitted	Exception
	<ul style="list-style-type: none"> Where Local Development Framework or Local Plan policies details the requirement for an agreement, a statement of proposed Heads of Terms must be submitted as part of the application. 	
Planning Statement	<ul style="list-style-type: none"> All applications 	
Statement of Community Involvement	<ul style="list-style-type: none"> Where a need has been identified to consult with the wider community before submitting an application in pre-application consultations. All applications for a building or buildings where the floor space to be created by the development is 1,000 square metres or more; All applications for development carried out on a site having an area of 1 hectare or more All applications accompanied by an Environmental Statement. 	
Structural Survey	<ul style="list-style-type: none"> Where a proposal will involve substantial demolition of an existing building which is proposed to be retained Where a proposal will involve substantial engineering works. 	Change of use applications
Transport Assessment	<ul style="list-style-type: none"> Where there is likely a significant increase in the transport network 	Where there will be no significant increase
(Draft) Travel Plan	<ul style="list-style-type: none"> All educational establishments including schools, colleges, out-door centres, children's centres and nurseries where an increase in numbers is proposed Applications which exceed the thresholds in the DfT Travel Plan Guidance 	
Tree Survey	<ul style="list-style-type: none"> Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development. 	

Document Type	Circumstances when document should be submitted	Exception
Site Waste Management Plan	<ul style="list-style-type: none"> Where excavations are proposed as part of or as a consequence of the development Where demolition/removal of existing permanent or temporary buildings is proposed 	Where the estimated cost of the construction of the project is less than £300 000 including labour, plant and materials, overheads and profits but not VAT

Additional information that may be requested under Town and Country Planning Regulations 1998

Information Required	Circumstances when document should be submitted	Exception
Waste Audit	<ul style="list-style-type: none"> Where proposals are likely to generate significant volumes of waste through the development or operational phases including that waste generated through the lifetime of the development. 	<p>Development on previously undeveloped land – where less than 1000m² of new floor-space is proposed or where the site area is less than 0.5ha.</p> <p>Conversion or Refurbishment of buildings - where the site area is less than 500m²</p> <p>Demolition of existing buildings – single storey buildings with a cubic capacity of 100m³</p>

[Air Quality Assessment](#)

Further information on AQMA is contained within the Devon Local Transport Plan 2006-2011, District Plans and from District Planning Authorities

[Biodiversity Survey and Report](#)

In almost all cases it will be necessary to obtain information from Devon Biodiversity Record Centre on Designated sites, Protected species and Priority Habitats.

Where the biodiversity and geological question no. 14 in APP1 is answered 'yes', a biodiversity report will be required unless the exceptions apply. The report should include the following

- The consideration of alternative locations and design
- How adverse effects where possible will be avoided
- How unavoidable impacts will be mitigated against or reduced or compensated for
- How proposals will enhance or restore features or habitats

[Construction Traffic Management Plan](#)

In particular where it is proposed to bring large plant (which may or may not be classified as abnormal loads) onto the site or where the access (by virtue of existing land uses or designation) is considered sensitive, an assessment shall be required to reduce any impact on the highway network.

The Strategic Road Network is the M5, A30, A38 and A35

[Daylight/ Sunlight Assessment](#)

Planning permission does not confer any immunity to those whose works affect other people's property rights and which might be subject to action under the Rights of Light Act 1959.

Further Guidance is provided in 'Site Layout planning for daylight and sunlight: a guide to good practice. (BRE report 209 1991) which gives advice on site layout planning to achieve good sunlight and daylight

Environmental Impact Assessment

Where an ES is required an additional eight copies (sixteen in total) or an unlocked, electronic version in PDF format able to be copied must be supplied.

Further guidance on Environmental Assessment Regulations is available by following the link below

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/157989>

Environmental Statement

• **Aerodrome Safeguarding**

Since 2003, responsibility for aerodrome safeguarding has been devolved from the Civil Aviation Authority to individual airport operators and operators of licensed aerodromes. Advice must therefore be obtained from individual sites for specific requirements.

Plymouth and Exeter airports should be contacted direct regarding proposals. The following web-link also shows many smaller airstrips and aerodromes but should not be regarded as a definitive list.

<http://www.devonstrut.co.uk/pages/airfields.htm>

The statement should show how the development will not constitute a hazard to air traffic, with or without mitigation proposed. The following link gives further guidance

<http://www.caa.co.uk/default.aspx?catid=375&pagetype=90&pageid=2965>

• **Unstable Land**

The assessment should include

- the physical capability of the land to be developed;
- possible adverse effects of instability on the development;
- possible adverse effects of the development on the stability of adjoining land;
- possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed.

Further advice is contained within PPG 14 –Development on Unstable Land

External Works and Landscaping Statement

Some form of landscaping is expected for all applications.

A plan to an appropriate scale, schedule of planting and management scheme for a minimum of 5 years should be included in the statement.

Elevations should include external works and landscaping.

Flood Risk Assessment

The FRA should be prepared by the developer in consultation with the LPA.

The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

Further details regarding Flood risk can be found in

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps25/>

In circumstances where local knowledge (Strategic Flood Risk Assessment held by the LPA, letters from the parish council etc.) has indicated that the cumulative impact of minor extensions may have a significant effect on flood risk as, a FRA will be required.

Foul Sewage and Utilities Assessment

Where the proposed works may affect the access to a 33,000 volt or greater substation, early consultation with WPD is recommended as existing accesses may be subject to limited turning radii and road contours.

Further information on electrical infrastructure can be found by contacting Western Power Distribution

The foul sewage element should include a description of the type, quantities and means of disposal of any waste or effluent.

If an application proposes to connect a development to the existing system then details of the existing system should be shown on the drawings.

If the proposal results in changes or replacement to the existing system or a new system created a scaled location plan, elevations /cross-sections and specification will be required.

The utilities statement should demonstrate

- That the availability of utility services has been examined and the proposals would not result in undue stress on the delivery of those services to the wider community
- That proposals incorporate utility company requirements
- That service routes have been planned to avoid as far as possible for damage to trees and archaeological remains.

Sustainable Urban Drainage systems will normally be required.

[Heritage Statement \(including Historical, archaeological features & Scheduled Ancient Monuments\)](#)

Information on known archaeological features or remains; historic buildings or structures; hedges or historic landscapes is available in the County Historic Environment Record held by the Historical Environment Services.

<http://www.devon.gov.uk/historicenvironment>

Where a statement is required it should include the significance of the historical and archaeological interest of a site as well as a state of justification for the works. Where known archaeological or historical features or remains on or adjacent to the application site may be affected whether Statutory Designated or otherwise, the applicant may need to commission an assessment of existing information and submit the results as part of the application. This assessment could include a desk-based assessment, non-invasive evaluation and/or field evaluations or elements of these dependent on the advice of Historic Environment Service.

Geo-physical Survey and Invasive evaluation in Scheduled sites require separate SAM consent

Further advice is available in PPG 15 'Planning and the Historic Environment

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/142838>

and PPG16 'Archaeology and Planning'

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicyguidance/245454>

A guide to the range of information required for consultations with English Heritage on proposals affecting nationally important heritage assets can be found by following the link below

http://www.helm.org.uk/upload/pdf/Second_edition_of_Charter_final_PDF_April05.pdf

Land Contamination Assessment

The minimum requirement should normally be a desk study of the readily-available records assessing the previous uses of the site and neighbouring land and their potential for contamination in relation to the proposed development. If the potential for contamination is confirmed, further studies by the developer to assess the risks and identify and appraise the options for remediation will be required.

Developers should be able to assure LPAs they have the expertise, or access to it, to make such assessments. Further information is contained within Annex 2 of PPS 23 'Planning and Pollution Control'

Lighting Assessment

Fuller advice on the information to be included to accompany an application for multi use games areas (MUGAs), synthetic turf pitches (STPs), natural turf pitches or other sports pitches can be found by following the link below

http://www.devon.gov.uk/guidance_pitch.pdf

Where the application is within a sensitive area such as a designated site e.g. AONB, SAM, SSSI, or in the vicinity of a Listed Building or in a Conservation Area more detail will be required.

Noise Impact Assessment

Detailed information on the contents of an assessment and types of noise measurements required can be found by following the link below

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/156558>

A noise impact assessment should be carried out by a suitably qualified acoustician

Details should be provided of existing and predicted noise levels at the site boundaries and/or the nearest properties to the site. The predicted or actual noise levels should be included together with hours of use. The proposed measures for monitoring and controlling noise should be stated. Where the normal predicted noise level is likely to exceed 10 dB (A) L_{Aeq} 1h above background noise levels at the nearest noise sensitive property during normal working hours, mitigation measures should be included in the statement or the statement should show why a higher figure to a maximum of 55 dB (A) L_{Aeq} 1h is applicable. The statement should also contain proposals for additional mitigation in exceptional circumstances for temporary operations e.g. during construction

Open Space Assessment

Where all or part of a school site is designated areas of Open Space in local plans, proposals in these locations should seek to replace lost areas or enhance remaining areas.

Fuller advice on the information to be included to accompany an application for multi use games areas (MUGAs), synthetic turf pitches (STPs), natural turf pitches or other sports pitches can be found by following the link below

http://www.devon.gov.uk/guidance_pitch.pdf

Further information can be found by following the link below

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/ppg17>

Parking

Leisure cycle ways are generally countryside routes which may be used for leisure as well as for commuting purposes

Existing and proposed arrangements should be included. New parking arrangements which should include provision for cars, cycles and other vehicles as appropriate should be shown on a scaled plan.

Reference should be made to:

Local Development Frameworks,

Regional Planning Guidance standards - http://www.gosw.gov.uk/497666/docs/166217/regional_planning_guidance ,

and Manual for Streets - <http://www.dft.gov.uk/pgr/sustainable/manforstreets/>

Photographs and Photomontages

- Further information on the existing land characterisation is contained within Appendix 1 of the County Structure Plan.
- Further information on the historic land characterisation can be found by following the link below

http://www.devon.gov.uk/index/environment/historic_environment/landscapes/landscape-characterisation.htm

“major development” includes the following development

- the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
- development carried out on a site having an area of 1 hectare or more

Planning Obligations

A planning obligation must be:

- relevant to planning;
- necessary to make the proposed development acceptable in planning terms;
- directly related to the proposed development;
- fairly and reasonably related in scale and kind to the proposed development; and
- reasonable in all other respects

Further information is available in circular 05/2005 Planning Obligations

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147537>

Planning Statement

Applicants are advised to contact the LPA prior to making an application

The statement will identify the context and need for the proposed development and make reference to relevant national, regional and local policies.

It may also include details of consultations with the LPA, wider community and/or statutory consultees undertaken prior to submission.

Statement of Community Involvement

Further guidance is available in Chapter 7 of 'Creating Local Development Frameworks: A Companion Guide to PPS 12' -

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147432>

Structural Survey

Heritage and biodiversity statements may be required and applicants should consult with The County Ecologist and Historic Environment Services prior to making an application for further advice

Transport Assessment

A Transport Assessment or Transport Appraisal will be required. The relevant thresholds and further guidance is contained within DfT Transport Assessment Guidelines
<http://www.dft.gov.uk/pgr/regional/transportassessments/>

(Draft)Travel Plan

Further guidance on Travel Plans for schools is available by following the link below
http://www.devon.gov.uk/about_travel_plans-2

Tree Survey

Information will be required on which trees are to be retained and on the means of protecting trees during construction works

Further guidance on survey information, protection and a method statement is available in BS5837 'Trees in relation to construction – Recommendations'.

Site Waste Management Plan

Further information is available in DTI code of practice Site Waste Management Plans: Guidance for construction contractors and clients available by following the links below

<http://www.constructingexcellence.org.uk/pdf/document/sitewastemanagement.pdf>

<http://www.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-guidance.pdf>

Waste Audit

The statement should

- identify how construction, demolition and waste generated during the lifetime of the development will be reduced to a minimum
- how unavoidable waste will be reused on site, recycled on site or stored in segregated facilities for recycling elsewhere
- how and where any remaining waste will be disposed of.

Where a site waste management plan is required, one document may be submitted to address both statements

Local List Requirements for County Matter Developments – Waste
(Includes disposal, recycling, treatment, processing, storage, transfer)

- application for full planning permission,
- application for planning permission and Conservation Area consent for demolition
- application for planning permission and listed building consent
- application for removal or variation of condition following grant of planning permission
- application for Change of Use

Applicants are strongly advised to discuss their proposals with the County Council’s Development Management Section who may be contacted on 01392 382104 before making an application. Case officers will be able to advise on relevant policy issues, provide guidance about the information that will need to be submitted with the application, whether an Environmental Statement is required and whether other parties should be consulted prior to making the application.

National Requirements

The following forms, plans and information are compulsory and must be submitted with all applications for full planning permission.

The planning application form:

A completed planning application form (one with an original signature). This may be submitted in paper form or electronically. 3 copies of the form must be submitted to meet statutory requirements; however applicants are requested to submit eight copies of the application form together with eight copies of each of the plans and any other material to the County Council. Unlocked,

electronic versions in PDF format able to be copied are acceptable. However, to assist the consultation process, additional copies of the form and supporting information may be requested but will not be a validation requirement. From April 2008 all applications (except those for Minerals applications) will need to be presented on the relevant 'standard application form', which is also available electronically at the address above.

The correct fee:

(where one is necessary). Cheques should be made payable to "Devon County Council".

Ownership Certificates:

an ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holding Certificate:

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the application is for reserved matters, renewal of a temporary planning permission, or for the discharge or variation of conditions.

The Location Plan:

Three copies of the location plan are required to comply with the legislation (unless submitted electronically); however the County Council will require 8 copies for minerals and waste applications and 4 copies for all other applications. This should be at a scale of 1:1250 or 1:2500, based on a metric, OS map, indicate north point and give a drawing reference number. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site etc. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. The location plan should wherever possible show at least two named roads, surrounding buildings and features.

Other Plans: The legislation requires 3 copies of all other plans (unless submitted electronically); again Devon County Council will require 8 for all applications. The following plans are likely to be required
Detailed site plan; Working plan(s); Sections and profiles; Restoration, After-use and Aftercare plans; Plans showing plant, buildings and structures

Design and Access Statement:

A Design and Access Statement must accompany **all** applications **except** those which are for engineering or mining operations or involve a material change in the use of land or buildings. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The level of detail required in a statement will depend on the scale and complexity of the application. Statements should be proportional to the complexity of the application. What is required in a statement is set out in Article 4c of the GDPO and the Department for Communities and Local Government Circular 01/06 (see below).

Where relevant, Design and Access Statements should also indicate how crime and disorder and designing out crime have been taken into account in the layout and design of the development and should also include a disabled access appraisal where relevant. More detailed information on Design and Access Statements can be found by following the link below

<http://www.devon.gov.uk/plan-designaccessstatement.pdf>

Additional information is also available from the following sources

Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006. Statutory Instrument No 1062.

Planning Policy Statement 1: Delivering Sustainable Communities.

Circular 01/2006 Guidance on changes to the development control system.

(see www.communities.gov.uk for the above documents)

Publication by the Commission for Architecture and the Built Environment (CABE) – Design and Access Statements – How to write, read and use them, 2006.

Local Requirements

Document Type	Circumstances when document should be submitted	Exception
<u>Air Quality Statement</u>	<ul style="list-style-type: none"> Where the application site is within an Air Quality Management Area 	None
<u>Biodiversity Statement</u>	<ul style="list-style-type: none"> Where the proposed development is likely to affect an internationally, nationally or locally designated Nature Conservation or Geological site Where the proposed development is likely to affect a Priority Habitat-link to Table 2 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where the development is likely to affect exposed natural or manmade rock faces, or caves or active geomorphologic features or former mineral workings –link to Table 3 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where development will trigger a protected species survey –link to Table 1 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where a hedge is to be removed or moved or would be affected by the proposal. 	<ul style="list-style-type: none"> Where Natural England has confirmed in writing that the development will not affect any statutory site and where an LPA ecologist, ecological advisor or Wildlife Trust has confirmed in writing that the development will not effect a locally designated nature conservation or geological site or priority habitat Where the LPA has stated in writing that a protected species survey is not required Where evidence from a suitably qualified person is included to demonstrate that protected species are not present <p>Where it is proposed to remove only a hedge or boundary (or part of)younger than the Enclosure Acts for Devon (circa 1865)and the LPA ecologist has confirmed in writing that a hedge assessment is not required</p>
<u>Construction Traffic Management Plan</u>	<ul style="list-style-type: none"> Where in the opinion of Highways Development Management Officer, there is likely to be a conflict, disturbance and /or significant impact on a local highway network during the construction phase. Where in the opinion of the Highways Agency, there is likely to be a conflict, disturbance and /or significant impact on the Strategic Road Network 	
<u>Daylight/Sunlight Statement</u>	<ul style="list-style-type: none"> Where there is a potential adverse impact on adjoining properties or buildings including gardens and amenity areas 	Change of use applications

Document Type	Circumstances when document should be submitted	Exception
Environmental Impact Assessment (EIA Regs)	<ul style="list-style-type: none"> Where the development is one which is prescribed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 Where the development is one which is prescribed in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 	<ul style="list-style-type: none"> Where the proposed development is one prescribed in schedule 2 and the proposal has been 'screened' at and/or before the submission of the application and the LPA has determined that EA is not required.
Environmental Statement	<p>Aerodrome safeguarding</p> <p>All applications which may impact on either licensed civil aerodromes or airstrips and military aerodromes or airstrips</p> <ul style="list-style-type: none"> where the height of buildings or structures (whether permanent or to be used during construction) exceed the thresholds in the aerodrome safeguarding zone Where the proposal is likely to produce smoke or dust within an aerodrome safeguarding area. Where the integrity of radar and other electronic aids to air navigation by reflection and refraction of signals may be impacted upon. All wind turbine applications Where the proposal may impact on visual aids (such as approach and runway lighting) by the obscuring of existing safety lighting or the installation of similar lighting which may cause confusion or where proposed lighting may diminish the effect of existing safety lighting or where proposed lighting or materials may dazzle pilots. where the development will have the potential to increase hazardous bird species or numbers in the vicinity of the aerodrome (normally within 13 km of any licensed aerodrome) <p>Unstable Land</p> <ul style="list-style-type: none"> Where the proposal is on land or adjoining land which is known or suspected to be unstable or potentially unstable. This may include the effects of both natural and manmade underground cavities; 	

Document Type	Circumstances when document should be submitted	Exception
	<p>unstable slopes; and ground compression. The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.</p>	
	<p><u>Groundwater</u></p> <ul style="list-style-type: none"> • Where dewatering or abstraction is proposed in a Catchment Abstraction Management Area. • Where it is proposed to infill with any materials other than clean fill in former mineral workings. 	
	<p><u>Landfill</u></p> <ul style="list-style-type: none"> • Landfill or land raising sites • Reworking or reclamation of former landfill sites 	
	<p><u>Waste Recycling</u></p> <ul style="list-style-type: none"> • All applications for Waste Recycling (including Material Reclamation Facilities /Scrap yards/ Vehicle Dismantling), Waste Transfer Stations, Household Waste Recycling Centres 	
	<p><u>Waste Water Treatment</u></p> <ul style="list-style-type: none"> • All applications at existing or proposed waste water treatment works 	
	<p><u>Composting Schemes</u></p> <ul style="list-style-type: none"> • All composting applications • Where the application site is within 250m of a workplace or boundary of a dwelling, a bio-aerosol risk assessment will also be required. 	
	<p><u>Thermal Treatment including Incineration</u></p> <ul style="list-style-type: none"> • All applications for waste incineration or applications for other energy from waste applications 	

Document Type	Circumstances when document should be submitted	Exception
	<p><u>Pollution Control</u></p> <ul style="list-style-type: none"> All applications <p><u>Hazardous Materials</u></p> <ul style="list-style-type: none"> Where it is proposed to store, process or dispose of hazardous substances <p><u>Restoration</u></p> <ul style="list-style-type: none"> All land filling and land raising applications Reworking or reclamation of former landfill sites Where applications are of a temporary nature. 	
<p><u>External Works and Landscaping Statement</u></p>	<ul style="list-style-type: none"> Where the proposal contains, or is likely to require, some form of landscaping and/or external works to make it acceptable in planning terms. 	<ul style="list-style-type: none"> Section 73 applications
<p><u>Flood Risk Statement</u></p>	<ul style="list-style-type: none"> Development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for Development located in Flood Zone 2 and 3. see link to http://www.pipernetworking.com/floodrisk/advice.html Where a change of use is proposed in Zone 2 or 3 which is for a more vulnerable use. where development proposals may affect watercourses or flood defences where the proposed development may be subject to other sources of flooding Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems. 	<ul style="list-style-type: none"> Where the development has a footprint of less than 250m² and is within Zone 1 and an FRA is not required due to the cumulative affect of development, EA standing advice may be used. <p>Link to http://www.pipernetworking.com/floodrisk/minor.html</p>
<p><u>Foul Sewage and Utilities Statement</u></p>	<ul style="list-style-type: none"> All applications should include a survey for electricity overhead lines, underground cables or substations that could be affected either by the proposed development or by its construction activity. Where an application is within 15m of an overhead line or 10m of a substation or an underground cable, or the access to a substation or pylon, Western Power Distribution should be 	

Document Type	Circumstances when document should be submitted	Exception
	<p>consulted prior to an application being made.</p> <ul style="list-style-type: none"> • If the proposed development results in any changes to or the replacement of an existing system, or the creation of a new system. • Where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply 	
<p><u>Heritage Statement (including Historical, archaeological features & Scheduled Ancient Monuments)</u></p>	<ul style="list-style-type: none"> • For all major applications • Where a major application is within a Conservation Area, a Conservation Appraisal will be required • Where any other application is within a Conservation Area a Historic Context and Assessment will be required • Where a proposal is within a World Heritage Site or likely to affect or impact on a nationally designated site including Scheduled Ancient Monument; Registered Historic Park or Garden; Listed Building or its setting. • Where known archaeological features or remains; historic buildings or structures or historic landscapes on or adjacent to the application site or their setting may be affected, as may be specified in pre-application advice. • Where a proposal involves the disturbance of ground or raising of ground levels where archaeological remains may survive, as may be specified in pre-application advice. • Where significant infrastructure works are proposed, where archaeological remains may survive, as may be specified in pre-application advice. • Where a hedge is to be removed or moved or would be affected by the proposal. 	<ul style="list-style-type: none"> • Where the LPA or approved Archaeologist has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site • Or where in the case of a proposal that English Heritage would be a Statutory Consultee, English Heritage has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site • Where it is proposed to remove only a hedge or boundary (or part of) younger than the Enclosure Acts for Devon (circa 1865) and the LPA ecologist has confirmed in writing that a hedge assessment is not required
<p><u>Land Contamination Assessment</u></p>	<ul style="list-style-type: none"> • Where there is reason to suspect contamination of the application site or neighbouring land e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former 	

Document Type	Circumstances when document should be submitted	Exception
	mineral tips	
Lighting Assessment	<ul style="list-style-type: none"> Where external lighting is either proposed or made necessary for developments and the development is in open countryside or in the vicinity of residential property the assessment shall include a layout plan with beam orientation and schedule of equipment and hours of use 	Where no external lighting is proposed
Noise Statement	<ul style="list-style-type: none"> All land-filling and land raising applications reworking or reclamation of former landfill sites recycling of inert waste Where the proposal is likely to generate a noise level greater than 10 dB (A) $L_{eq}T$ (where T is the proposed working hours) above background noise levels at the nearest noise sensitive property. Further advice should be sought from the Case Officer on whether this will be required for your development. 	
Open Space Assessment	<ul style="list-style-type: none"> Where the site is within or adjoining an area of designated or proposed Open Space in a District Local Plan 	
Parking Statement	<ul style="list-style-type: none"> All applications for Waste Recycling (including Material Reclamation Facilities /Scrap yards/ Vehicle Dismantling), Waste Transfer Stations, Household Waste Recycling Centres, and Thermal Treatment. 	
Photographs and Photomontages	<ul style="list-style-type: none"> All development proposals should include as a minimum a landscape assessment which shows how the proposal reflects and is informed by the existing landscape characterisation and the historic landscape characterisation. The scale of the proposal should reflect the depth of the assessment. This information may be contained in the Design and Access Statement should one be required 	<ul style="list-style-type: none"> Change of use applications

Document Type	Circumstances when document should be submitted	Exception
	<ul style="list-style-type: none"> • For all applications within or affecting an AONB or National Park, the assessment should show how the proposal supports its conservation or enhancement or fosters wellbeing and is compatible with it. • Where the proposal is in a Coastal Preservation Area the assessment should show how it cannot be reasonably provided elsewhere and how the proposal does not detract from the unspoilt character of the area. <p>In the following circumstances further information including photos and/or photo montages will be required</p> <ul style="list-style-type: none"> • Where the proposal involves the demolition of a listed building • Where the proposal may affect a listed building or Conservation Area • All landfill and land raising proposals • All thermal treatment plants • All composting applications • All anaerobic digestion applications • All waste recycling proposals • All applications for building development of 1000m² • All applications with a site area of 1 ha or more • Minor applications in or affecting an AONB or National Park, Coastal Preservation Area 	
<p><u>Planning Obligations</u></p>	<ul style="list-style-type: none"> • Where a proposal has a material impact in planning terms which may be made acceptable through the use of planning obligations, a statement of proposed Heads of Terms must be submitted as part of the application. • Where Local Development Framework or Local Plan policies give details of likely agreements a statement of proposed Heads of Terms must be submitted as part of the application. 	

Document Type	Circumstances when document should be submitted	Exception
<u>Planning Statement</u>	<ul style="list-style-type: none"> All applications which are not designated sites in the Waste Local Plan 	
<u>Statement of Community Involvement</u>	<ul style="list-style-type: none"> Where a need has been identified to consult with the wider community before submitting an application in pre-application consultations. All applications for a building or buildings where the floor space to be created by the development is 1,000 square metres or more; All applications for development carried out on a site having an area of 1 hectare or more All applications accompanied by an Environmental Statement. 	
<u>Structural Survey</u>	<ul style="list-style-type: none"> Where a proposal will involve substantial demolition of an existing building to be used as part of the proposal. Where a proposal will involve substantial engineering works. 	Change of use applications
<u>Transport Assessment</u>	<ul style="list-style-type: none"> Applications which exceed the thresholds in the DfT Transport Assessment Guidelines found by following the link below http://www.dft.gov.uk/162259/165237/202657/guidanceontaappendixb 	Where there will be no significant increase
<u>(Draft)Travel Plan</u>	<ul style="list-style-type: none"> Applications which exceed the thresholds in the DfT Travel Plan Guidance 	Applications that do not exceed guidelines
<u>Tree Survey</u>	<ul style="list-style-type: none"> Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development. 	
<u>Site Waste Management Plan</u>	<ul style="list-style-type: none"> Where excavations are proposed as part of or as a consequence of the development and will be transported off site. Where demolition/removal of existing permanent or temporary buildings is proposed and will be transported off site 	Change of Use applications

[Air Quality Assessment](#)

Further information on AQMA is contained within the Devon Local Transport Plan 2006-2011, District Plans and from District Planning Authorities

[Biodiversity Survey and Report](#)

In almost all cases it will be necessary to obtain information from Devon Biodiversity Record Centre on Designated sites, Protected species and Priority Habitats.

Where the biodiversity and geological question no. 14 in APP1 is answered 'yes', a biodiversity report will be required unless the exceptions apply. The report should include the following

- The consideration of alternative locations and design
- How adverse effects where possible will be avoided
- How unavoidable impacts will be mitigated against or reduced or compensated for
- How proposals will enhance or restore features or habitats

[Construction Traffic Management Plan](#)

In particular where it is proposed to bring large plant (which may or may not be classified as abnormal loads) onto the site or where the access (by virtue of existing land uses or designation) is considered sensitive, an assessment shall be required to reduce any impact on the highway network.

The Strategic Road Network is the M5, A30, A38 and A35

[Daylight/ Sunlight Statement](#)

Planning permission does not confer any immunity to those whose works affect other people's property rights and which might be subject to action under the Rights of Light Act 1959.

Further Guidance is provided in 'Site Layout planning for daylight and sunlight: a guide to good practice. BRE report 209 1991 which gives advice on site layout planning to achieve good sunlight and daylight.

Environmental Impact Assessment

Where an ES is required an additional eight copies (sixteen in total) or an unlocked, electronic version in PDF format able to be copied must be supplied.

Further guidance on Environmental Assessment Regulations is available by following the link below
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/157989>

Environmental Statement

○ Aerodrome safeguarding

Since 2003, responsibility for aerodrome safeguarding has been devolved from the Civil Aviation Authority to individual airport operators and operators of licensed aerodromes. Advice must therefore be obtained from individual sites for specific requirements. Plymouth and Exeter airports should be contacted direct regarding proposals. The following web-link also shows many smaller airstrips and aerodromes but should not be regarded as a definitive list.

<http://www.devonstrut.co.uk/pages/airfields.htm>

The statement should show how the development will not constitute a hazard to air traffic, with or without mitigation proposed. The following link gives further guidance

<http://www.caa.co.uk/default.aspx?catid=375&pagetype=90&pageid=2965>

○ Unstable Land

The assessment should include

- the physical capability of the land to be developed;
- possible adverse effects of instability on the development;
- possible adverse effects of the development on the stability of adjoining land;
- possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed.

Further advice is contained within PPG 14 –Development on Unstable Land

- Groundwater

Where dewatering is proposed, applicants are strongly advised to involve the Environment Agency at an early stage and consult their own qualified Hydro-geologist.

Technical information including the calculation of the extent and volumes of dewatering will be required in order for the EA and LPA to assess further investigations. This may include monitoring of the existing water regime for at least 12 months prior to submission of the application in order to ensure that surface and ground water can be safeguarded.

Applicants should indicate natural water table including its depth, source catchment areas and characteristics. The statement must show that third parties will not be affected by the dewatering. Where investigations show that dewatering will have an impact on public and private water supplies or water bodies or watercourses details of mitigating measures must be included in the application e.g. recharging reservoirs etc.

Details of proposed methods of dewatering and proposed methods of water disposal must be given.

Applicants should include proposed measures to control potential Pollution to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

- Landfill

Proposals for landfill or reworking or reclamation of former sites should include the following:-

Capacity of the site (i.e. the total amount of material that it is intended to deposit) and the rate at which infill will take place (cubic metres/per week).

The type of waste to be deposited and its source, expected levels of settlement and methods of compaction. **Site Plan(s)** In addition to a location plan the following plan is required in lieu of roof and building floor plans. This should normally be at a scale of 1:2,500 (although larger scale plans may be appropriate in some cases) and show the following information:

- The land, to which the application relates, edged red. Please note that the access route between the site and the public highway, any landscaping works, amenity bunds and landfill gas monitoring boreholes etc should be included within the red line and any gas monitoring boreholes falling outside the main site should also be shown;
- Any other adjoining land under the applicant's control, edged in blue;
- Any land within or adjoining the site which has been used for mineral working; waste disposal or associated development, including the position of working/tipping faces, areas restored etc and any planning permission references;
- The position of any existing buildings, underground services, overhead lines, roads, public rights of way on, or adjacent to the site;
- The position of walls, hedges and trees within the adjacent to the site;
- Existing contours at appropriate levels within and normally for a distance of at least 250 Metres outside the site to illustrate the relationship of the site to the surrounding topography.
- The position of any existing watercourse, culverts, drainage ditches or ponds within or bounding the site showing, where appropriate, the direction of flow;
- The positions of trial pits and boreholes.

Note: Aerial photographs of the site and its surroundings would be helpful but are not essential.

Working Plan(s)

These should be at the same scale as the site plan and include the following information:

- Any areas to be filled shown diagonally hatched. Such boundaries should allow a sufficient safety margin to protect rights of way, railway lines, watercourses, services, buildings, trees etc which are to remain undisturbed;
- Proposals for the storage of topsoil, subsoil and overburden (other than screening bunds);
- Proposals for screening and landscaping the operations, including details of screening bunds (if temporary, include date of removal) and advance tree planting (include type, size, spacing and maintenance);
- The location of processing and other plant, stockpiles, buildings, offices, weighbridges, wheel cleaners etc. (Note: the maximum height of stockpiles should be indicated and detailed on drawings for plant and buildings – see below);
- Details of fencing and other security arrangements;
- The method, direction and phasing of working and filling (Note: the estimated duration of each phase should be given);
- The position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply, means of drainage and the position of any water discharges going to existing watercourses;
- The position of landfill gas monitoring and control facilities, if relevant;
- Full details of the vehicular access route from the site to the public highway. The detailed design of the access junction with the public highway should be submitted on a separate on a separate plan at a scale of 1:100 or a similar appropriate scale. This should show the width of the road, its means of construction, the turning radii and sight lines;

- Details of proposed measures to divert, remove or avoid overhead lines and other services, or stop off, remove or divert public rights of way including footpaths and bridleways;

- **Waste Recycling**

The following should be included

- The maximum, annual capacity, type and quantities of waste and sources should be identified with amplification where appropriate.
- Details of any new buildings should be shown on the proposed plans, including floor plans and elevations, where existing buildings are to be retained these should also be shown. Details of type and colour of external materials to be used should be given.
- Where external stockpiles are proposed the height and construction of storage bays and maximum heights of stockpiles should be shown. Locations of skips should be shown.
- All proposed plant should be located on the site where its impact is minimised. Plant should be designed and coloured to blend with its surroundings and screened where appropriate.
- For Household Waste Recycling Centres applications, details of the site layout should, include access arrangements and proposed vehicular movements within the site for householder traffic.

- **Waste water**

The statement should reflect the following potential impacts (and details shown on layout plan).

- Proposed surface and above ground equipment/structures
- Surfacing details
- Means of enclosure
- Contractors compound
- Screening
- Landscaping proposals
- For new or extended treatment facilities; the proposed maximum annual capacity of the plant (in litres)
- Any other proposed works (e.g. Kiosks)

- **Composting**

The statement should include

- The layout of site on proposed Plan (including surfacing/drainage details and control of surface run-off).
- The maximum, annual capacity, type and quantities of waste and sources should be identified with amplification where appropriate.
- Details of any new buildings should be shown on the proposed plans, including floor plans and elevations, where existing buildings are to be retained these should also be shown. Details of type and colour of external materials to be used should be given.
- Where external stockpiles are proposed the height and construction of storage bays and maximum heights of stockpiles should be shown. Locations of skips should be shown.
- All proposed plant should be located on the site where its impact is minimised (e.g. shredders, mulchers etc). Plant should be designed and coloured to blend with its surroundings and screened where appropriate
- Details of site management procedures for in-vessel or for open windrow composting (including details of monitoring incoming wastes/storage/pre-treatment/method of turning/controls over odours/uses for composted material).
- **Thermal Treatment**
- The statement should show that the scale of the proposal will not compromise waste recovery operations higher in the waste hierarchy (i.e. recycling and composting)

The following information should be included

- The maximum, annual capacity, type and quantities of waste and sources should be identified with amplification where appropriate.
- Details of any new buildings should be shown on the proposed plans, including floor plans and elevations, where existing buildings are to be retained these should also be shown. Details of type and colour of external materials to be used should be given.
- Where external stockpiles are proposed the height and construction of storage bays and maximum heights of stockpiles should be shown. Locations of skips should be shown.
- All proposed plant should be located on the site where its impact is minimised. Plant should be designed and coloured to blend with its surroundings and screened where appropriate.

- **Pollution Control**

The statement should detail the proposed methods for controlling and suppressing dust and other potential pollutants arising from activities at the site. This will include

- Spread of mud/waste onto public highway.
- Odours from the waste and any landfill gas or other collected gas.
- Surface & ground water pollution and drainage/flood control.
- Spillage/seepage of fuel oils during delivery/storage and handling.
- Birds/flies/vermin/litter (where applicable).

And may include

- Airborne particles which may be detrimental to public health

You are advised to discuss these issues with the Environment Agency when preparing your application.

- **Hazardous Waste**

The Environment Agency should be contacted for guidance if you are unsure whether the materials in your proposal are hazardous.

The statement should show the relationship between it and any existing or planned facility which generates the waste or how the proposal meets a regional/sub-regional need.

- **Restoration**

- Applications involving waste disposal will need to include details of how it is proposed to restore the site to a condition that will allow a specific after-use to occur.
- Restoration proposals should be designed to create a landscape which is in character with its surroundings. Consideration should be given to site layout, landscape structure, other uses and the principles of restoration. This should include a management scheme for at least 5 years although a longer timescale may be required for some after-uses
- Site layout, slopes and materials should be designed at the time of the application to suit a specific after-use.
- Works should be phased, so that restoration and the establishment of planting are achieved during working.
- Details of proposed access arrangements should be provided together with confirmation of areas to be restored for agriculture, landscaping or other uses including details of planting.

- Applicants are reminded that any after uses other than agriculture, forestry, nature conservation or amenity, will require a separate application. Advice can be given on this.

External works and Landscaping

Some form of landscaping is expected for all applications.

A plan to an appropriate scale, schedule of planting and management scheme for a minimum of 5 years should be included in the statement

Elevations should include external works and landscaping.

Flood Risk Assessment

The FRA should be prepared by the developer in consultation with the LPA.

The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

Further details regarding Flood Risk can be found in

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps25/>

In circumstances where local knowledge (Strategic Flood Risk Assessment held by the LPA, letters from the parish council etc.) has indicated that the cumulative impact of minor extensions may have a significant effect on flood risk as, a FRA will be required.

Foul Sewage and Utilities Assessment

Where the proposed works may affect the access to a 33,000 volt or greater substation, early consultation with WPD is recommended as existing accesses may be subject to limited turning radii and road contours.

Further information on electrical infrastructure can be found by contacting Western Power Distribution

The foul sewage element should include a description of the type, quantities and means of disposal of any waste or effluent.

If an application proposes to connect a development to the existing system then details of the existing system should be shown on the drawings.

If the proposal results in changes or replacement to the existing system or a new system created a scaled location plan, elevations /cross-sections and specification will be required.

The utilities statement should demonstrate

- That the availability of utility services has been examined and the proposals would not result in undue stress on the delivery of those services to the wider community
- That proposals incorporate utility company requirements
- That service routes have been planned to avoid as far as possible for damage to trees and archaeological remains.

Sustainable Urban Drainage systems will normally be required.

[Heritage Statement \(including Historical, archaeological features & Scheduled Ancient Monuments\)](#)

Information on known archaeological features or remains; historic buildings or structures; hedges or historic landscapes is available in the County Historic Environment Record held by the Historical Environment Services.

<http://www.devon.gov.uk/historicenvironment>

Where a statement is required it should include the significance of the historical and archaeological interest of a site as well as a state of justification for the works. Where known archaeological or historical features or remains on or adjacent to the application site may be affected whether Statutory Designated or otherwise, the applicant may need to commission an assessment of existing information and submit the results as part of the application. This assessment could include a desk-based assessment, non-invasive evaluation and/or field evaluations or elements of these dependent on the advice of Historic Environment Service.

Geo-physical Survey and Invasive evaluation in Scheduled sites require separate SAM consent

Further advice is available in PPG 15 'Planning and the Historic Environment

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/142838>

and PPG16 'Archaeology and Planning'

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicyguidance/245454>

A guide to the range of information required for consultations with English Heritage on proposals affecting nationally important heritage assets can be found by following the link below

http://www.helm.org.uk/upload/pdf/Second_edition_of_Charter_final_PDF_April05.pdf

Land Contamination Assessment

The minimum requirement should normally be a desk study of the readily-available records assessing the previous uses of the site and neighbouring land and their potential for contamination in relation to the proposed Development. If the potential for contamination is confirmed, further studies by the developer to assess the risks and identify and appraise the options for remediation will be required.

Developers should be able to assure LPAs they have the expertise, or access to it, to make such assessments.

Further information is contained within Annex 2 of PPS 23 'Planning and Pollution Control'

Lighting Assessment

Where the application is within a sensitive area such as a designated site e.g. AONB, SAM, SSSI, or in the vicinity of a Listed Building or in a Conservation Area more information will be required

Noise Statement

- Detailed information on the contents of an assessment and types of noise measurements required can be found by following the link to

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/156558>

- A noise impact assessment should be carried out by a suitably qualified acoustician. A technical report will need to be submitted.

- Details should be provided of existing and predicted noise levels at the site boundaries and/or the nearest properties to the site. The predicted or actual noise levels arising from specific plant or machinery should be included together with how many hours per day the plant will be in use. The proposed measures for monitoring and controlling noise should be stated. Where the normal predicted noise level is likely to exceed 10 dB (A) L_{Aeq} 1h above background noise levels at the nearest noise sensitive property during normal working hours, mitigation measures should be included in the statement or the statement should show why a higher figure to a maximum of 55 dB (A) L_{Aeq} 1h is applicable. The statement should also contain proposals for additional mitigation in exceptional circumstances for temporary operations such as soil stripping or bund creation where applicable.

Open Space Assessment

The statement should details as how any impact can be mitigated against e.g. provision of alternative land

Parking Statement

Existing and proposed arrangements should be included. New parking arrangements which should include provision for cars, cycles and heavy goods vehicles as appropriate should be shown on a scaled plan.

Reference should be made to:

Local Development Frameworks,
Regional Planning Guidance standards http://www.gosw.gov.uk/497666/docs/166217/regional_planning_guidance ,
and Manual for Streets - <http://www.dft.gov.uk/pgr/sustainable/manforstreets/>

Photographs and Photomontages

- Further information on the existing land characterisation is contained within Appendix 1 of the County Structure Plan.
- Further information on the historic land characterisation can be found by following the link below http://www.devon.gov.uk/index/environment/historic_environment/landscapes/landscape-characterisation.htm

“major development” includes the following development

- Sui generis waste development;

- the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
- development carried out on a site having an area of 1 hectare or more

Planning Obligations

A planning obligation must be:

- relevant to planning;
- necessary to make the proposed development acceptable in planning terms;
- directly related to the proposed development;
- fairly and reasonably related in scale and kind to the proposed development; and
- reasonable in all other respects

Further information is available in Circular 05/2005 Planning Obligations
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147537>

Planning Statement

- The statement will identify the context and need for the proposed development and include how the proposed development accords with relevant national, regional and local policies.
- The details of likely employment levels, including details of existing personnel, if relevant should be included
- The position of site office should be shown on site layout plan.
- It may also include details of consultations with the LPA, wider community and/or statutory consultees undertaken prior to submission.
- The statement should show how the proposal will aid development of a co-ordinated network of waste disposal facilities and it accords with the Waste Hierarchy and the aims of the sustainable waste management as set out in the national regional and local waste strategy. More details can be found by following the link below

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/mineralsandwaste/wastemanagement/planningpolicystatement/>

and the relevant local plans

Statement of Community Involvement

Further guidance is available in Chapter 7 of 'Creating Local Development Frameworks: A Companion Guide to PPS 12' - <http://www.communities.gov.uk/documents/planningandbuilding/pdf/147432>

Structural Survey

Heritage and biodiversity statements may be required and applicants should consult with The County Ecologist and Historic Environment Services prior to making an application for further advice.

Transport Assessment

A Transport Assessment or Transport Appraisal will be required. The relevant thresholds and further guidance is contained within DfT Transport Assessment Guidelines <http://www.dft.gov.uk/pgr/regional/transportassessments/>

(Draft)Travel Plan

Applicants are advised to contact the County Travel Plan Officer where a travel plan is required prior to making an application. The DfT Travel Plan Guidance can be found by following the link below <http://www.dft.gov.uk/162259/165237/202657/guidanceontaappendixb>

Tree Survey

Information will be required on which trees are to be retained and on the means of protecting trees during construction works

Further guidance on survey information, protection and a method statement is available in BS5837 'Trees in relation to construction – Recommendations'.

Site Waste Management Plan

Further information is available in DTI code of practice Site Waste Management Plans: Guidance for construction contractors and clients available by following the link below

<http://www.constructingexcellence.org.uk/pdf/document/sitewastemanagement.pdf>

Local List Requirements for County Council Own Developments including Listed Building Consents:

- **Application for demolition in a Conservation Area**
- **Application for prior notification – proposed demolition**
- **Application for Listed building consent for alterations, extension or demolition of a listed building**
- **Application for listed building consent for alteration, extension or demolition of a listed building and advertisement consent**

Applicants are strongly advised to discuss their proposals with the County Council's planning officers before making an application. One of those officers will be the case officer for your application. Case officers will be able to advise on relevant policy issues, provide guidance about the information that will need to be submitted with the application, whether an Environmental Statement is required and whether other parties should be consulted prior to making the application. The Development Management Section may be contacted on 01392 382104.

National Requirements

The following forms, plans and information are compulsory and must be submitted with all applications for full planning permission.

The planning application form:

A completed planning application form (one with an original signature). This may be submitted in paper form or electronically. 3 copies of the form must be submitted to meet statutory requirements; however applicants are requested to submit eight copies of the application form together with eight copies of each of the plans and any other material to the County Council. Unlocked, electronic versions in PDF format able to be copied are acceptable. However, to assist the consultation process, additional copies of the form and supporting information may be requested but will not be a validation requirement. From April 2008 all applications

(except those for Minerals applications) will need to be presented on the relevant 'standard application form', which is also available electronically at the address above.

Ownership Certificates:

An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

The Location Plan:

Three copies of the location plan are required to comply with the legislation (unless submitted electronically); however the County Council will require 8 copies for minerals and waste applications and 4 copies for all other applications. This should be at a scale of 1:1250 or 1:2500, based on a metric, OS map, indicate north point and give a drawing reference number. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site etc. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. The location plan should wherever possible show at least two named roads, surrounding buildings and features.

Other Plans:

The legislation requires 3 copies of all other plans (unless submitted electronically); again Devon County Council will require 8 for all applications including:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Plans to a scale of not less than 1:20 to show all new doors, windows, panelling, fireplaces, plaster moulding and other decorative details
- Roof plans (e.g. at a scale of 1:50 or 1:100)

Design and Access Statement:

A Design and Access Statement must accompany **all** applications **except** those which are for engineering or mining operations or involve a material change in the use of land or buildings. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The level of detail required in a statement will depend on the scale and complexity of the application. Statements should be proportional to the complexity of the application. What is required in a statement is set out in Article 4c of the GDPO and the Department for Communities and Local Government Circular 01/06 (see below).

Where relevant, Design and Access Statements should also indicate how crime and disorder and designing out crime have been taken into account in the layout and design of the development and should also include a disabled access appraisal where relevant. More detailed information on Design and Access Statements can be found by following the link below

<http://www.devon.gov.uk/plan-designaccessstatement.pdf>

Additional information is also available from the following sources

Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006. Statutory Instrument No 1062.

Planning Policy Statement 1: Delivering Sustainable Communities.

Circular 01/2006 Guidance on changes to the development control system.

(see www.communities.gov.uk for the above documents)

Publication by the Commission for Architecture and the Built Environment (CABE) – Design and Access Statements – How to write, read and use them, 2006.

Local List

Document Type	Circumstances when document should be submitted	Exception
<u>Air Quality Assessment</u>	<ul style="list-style-type: none"> Where the application site is within an Air Quality Management Area 	None
<u>Biodiversity Survey and Report</u>	<ul style="list-style-type: none"> Where the proposed development is likely to affect an internationally, nationally or locally designated Nature Conservation or Geological site Where the proposed development is likely to affect a Priority Habitat-link to Table 2 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where the development is likely to affect exposed natural or manmade rock faces, or caves or active geomorphologic features or former mineral workings –link to Table 3 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where development will trigger a protected species survey –link to Table 1 Association of Local Govt Ecologists document http://www.alge.org.uk/publications/index.php Where a hedge is to be removed or moved or would be affected by the proposal. 	<ul style="list-style-type: none"> Where Natural England has confirmed in writing that the development will not affect any statutory site and where an LPA ecologist, ecological advisor or Wildlife Trust has confirmed in writing that the development will not effect a locally designated nature conservation or geological site or priority habitat Where the LPA has stated in writing that a protected species survey is not required Where evidence from a suitably qualified person is included to demonstrate that protected species are not present Where it is proposed to remove only a hedge or boundary (or part of)younger than the Enclosure Acts for Devon (circa 1865)and the LPA ecologist has confirmed in writing that a hedge assessment is not required
<u>Heritage Statement (including Historical, archaeological features &</u>	<ul style="list-style-type: none"> For all major applications Where a proposal is within a World Heritage Site or likely to affect a nationally designated site including Scheduled Ancient Monument; Registered Historic Park or Garden; Listed Building or its setting. Where known archaeological features or remains; 	<ul style="list-style-type: none"> Where the LPA or approved Archaeologist has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site Or where in the case of a proposal that English Heritage would be a Statutory Consultee, English

Document Type	Circumstances when document should be submitted	Exception
<u>Scheduled Ancient Monuments)</u>	<p>historic buildings or structures or historic landscapes on or adjacent to the application site may be affected, as may be specified in pre-application advice.</p> <ul style="list-style-type: none"> • Where a proposal involves the disturbance of ground or raising of ground levels where archaeological remains may survive, as may be specified in pre-application advice. • Where significant infrastructure works are proposed, where archaeological remains may survive, as may be specified in pre-application advice. • Where a hedge is to be removed or moved or would be affected by the proposal. • Where a major application is within a Conservation Area a Conservation Appraisal will be required • Where any other application is within a Conservation Area a Historic Context and Assessment will be required 	<p>Heritage has confirmed in writing that the development will not affect known archaeological or historical features or remains on, adjacent to or near to the application site</p> <ul style="list-style-type: none"> • Where it is proposed to remove only a hedge or boundary (or part of)younger than the Enclosure Acts for Devon (circa 1865)and the LPA ecologist has confirmed in writing that a hedge assessment is not required
<u>Land Contamination Assessment</u>	<ul style="list-style-type: none"> • Where there is reason to suspect contamination of the application site or neighbouring land e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips • Where development will be used by vulnerable groups e.g. children 	<ul style="list-style-type: none"> • Development within the boundary of the site of an existing school where previous applications have shown that there is no reason to suspect contamination of the school site
<u>Photographs and Photomontages</u>	<p>All development proposals should include as a minimum a landscape assessment which shows how the proposal reflects and is informed by the existing landscape characterisation and the historic landscape</p>	<p>None</p>

Document Type	Circumstances when document should be submitted	Exception
	<p>characterisation. The scale of the proposal should reflect the depth of the assessment. This information may be contained in the Design and Access Statement should one be required.</p> <p>For all applications within or affecting an AONB or National Park, the assessment should show how the proposal supports its conservation or enhancement or fosters wellbeing and is compatible with it.</p> <p>Where the proposal is in a Coastal Preservation Area the assessment should show how it cannot be reasonably provided elsewhere and how the proposal does not detract from the unspoilt character of the area.</p> <p>In the following circumstances further information including photos and/or photo montages will be required</p> <ul style="list-style-type: none"> • Where the proposal involves the demolition of a listed building • Where the proposal may affect a listed building or Conservation Area • Any “Major development” • Applications in or affecting an AONB or National Park, Coastal Preservation Area 	
<u>Planning Statement</u>	<ul style="list-style-type: none"> • All applications 	None
<u>Structural Survey</u>	<ul style="list-style-type: none"> • Where a proposal will involve substantial demolition of an existing building which is proposed to be 	None

Document Type	Circumstances when document should be submitted	Exception
<u>Tree Survey</u>	<ul style="list-style-type: none"> Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development. 	None
<u>Site Waste Management Plan</u>	<ul style="list-style-type: none"> Where excavations are proposed as part of or as a consequence of the development Where demolition/removal of existing permanent or temporary buildings is proposed 	None

Additional information that may be requested under Town and Country Planning regulations 1998

Document Type	Circumstances when document should be submitted
<u>Unstable Land Assessment</u>	<ul style="list-style-type: none"> Where the proposal is on land or adjoins land which is known or suspected to be unstable or potentially unstable. This may include the effects of both natural and manmade underground cavities; unstable slopes; and ground compression. The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.

Notes

Air Quality Assessment

Further information on AQMA is contained within the Devon Local Transport Plan 2006-2011 and District Plans

Biodiversity Survey and Report

In almost all cases it will be necessary to obtain information from Devon Biodiversity Record Centre on Designated sites, Protected species and Priority Habitats.

Where the biodiversity and geological question no. 14 in APP1 is answered 'yes', a biodiversity report will be required unless the exceptions apply. The report should include the following

- The consideration of alternative locations and design
- How adverse effects where possible will be avoided
- How unavoidable impacts will be mitigated against or reduced or compensated for
- How proposals will enhance or restore features or habitats

Heritage Statement (including Historical, archaeological features & Scheduled Ancient Monuments)

Information on known archaeological features or remains; historic buildings or structures or historic landscapes is available in the County Historic Environment Record held by the Historical Environment Services.

<http://www.devon.gov.uk/historicenvironment>

Where known archaeological or historical features or remains on or adjacent to the application site may be affected whether Statutory Designated or otherwise, the applicant may need to commission an assessment of existing information and submit the results as part of the application. This assessment could include a desk-based assessment, non-invasive evaluation and/or field evaluations or elements of these dependent on the advice of Historic Environment Service.

Geo-physical Survey and Invasive evaluation in Scheduled sites require separate SAM consent

Further advice is available in PPG 15 'Planning and the Historic Environment'

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/142838>

and PPG16 'Archaeology and Planning'

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicyguidance/245454>

A guide to the range of information required for consultations with English Heritage on proposals affecting nationally important heritage assets can be found by following the link below

http://www.helm.org.uk/upload/pdf/Second_edition_of_Charter_final_PDF_April05.pdf

- Further information on the historical nature of hedges can be obtained from Devon Historic Environment Services
- Reference should also be made to the Priority Habitats-link to table 2 Association of Local Govt Ecologists document

Land Contamination Assessment

The minimum requirement should normally be a desk study of the readily-available records assessing the previous uses of the site and neighbouring land and their potential for contamination in relation to the proposed development. If the potential for contamination is confirmed, further studies by the developer to assess the risks and identify and appraise the options for remediation will be required.

Developers should be able to assure LPAs they have the expertise, or access to it, to make such assessments. Further information is contained within Annex 2 of PPS 23 'Planning and Pollution Control'

Photographs and Photomontages

- Further information on the existing land characterisation is contained within Appendix 1 of the County Structure Plan.
- Further information on the historic land characterisation can be found by following the link below
http://www.devon.gov.uk/index/environment/historic_environment/landscapes/landscape-characterisation.htm

Planning Statement

Applicants are advised to contact the LPA prior to making an application

The statement will identify the context and need for the proposed development and make reference to relevant national, regional and local policies.

It may also include details of consultations with the LPA, wider community and/or statutory consultees undertaken prior to submission.

Tree Survey

- Information will be required on which trees are to be retained and on the means of protecting trees during construction works

Further guidance on survey information, protection and a method statement is available in BS5837 'Trees in relation to construction – Recommendations'.

Site Waste Management Plan

Further information is available in DTI code of practice Site Waste Management Plans: Guidance for construction contractors and clients available by following the link below

<http://www.constructingexcellence.org.uk/pdf/document/sitewastemanagement.pdf>

Unstable Land Assessment

The assessment should include

- the physical capability of the land to be developed;
- possible adverse effects of instability on the development;
- possible adverse effects of the development on the stability of adjoining land;
- Possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed.

Further advice is contained within PPG 14 – Development on Unstable Land

Local List for Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

Note: Applications for winning and working of minerals and the deposition of waste are specifically excluded

National Requirements

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

Local List

<u>Document Required</u>	<u>When Required</u>	<u>Notes</u>
Plans	All applications	<p>All plans should preferably be on an Ordnance Survey base, clearly titled, and given a unique reference number. The following plans must be provided to the authority. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):</p> <p>Site Plan(s) This should normally be at a scale of 1:2,500 (although larger scale plans may be appropriate in some cases) and show the following information:</p> <ul style="list-style-type: none"> • The land, to which the application relates, edged red. Please note that the access route between the site and the public highway, any landscaping works,

<u>Document Required</u>	<u>When Required</u>	<u>Notes</u>
		<p>amenity bunds</p> <ul style="list-style-type: none"> • Any other adjoining land under the applicant's control, edged in blue; • The position of any existing buildings, underground services, overhead lines, roads, public rights of way on, or adjacent to the site; • The position of walls, hedges and trees within the adjacent to the site; • The position of any existing watercourse, culverts, drainage ditches or ponds within or bounding the site <p>Plans showing existing Buildings,</p> <ul style="list-style-type: none"> • Existing elevations (e.g. at a scale of 1:50 or 1:100) • Existing floor plans (e.g. at a scale of 1:50 or 1:100) <p>Plans showing existing Plant and Structures where appropriate</p> <ul style="list-style-type: none"> • Detailed plans of all fixed plant buildings and structures should be submitted at the same time as the remainder of the application. • These plans should normally be at a scale of 1:500 and include ground plans, elevations and show the type and colour of external materials to be used. Weighbridges, fixed wheel cleaning equipment and the maximum extent of stockpiles should be included.
Lawful Development Certificate supporting information	All applications	e.g. sworn affidavit(s) from people with personal knowledge of the existing use
Photographs/Photomontages	All applications	The whole of the development within the application site must be shown to demonstrate existing use. Aerial photographs may be helpful but are not essential
Planning Statement	All applications	The statement must clearly identify the use that the land has been put to (which must be that that is being applied for) and how long the land has been used for the purpose applied for.

Local List for Application for a Lawful Development Certificate for a proposed use or operation or activity

National Requirements

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

Local List

<u>Document Required</u>	<u>When Required</u>	<u>Notes</u>
Plans	All applications	<p>All plans should preferably be on an Ordnance Survey base, clearly titled, and given a unique reference number. The following plans must be provided to the authority. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):</p> <p>Location Plan(s) This should be at an appropriate scale to show at least two named roads</p> <p>Site Plan(s) This should normally be at a scale of 1:2,500 (although larger scale plans may be appropriate in some cases) and show the following information:</p> <ul style="list-style-type: none"> • The land, to which the application relates, edged red together with the access route

		<p>between the site and the public highway, any landscaping works, amenity bunds</p> <ul style="list-style-type: none"> • Any other adjoining land under the applicant’s control, edged in blue; • The position of any existing buildings, underground services, overhead lines, roads, public rights of way on, or adjacent to the site; • The position of walls, hedges and trees within or adjacent to the site; • The position of any existing watercourse, culverts, drainage ditches or ponds within or bounding the site <p>Plans showing existing Buildings,</p> <ul style="list-style-type: none"> • Existing elevations (e.g. at a scale of 1:50 or 1:100) • Existing floor plans (e.g. at a scale of 1:50 or 1:100) <p>Plans showing existing Plant and Structures where appropriate</p> <ul style="list-style-type: none"> • Detailed plans of all fixed plant buildings and structures should be submitted at the same time as the remainder of the application. • These plans should normally be at a scale of 1:500 and include ground plans, elevations and show the type and colour of external materials to be used. Weighbridges, fixed wheel cleaning equipment and the maximum extent of stockpiles should be included.
Planning Statement	All applications	The statement must clearly identify the use that the land has been put to (which must be that that is being applied for) and how long the land has been used for the purpose applied for.

Requirements for County Matter Developments – Minerals Full, Change of Use or Section 73 Applications

Including Mineral Exploration, Mineral Extraction, Mineral Processing, Ancillary Operations and Associated Development, Underground Mining, Proposals involving major surface disposal of Mine and Quarry Wastes

- application for full planning permission
- application for planning permission and Conservation Area consent for demolition
- application for planning permission and listed building consent
- application for removal or variation of condition following grant of planning permission
- application for Change of Use

Applicants are strongly advised to discuss their proposals with the County Council's Development Management Section who may be contacted on 01392 382104 before making an application. Case officers will be able to advise on relevant policy issues, provide guidance about the information that will need to be submitted with the application, whether an Environmental Statement is required and whether other parties should be consulted prior to making the application.

National Requirements

The following forms, plans and information are compulsory and must be submitted with all applications for full planning permission.

The Planning Application Form:

A completed Devon County Council planning application form (one with an original signature). This may be submitted in paper form or electronically. Three copies of the form must be submitted to meet statutory requirements; however applicants are requested to submit eight copies of the application form together with eight copies of each of the plans and any other material to the County Council. Unlocked, electronic versions in PDF format able to be copied are acceptable. However, to assist the consultation process, additional copies of the form and supporting information may be requested but will not be a validation requirement.

The correct fee:

(Where one is necessary). Cheques should be made payable to "Devon County Council".

Ownership Certificates:

An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holding Certificate:

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the application is for reserved matters, renewal of a temporary planning permission, or for the discharge or variation of conditions.

The Location Plan:

Three copies of the location plan are required to comply with the legislation (unless submitted electronically); however the County Council will require eight copies. This should be at a scale of 1:1250 or 1:2500, based on a metric, OS map, indicate north point and give a drawing reference number. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site etc. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. The location plan should wherever possible show at least two named roads, surrounding buildings and features.

Other Plans:

The legislation requires three copies of all other plans (unless submitted electronically); again Devon County Council will require eight for all applications. You must provide any other plans, drawings and information necessary to describe the development which is the subject of the application. In the case of mineral extraction this will include

- Detailed site plan,
- Working plan(s)
- Restoration, After-use and Aftercare plans,
- Sections and profiles
- Plans showing plant, buildings and structures.

Fuller details on the information that should be shown on these plans are contained in the Devon County Council Forms and Guidance notes which can be accessed by following the links below.

http://www.devon.gov.uk/general_app_form_ga1.pdf

http://www.devon.gov.uk/general_form_-_guidance.pdf

http://www.devon.gov.uk/minerals_applications_form_m1.pdf

http://www.devon.gov.uk/minerals_guidance_notes_m1.pdf