



## Local Validation List

Version: **December 2024**

**Please be advised that the Council are preparing an updated Local Validation List which will be consulted on and published in due course.**

### **Update note:**

This document has been updated reflecting up-to-date national requirements. This includes the necessary documents and information to accompany submissions following the Council becoming a CIL Charging Authority as of 15 January 2024 and the legislative requirements of mandatory Biodiversity Net Gain. **Links** have also been updated where applicable as well as reflecting the latest **Planning Portal** requirements for submission.

### **General Advice**

The following document and tables set out what information must be submitted with your planning application to be made valid and what information may be required. If an application is submitted without meeting these requirements, it will not be made valid, and you will be informed that you have 21 days to provide the necessary information before it is disposed of with no further action in respect of it taken. In disposing of the application, an administrative charge will be deducted from the planning fee submitted to recover costs, before returning the balance of the fee to you.

Please be advised that the information requirements in the tables does not limit the council's ability to request additional information in the event that it is found to be necessary during the lifetime of the application.

Submitting applications through the **Planning Portal** is the quickest method for submitting applications and is therefore recommended.

When making electronic submissions please ensure each supporting document and drawing is an individual file (rather than multiple pages to be split) and are:

- No larger than 10MB (per Planning Portal) – if a document is larger, it should be split into smaller files no larger than 10MB. N.B. The use of colour can increase file sizes

- File formats: .pdf .doc .docx .xls .xlsx .rtf .txt .avi .mov .mp4 .mpg .mpeg .wmv .gml .plt .bmp .gif .jpg .jpeg .png .tif

If you are unable to submit electronically, applications can be submitted by post to:

*Planning Department, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY*

If you are intending on submitting your application in a paper format, please complete 3 sets of documents as required by [The Town and Country \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#). All drawings should be suitable for scanning and display electronically in order for applications to be valid.

We want to make informed decisions on planning applications and to do this we need to have the right information. As well as mandatory national requirements we also have our own local requirements. Failure to provide this information will result in an invalid application creating delays.

All planning application documents will be uploaded to [Public Access](#) (where digital records of the planning submissions are kept and publicly available); therefore, applicants should ensure that all documents are legible and can be uploaded without modification. To comply with the current GDPR legislation any personal information or signatures should be omitted from your submission. The name of the applicant should not be on the plans.

### **Personal and Confidential Information**

All information submitted in supporting and personal statements may be published on [Public Access](#). If any statement contains personal or confidential or commercially sensitive information that you do not want to be published, you must make this clear when you submit your application.

### **Delays in processing your application**

There are a number of reasons why an application may be delayed. The most common ones are:

- Not adding the required scale bar(s) to each drawing
- Not outlining the location plan in red or having consistency with the red outline of the site
- Plans that do not have a North point added
- Supporting documents not having the relevant information stated
- Distinguishable differences between elevations and the floor plans
- Description of the development being wrong
- Plans not being drawn to a recognised scale; or not to scale; and the scale bar not being correct for digital viewing
- Documents that contain personal information that needs redaction

- No fee or insufficient amount

## Plans, drawings and supporting information

Please refer to the list below of the types of plans, drawings and supporting information that may be required. You must provide enough information in order to describe your proposal.

All plans and drawings must include the following:

- Identify the original paper size and scale (e.g., 1:200 at A3)
- A linear scale bar
- Any key dimensions
- Be clearly drawn
- Drawing number and revision

All supporting statements you submit should include an executive summary and be clear, easy to read and jargon free.

## National Information Requirement

The Policy drivers for the National Requirements can be viewed under [The Town and Country \(Development Management Procedure\) \(England\) Order 2015](#).

Please click the links below to view the National Planning Practice Guidance web pages, for more details regarding the National Information Requirements:

- A completed [application form](#)
- Compliance with national information requirements:
  - [Plans and Drawings](#)
  - [Ownership Certificates and Agricultural Land Declaration](#) (see below)
  - [Design and Access statement](#) (where required)
- [The correct application fee](#) (see [Planning Portal Fees](#) and [GOV Guidance](#))
- [Provision of Local Information Requirements](#)

## Ownership Certificates and Agricultural Land Declaration

You have to complete a certificate of ownership so that you can:

- Provide details about the ownership of the application site
- Confirm that notice has been served on any other owners
- Confirm that notice has been served on any agricultural tenants

There are various ownership certificates which are referred to nationally as certificates A, B, C or D. The applicant must complete and submit only one of these

certificates with their planning application. Please note that if the declaration on the application form is dated less than 21 days after the date on which notice was served on other owners, the application will be invalid.

**Certificate A – Sole Ownership and no agricultural tenants** This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

**Certificate B – Shared Ownership** (All other owners/agricultural tenants known) This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

**Certificate C – Shared Ownership** (Some other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

**Certificate D – Shared Ownership** (None of the other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the mining or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable.

Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.

Only 1 ownership certificate should be signed. Where certificates C or D have been signed, the advertisement (Form 2 on Planning Portal) should be made within a local newspaper, such as those listed on the Councils [website](#). A copy of the advert and dated photograph of the newspaper including the section where it is advertised should be submitted to the local planning authority.

Where the incorrect Ownership Certificate has been signed, the application will be treated as invalid, and the determination period will be reset until this has been corrected.

## Community Infrastructure Levy (CIL)

Brentwood Borough Council adopted the [Brentwood CIL Charging Schedule](#) on 27th September 2023 and brought it into effect on 15th January 2024. CIL is a levy charged on a £/sqm basis, in accordance with the rates in the Charging Schedule, on developments over 100sqm net additional floorspace (Gross Internal Area) or one dwelling or more.

**CIL Form 1: CIL Additional Information** ensures that all relevant information, for the consideration of CIL, is provided to the CIL Charging Authority at the earliest stage.

**CIL Form 2: Assumption of Liability** ensures where CIL is payable, liability will need to be assumed by the developer / landowner / interested party. Where Form 2 has not been received, the collecting authority cannot consider applications for relief or exemptions from CIL. Furthermore, where Form 2 has not been received by the collecting authority, payment will be due in full immediately on commencement, and a surcharge will be added to the total CIL receipts due.

**CIL Form 5: Notice of Chargeable Development** is a validation requirement where CIL is liable to be paid for developments under a general consent (e.g., the General Permitted Development Order) and for development over 100sqm net additional floorspace (Gross Internal Area) of a use associated with a CIL rate within the Brentwood CIL Charging Schedule; or development of one or more new dwellings.

Developments which are liable for CIL are recommended to be supported by demolition plans (see Advisory plans below). For further information, including details on exemptions or relief, please refer to the [Councils CIL webpages](#) and the [Government's CIL Guidance](#) which explains what CIL is and how it operates.

## Biodiversity Net Gain (BNG)

Biodiversity Net Gain (BNG) is a way of creating and improving biodiversity by requiring development to have a positive impact ('net gain') on biodiversity. BNG is now mandatory under Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021).

For BNG, you must complete the question on the application form providing any necessary information.

Where applicants consider that the development would not be subject to the biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out the reasons why they believe this is the case.

The planning application form, prescribed by the Secretary of State, provides for these reasons to be set out.

Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out

in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: (as amended) see details below:

Development subject to the biodiversity gain condition, the application must be accompanied by the minimum information:

- confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
- the pre-development biodiversity value(s), **either on the date of application or earlier proposed date (as appropriate)**;
- where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
- **the completed metric calculation tool** showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
- Where existing sealed surfaces such as tarmac or buildings are assigned a zero score in the metric calculation tool, the following should be provided with the planning application.
  - Dated photographic images of the sealed surface or building; and
  - Site plan (to an appropriate metric scale) indicating the extent of the sealed surface or building within the red line site boundary.
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value (**'degradation'**), and where they have:
  - a statement to the effect that these activities have been carried out;
  - the date immediately before these activities were carried out;
  - the pre-development biodiversity value of the onsite habitat on this date;
  - the completed metric calculation tool showing the calculations, and
  - any available supporting evidence of this;
- a description of any **irreplaceable habitat** (as set out in **column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024**) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

If this information has not been provided, the local planning authority will likely refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to cross-reference to these rather than duplicate this information within the application form.

Applicants should be aware that local planning authorities may request further information relating to biodiversity net gain as part of the planning application.

Further guidance is available here: [Biodiversity net gain: Submitting a planning application](#) and [Biodiversity Net Gain \(PDF\)](#).

## Plans and Drawings

### Location Plan – Requirement: All applications

Site location plan shall be based on an up to date map, at a scale of 1:1250 or 1:2500, include the direction of North and fill an A4 or A3 size paper. The plan should identify sufficient roads and/or buildings on land adjoining the application site. The application site clearly outlined in red (including all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

For prior notifications under Part 3 Classes M, MA, MB or under Part 6 of the General Permitted Development Order 2015 (as amended) this should include all land within the established holding. For other applications it should be other land owned close to or adjoining the site as relevant to the application.

### Block Plan - Requirement: All applications, only if the proposal will alter an existing building footprint, create a new building/operational development or alterations to the highway

Block Plan shall be based on an up to date map, at a scale 1:200 or 1:500, include the direction of North and show the proposed development in relation to the existing buildings on the site, with written dimensions including those to the boundaries. Should include any public rights of way crossing or adjoining the site, position of all trees on the site and adjacent land, parking layout (existing and proposed if relevant), the extent and type of any hard surfacing, the type and height of boundary treatment (e.g., walls, fences etc.)

### Floor Plans – Requirement: All applications, proposing new or amended floorspace and or proposals to alter existing buildings

Existing and proposed floor plans at a scale of 1:50 or 1:100, with written dimensions to show overall size of any new buildings or extensions. If applicable, to show any

existing walls to be demolished. Details of the layout of existing building(s) as well as those for the proposed development.

### **Elevation Plans – Requirement: All applications, proposing new buildings or alterations to the exterior of existing buildings**

Existing and proposed elevations plans at a scale of 1:50 or 1:100, with written dimensions to show overall size of any new buildings or extensions. All sides of the proposal and where possible, the proposed building materials and proposed style, materials and finish of windows and doors. Where the proposed elevation adjoins or is in close proximity to another building, drawings must clearly show the relationship between the buildings and detail positions of the openings on each property.

### **Site Levels and Sections – Requirement: All applications, which involve a change in the ground levels or where development is proposed next to changing ground levels**

Existing and proposed site levels and sections at a scale of 1:50 or 1:100. Drawings must show both existing and finished levels. Drawings must include details of floor levels, building height and relationship to site boundaries. Full information should also be submitted to demonstrate:

- a) How proposed buildings relate to existing site levels and neighbouring development;
- b) Plans showing existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings.

### **Roof plans – Requirement: All applications, which involve where a roof would be created or altered by the proposed development**

Existing and proposed roof plan at a scale of 1:100 or 1:200 showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.

### **Street Scene – Requirement: May be required for applications which involve the creation of a new dwelling(s) and/or construction of new buildings which are visible from the highway**

Existing and proposed street Scenes at a scale of 1:100 or 1:200 may be required. If requested, this would not invalidate your planning application and could be submitted during the life of the application.

## **Advisory**

### **Amendment Statement – Requirement: All applications, which are revisions to approved applications, including variations or removal of conditions**

A titled/referenced and dated statement which details and explains the entirety of all changes to the previously approved plans and/or conditions. This can take the form of a covering letter, appended table, bullet point list etc. as appropriate, provided it is clear and precise.



**Demolition plans - Requirement: the submission of demolition plans is recommended to ensure applicant's only pay for the net increase in floorspace where a CIL charge would apply.**

Scaled demolition plans (e.g., 1:50 or 1:100) showing the floorspace to be demolished and confirming the lawful use will enable the local planning authority and the developer to agree on the additional floorspace figure, ensuring liability for CIL is only on the additional amount. A note on total gross internal areas is also recommended to be included. For example, if you demolish 100sqm of residential floorspace, and the replacement dwelling is 150sqm, you would only be liable to pay CIL on the 50sqm (150sqm(new)-100sqm(old)=50sqm net gain) unless the development is eligible for exemption or relief.

**Supporting Information**

The following supporting statements may be necessary to enable your application to be assessed efficiently. If such information is not submitted the Council may decide to refuse your application due to a lack of supporting information.

**Affordable Housing Statement – Requirement: Residential units, see below for fuller explanation**

Where local plan policies require the provision of affordable housing, the local planning authority will require information concerning both the affordable housing and any market housing, for example: the numbers of residential units, the mix of units with numbers of bedrooms and plans showing the location of units and their number of habitable rooms and/or bedrooms. If different levels or types of affordability or tenure are proposed for different units, this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. Should an applicant consider that the policies relating to site thresholds and levels of provision of affordable housing should not apply to a relevant development or be reduced, such arguments should also be presented in an Affordable Housing Statement, including a proper viability appraisal, completed by a suitable qualified person, with supporting evidence. In these situations, the Council will have to appoint its own consultant to validate the viability assessment, the cost of which must be paid for by the applicant.

**Air Quality Assessment – Requirement: All applications, where any developments within the Air Quality Management Areas that would generate additional traffic movements or introduce new receptors**

Where development is proposed inside, or adjacent to an Air Quality Management Area (AQMA), or could lead to significant impact on an AQMA, or where the development could in itself result in the designation of an AQMA. Applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.

**Biodiversity Survey and Report and Protected Species Guidance – Requirement: All applications, where there is a likelihood that a proposed development will have an impact on a protected species, wildlife in general and biodiversity or a piece of land or building, where it has not been used for a period of time**

Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. This will include proposals that include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses and will need to provide information on them, any potential impacts for them, any mitigation proposals for such impacts and any enhancements proposed, a site ecological management plan and supporting ecological information.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. This information might form part of an Environmental Statement, where one is necessary. Natural England also now provide ‘standing advice’ on protected species.

**Contaminated Land Investigation – Requirement: All applications, major applications on Brownfield sites, applications subject to Environmental Impact Assessments regulations and small scale extensions and development if there are known contamination issues associated with the site**

Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

When is contamination likely to be present?

Contamination is more likely to arise in former industrial areas but cannot be ruled out in other locations including in the countryside (e.g., by inappropriate spreading of materials such as sludges, or as a result of contamination being moved from its original source). In addition, some areas may be affected by the natural or background occurrence of potentially hazardous substances, such as radon, methane or elevated concentrations of metallic elements.

Only a specific investigation can establish whether there is contamination at a particular site, but the possibility should always be considered particularly when the development proposed involves a sensitive use such as housing with gardens, schools or nurseries.

There are various sources of information that can be drawn on to help indicate whether land could be contaminated.

### **Draft Planning Obligation/Section 106 Statement – Requirement where a Planning Obligation is reasonably likely to be required**

Planning obligations (or "Section 106 Agreements") are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land (or "developers") and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a Local Planning Authority may require a draft Section 106 Agreement to be submitted with the application.

The need for a planning obligation will depend upon the type of development proposed.

Typically, an agreement will be required for the provision of community and highway infrastructure. This may include items such as affordable housing provision, education, library, youth and community and off site highway improvements, in accordance with Local Plan Policies.

### **Flood Risk Assessment – Requirement: All applications, if the application site is in within a Flood Zone 1 (site of more than 1ha). All new development within Flood Zone 2 and 3 or areas which are potentially vulnerable to surface water flooding**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. An FRA will also be required for any development other than minor development in a designated critical drainage area, which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

### **Heritage Statement – Requirement: All applications, affecting heritage assets or their settings**

A heritage statement is required by Brentwood Council to validate an application for listed building consent or planning permission. This reflects the requirement in the National Planning Policy Framework for authorities to make evidence-based decisions, assessing the significance of a listed building or heritage asset, and the impact of the proposed works on that significance. The heritage statement not only

informs the local authority but also reminds applicants and agents that they need to consider the significance of the heritage asset as a factor central to designing their proposals. The heritage statement should be proportionate to the works for which consent is sought, but nevertheless must consider the heritage asset as a whole and not just the parts affected.

The first part of a heritage statement should be a statement of significance. The main phases of construction should be identified, and significance attached to them. A heritage statement in support of minor works of alteration need only be a simple document, drawing attention to these points, and in terms of research not going much further than using the list description, the Essex Historic Environment Record, and any readily available sources such as the Pevsner Buildings of England, and the Royal Commission and Victoria County History volumes if relevant.

If major works such as a major refurbishment or extension re envisaged, or if the building is one that would be particularly sensitive to change, a more detailed heritage statement will be appropriate. Phases of construction should be identified on a plan.

To these can be attached significance, assessed by reference to the values (historical, aesthetic, communal and evidential) identified in English Heritage's publication Conservation Principles. Schemes for the conversion of barns or other agricultural or industrial buildings should always be supported by full recording including survey drawings.

The heritage statement should explain how the proposed works might affect the significance of the building. Changes can alter the historic character of a building dramatically, and also affect historic fabric. Ancillary buildings and landscaping will affect setting. The heritage statement should show that these considerations have been taken into account and the impact of the works mitigated accordingly.

Applicants are advised to discuss proposals with the Conservation and Design Officer before any application is made. For applications for demolition in a conservation area, a written statement that includes an analysis of the character and appearance of the building/structure, the justification for the proposed demolition and its impact on the special character of the area may be required.

For all applications involving the disturbance of ground in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

### **Lighting Assessment – Requirement: All applications, except householder, where it is proposed to incorporate external flood lighting**

This assessment should include the following:

- a) Proposed hours when the lighting would be switched on;
- b) Layout plan with beam orientation;
- c) Schedule of the equipment in the design;

- d) Light levels and spillage;
- e) The size of the light fitting.

**Noise Impact Assessment – Requirements: All applications that will create new housing adjacent to major sources of noise, including roads, railways and industrial sources**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise, should be supported by a noise assessment prepared by a suitably qualified person.

**Renewable Energy Assessment – Requirement: For applications such as Air Source Heat Pumps, Hydropower, Solar Photovoltaic or Solar Thermal Panels, Biomass Plants and Wind turbines**

Local Planning Authorities are responsible for renewable and low carbon energy development of 50 megawatts or less installed capacity (under the Town and Country Planning Act 1990). Renewable and low carbon development over 50 megawatts capacity are currently considered by the Secretary of State for Energy under the Planning Act 2008, and the local planning authority is a statutory consultee. It is the Government's intention to amend legislation so that all applications for onshore wind energy development are handled by local planning authorities. Microgeneration is often permitted development and may not require an application for planning permission.

**Retail or Leisure Impact Assessment – Requirement: Applications for Retail and Leisure developments over 2500 sqm., smaller retail and leisure likely to have a significant impact on smaller centres, applications for other main town centre uses when they are an edge of centre or out of centre location and not in accordance with the development plan**

Local Planning Authorities should ensure the vitality of town centres. For town centre use developments, which are retail, leisure and office uses, outside of town centres and not in accordance with up to date local plan Local Planning Authorities should require an impact assessment is carried out if the development is over a proportionate, locally set floorspace threshold or in the absence of such a threshold, 2,500 sq. m.

**Structural Survey or Statement – Requirement: Applications involving barn conversions or re-use of existing rural buildings and where it is proposed to demolish part of any heritage building due to its condition**

A structural survey will be required in support of an application if the proposal involves substantial demolition, reconstruction or alteration. It will also be required in order to demonstrate that certain types of building (for example traditional farm buildings, listed buildings etc.) are structurally sound and capable of being developed without the need for substantial demolition and reconstruction. The report should be prepared by a Chartered Structural Engineer with expertise in the type of work

involved and should, amongst other things, justify the extent and nature of any proposed structural work and/or the need for demolition.

**Sustainable Drainage Systems (SuDS) – Requirement: All major development proposals (i.e. 10 or more dwellings, sites larger than 0.5 ha where the number of dwellings is not known, sites where the floorspace to be created is more than 1000 sqm or development on a site of 1 ha or more)**

Sustainable Drainage Systems (SuDS) aim to reduce surface water run-off from developments and improve the quality of water leaving a site, mimicking the natural route that rainwater takes.

There are a variety of SuDS techniques available to capture rainfall close to the source, convey it slowly downstream, allow infiltration to the ground where possible and provide attenuation or long-term storage before possibly out falling at a controlled rate from the site.

Essex County Council has produced a **SuDS Design Guide** to reflect local circumstances and guide SuDS design in Essex.

It is recommended that you consult the SuDS team at the pre-application stage of the planning process to make sure that the development meets all of the requirements. For more information, please see their pre-application page.

**Transport Assessment (TA) or Transport Statement (TS) – Requirement: Please refer to appendix B of Essex County Council’s Development Management Policies document to view the guideline thresholds, however the Highway Authority reserves the right to ask for a TA if circumstances demand it**

A Transport Assessment (TA) or Transport Statement (TS) should be submitted as part of any planning application in accordance with the thresholds below. Detailed guidance on the content of the TA is available from Essex County Council but the coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

Please refer to appendix B for a full list of the Transport Assessment (TA) or Transport Statement (TS) Guideline Thresholds of **Essex County Council’s Development Management Policies document**.

**Tree Survey – Requirement: All applications, where there are trees within or adjacent to a planning application site that could influence or be affected by proposed development**

Where there are trees within the application site, or on land adjacent to it that could be affected by the development (including street trees), information will be required in accordance with the current edition of British Standard BS5837. This information

should be prepared by a qualified Arboriculturalist using the methodology set out in the British Standard. This should help to ensure that development is suitably integrated with trees and the potential conflicts are avoided.

**Ventilation/Extraction Details – Requirement: Applications which will incorporate a ventilation/extraction system, with the exception of Householder applications**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes of restaurants and cafes - use for the sale of food and drink for consumption on the premises and drinking establishments - use as a public house, wine bar or other drinking establishment and hot food takeaways - use for sale of hot food for consumption off the premises), uses. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.