

Consultation	Local Validation Lists
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1 Introduction and Background	2
Background	2
Validation	2
Development Enquiry Service	3
General Advice on Plans and Drawings	3
Online planning applications	4
Flow Diagram - 'How to use this Validation Document'	5
2 National Validation Criteria	7
National Validation Criteria	7
3 Local List Validation Requirements	14
Local List Validation Requirements	14

1 Introduction and Background

Background

This document has been produced in order to assist users of Plymouth City Council's Planning Service when submitting applications for planning permission or other similar consents.

On the 6th April 2008 the Government introduced a mandatory Standard Application Form (1APP) accompanied by changes to the procedures involved in the validation of applications. There are two elements to the new validation requirements;

- A national list of mandatory information that must be submitted with every planning application; and
- A local list of additional information that will be required when making an application to Plymouth City Council.

The 1APP Form and associated National and Local lists form part of the Government's drive to provide a quicker, more predictable and efficient planning service. The Local List clearly sets out the information requirements for different types of planning applications within Plymouth and has incorporated the advice contained within the DCLG consultation document 'Streamlining Information Requirements for Planning Applications' (July 2009). As a result, the Local List validation criteria include:

- when/why information is needed;
- what sort of information is required; and,
- where to get further guidance.

The local list essentially formalises the submission of information that is frequently either submitted with applications or requested by the council during the life of the application.

The major distinction with the formal Local List is that it requires the submission of specified information **before** applications can be registered, rather than requested after registration. As a consequence, everyone involved in the planning application process will enjoy greater certainty and consistency over what information applications need to be accompanied by. The level of information needs to be proportionate to the size and type of application and the local list intends to require only information that is necessary to the consideration of the application.

Validation

It is essential to refer to both the national and local lists of requirements before formally submitting a planning application. If an application is submitted that does not meet both the national and local requirements then the Council will be able to state that the application is invalid and refuse to determine it. Applicants are therefore strongly encouraged to discuss the list of requirements with the council prior to submission.

If an applicant considers that an item of information required by the local list is not applicable to their proposal, then a written statement must accompany the application justifying why the information is not needed in this particular circumstance.

Where an application is invalid, the Council will write to explain what information is required and indicate a time period within which it must be provided.

Please note - it is possible that an application initially considered to be valid may later be found to be invalid. At this point, the applicant will be notified and the application process will stop until the additional information is submitted. The process will restart at the beginning once the required information has been submitted. To avoid any delay, it is in the interests of applicants to ensure all the relevant information is provided at submission.

Development Enquiry Service

Discussions prior to the submission of an application are an important stage in ensuring that they are complete in terms of their information requirements. Advice at this stage of the process can be sought from the Local Planning Authority through the Development Enquiry Service. For further information please go to the Council's website.

Where an applicant chooses to use the Development Enquiry Service advance guidance and agreement on the range of supporting documents that will be required to accompany a valid planning application will be given when sufficient background information has been provided.

General Advice on Plans and Drawings

If submitted drawings do not contain sufficient detail, the registration of a planning application may be delayed until revised or additional drawings are submitted.

Detailed drawings are the most important part of a planning application therefore it is essential that they are of a suitable standard and include all the relevant information necessary to describe proposed development in detail. Applicants are encouraged to follow the advice below but further advice is available at <http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningconsents/planningpermission/planningapply.htm>

- All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50 and must be drawn true to the stated scale(s). (Plans/drawings must not contain disclaimers such as 'Not to Scale' and 'Do Not Scale' with the exception of 'perspective' drawings);
- Site Location Plans must show the site outlined in red at a metric scale of 1:1250 or 1:2500 with a north point and two named roads. Any other land owned by the applicant must be outlined in blue;

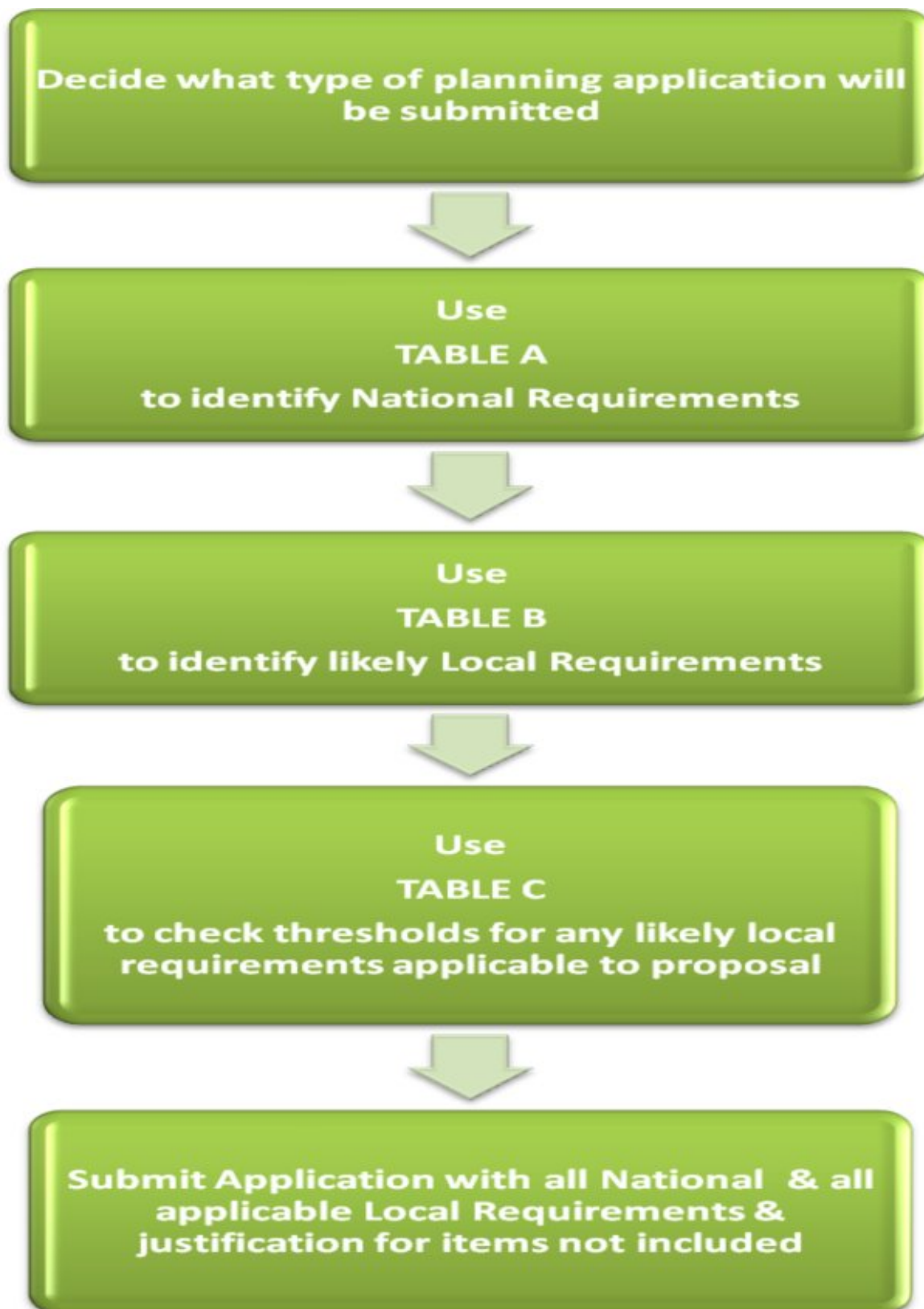
- All elevations of proposed development should be shown with corresponding existing drawings;
- Measured dimensions on the plans/drawings should be included;
- The clearest way to present proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both;
- Each plan/drawing should have a title box stating:
 - the address and proposal
 - the title of the drawing (e.g. “existing rear elevation, proposed floor plan”)
 - the date, scale of the drawing and the drawing number, with revisions clearly identified
- Fully annotated plans and drawings are more understandable, for example, a line between two properties could be annotated to say ‘boundary fence’.
- Every plan (including all copies) based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice
- The site location plan should ideally be provided on a separate sheet of paper to aid consultation

Online planning applications

Online planning applications are simple and easy to create using the Planning Portal - <http://www.planningportal.gov.uk/england/public/planning/applications/>.

Use the forms and tools to create your proposal, calculate your fee and add any attachments. You can also pay the fee before you submit your proposal direct to us. If you would rather send your application by post, you can create it online, then print it out and return it to us.

Flow Diagram - 'How to use this Validation Document'



Please note – If the National & Local Requirements are not met, the application will not be registered until the additional information or justification for not submitting the information is received.

2 National Validation Criteria

National Validation Criteria

For any application to be registered as a valid application, it must be accompanied by the relevant forms, plans and associated details necessary to provide sufficient information for the determination of the application. The specified national criteria are mandatory and must be strictly adhered to if an application is to be accepted as valid.

The General Development Procedure Order 1995 (GDPO)(As Amended) requires, as a minimum, that an application for planning permission include the items set out in the following **Table A**. The table sets out:

- The item required
- Description of the information
- The number of copies required when submitting a paper copy.

Please note that no copies are required if the application is submitted electronically, however, for major developments (where a number of A1 or A0 size plans are to be submitted) applicants are requested to provide two complete sets of plans, drawings and supporting documents in paper format.

Table A - National Validation Requirements

Criteria	Description of information required *where applicable	Quantity Required (Unless submitted electronically)
Application Form	<p>All sections need be completed using the relevant national 1APP form - http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningconsents/planningpermission/1app.htm</p> <p>Please ensure you select the form relevant to your proposal.</p>	4 (3 plus original)
Ownership Certificate	<p>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.</p> <p>A notice to owner of the application site must be completed and served in accordance with Article 6 of the General Development Procedure Order</p>	
Agricultural Holdings Certificate	<p>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.</p> <p>Not required for Reserved Matters applications, renewals of temporary planning permission; non-material amendments; agreement/variation of conditions or express consent to display an advertisement, listed building consent and conservation area consent.</p>	

<p>Site Location Plan</p>	<p>The plan must show the site outlined in red at a metric scale of 1:1250 or 1:2500 with a north point. Any other land owned by the applicant must be outlined in blue. The site location plan should also include nearby properties, their postal numbers and street names.</p>	<p>4</p>
<p>Plans and drawings</p>	<p>As a minimum these must include:</p> <p>Block plan - showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale of 1:200 or 1:500</p> <p>Elevations – all existing and proposed to be shown at a metric scale of 1:50 or 1:100 (if not retrospective)</p> <p>Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.</p> <p>Sections- required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.</p> <p>See following link for more information http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningconsents/planningpermissions/planningapp/plyhtm</p>	<p>4</p>
<p>Correct fee</p>	<p>See - http://www.plymouth.gov.uk/fee_sheet_2008.pdf</p> <p>Alternatively, the Planning Portal has a useful fee calculator - http://www.planningportal.gov.uk/england/public/tools/feecalculator</p>	

<p>Design and Access Statement</p>	<p>Not required for Householder planning applications (unless in a Conservation Area); Engineering or mining operations and a material change of use of land and buildings (unless it also involves operational development).</p> <p>A Design and Access Statement (DAS) is always required for a listed building consent application.</p> <p>A DAS does not form part of the application but is a short report to support and provide an evidence base for a planning application. It should seek to explain and justify the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The DAS 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. A section regarding Climate Change & Sustainability should also be included (See Section 10, para 10.10, of the Plymouth City Council 'Development Guidelines Supplementary Planning Document' – Please see the Council's website - http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy.htm).</p> <p>Information provided within the DAS cannot be a substitute for other requirements in either the National or Local List.</p> <p>What is required in a DAS is set out in Article 4C of the Planning General Development Procedure Order 1995 (GDPO) and Department of Communities Circular 01/06 – Guidance on Changes to the Development Control System. Further guidance can be found in the CABE publication "Design and Access Statements: how to write, read and use them - http://www.cabe.org.uk/publications/design-and-access-statements</p>	<p>4</p>
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Table A - National Validation Requirements

Table A – Additional National Requirements for specific application types

Application type	Description of information required *where applicable
Advertisement Consent	<p>The drawing of the proposed advertisement must: Be at a scale of 1:20 or 1:50, show the size of the advertisement and its position on the land or the building in question, indicate the materials and colours to be used, how the height above ground and, where it would project from a building, the extent of projection provide details of the method and colour(s) of illumination, if applicable. Photographs and photomontages will also be required.</p>
Listed Building Consent	<p>Listed building consent is required for any alterations or extensions that "affect the character" of listed building(s). This includes internal works as well as external. It also includes buildings, objects and structures, attached to the building and /or within the curtilage, including boundary walls and gates.</p> <p>Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, show small units of construction or detail, (e.g. all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) indicate the relationship of the proposed works to adjacent existing structures/details.</p>
Certificate of lawfulness	<p>For existing development, as much information and evidence as possible must be supplied to verify the information included in the application. It will be necessary to supply such other information as is considered to be relevant to the application. For example: Statutory Declaration from person/persons with knowledge of the existing use/works carried out, plans and drawings, sworn affidavits from previous employees, suppliers, contractors etc. who have had dealings with a business in the past, receipts and invoices for goods & services, vehicle registration documents, VAT receipts for commercial businesses, previous rates, council tax and community charge bills.</p> <p>If there is insufficient information presented, a certificate will not be issued. The onus lies with the applicant to supply enough evidence to enable the Council to determine the application.</p> <p>For proposed development the application should include existing and proposed elevations, block plan of the site, existing and proposed floor plans, site survey plan and a planning statement.</p>

<p>Outline Applications</p>	<p>Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 4E(3) of the GDPO) unless the matters include layout, scale or access. However if the Council receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that further details must be submitted. The Council should also specify what further details are needed (see Article 3(2) of the GDPO).</p> <p>Department of Communities Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications must always include information on: Use (the use or uses proposed for the development and any distinct development zones within the site identified), amount of development – the amount of development proposed for each use, indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate, scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary, indicative access points – an area or areas in which the access point or points to the site will be situated.</p>
<p>Application for prior notification – proposed demolition</p>	<p>A completed form or written description of the proposed development.</p> <p>A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995.</p>
<p>Application for prior notification – telecommunications</p>	<p>Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995</p> <p>where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.</p>

<p><i>Application for Tree Works</i></p>	<p>For works to trees protected by a Tree Preservation Order, the following information must be provided:</p> <p>A Completed and dated application form, with all mandatory questions answered, a sketch plan showing the location of all tree(s), a full and clear specification of the works to be carried out, statement of reasons for the proposed work; and evidence in support of statement of reasons, where required by the standard application form.</p> <p>For works to trees in Conservation Areas, it is important to supply precise and detailed information on the proposal. Please therefore provide a completed and dated form, with all questions answered, sketch plan showing the precise location of all tree(s), and a full and clear specification of the works to be carried out.</p> <p>N.B. - Comprehensive guidance notes accompany the statutory form.</p>
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Table A – Additional National Requirements for specific application types

3 Local List Validation Requirements

Local List Validation Requirements

The requirements within the local list are set out in the DCLG publication ‘The Validation of Planning Applications – Guidance for Local Planning Authorities’ and it is recommended that you refer to this publication for detailed background information on the specific requirements (available at - <http://www.communities.gov.uk/publications/planningandbuilding/validationplanningapplications>).

The following **Table C** sets out:

- Items of local list information that could possibly be required (listed alphabetically);
- where and when the item of information is required, what the policy background of the need is; plus,
- links to further sources of guidance/help.

Please note that this table lists the documents required to accompany planning applications before they are validated. Whilst guidance is provided for each item, the nature and extent of the information required will depend upon the individual site and proposal. The list is not exhaustive and it is possible that, once an application has been validated, further information may have to be submitted in order for the application to be determined. **The list does not therefore limit the council’s ability to request additional information should further issues arise during the planning application determination period.** Sufficient information will be required in order for your application to be successful.

To understand which items can be required for different types of application, **Table B** lists application types and the items on the local list that could potentially be required.

Where reference is made to a ‘major’ application, this means:

- development of 10 or more dwellings (including conversions)
- residential sites of 0.5ha
- other buildings with a floor space of 1000sq.m or more, or on sites of 1ha or more
- All waste applications

Use classes refer to classes set out in the schedule to The Town and Country Planning (Use Classes) Order 1987, as amended.

TABLE B – Application Types & Local List Validation Requirements

Type Of Application	Local Requirements (Where applicable & In addition to national requirements)
Householder Application for Planning Permission for works or extension to a dwelling	Item 24 Local List
Householder Application for planning permission for works or extension to a dwelling and Listed Building Consent (LBC)	Item 24 Local List
Householder Application for Planning Permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area	Item 24 Local List
New Buildings and Non-domestic Activities	
Full Planning Permission	Items 1 – 27 (inclusive)
Full Planning Permission and Conservation Area Consent for demolition in a Conservation Area	Items 1 – 27 (inclusive)
Full Planning Permission and LBC for alterations, extension or demolition of a Listed Building	Items 1 - 27 (inclusive)
Full Planning Permission and consent to display advertisement	Items 1 – 27 (inclusive)
Listed Building and Conservation Area Consent	
LBC for alterations, extension or demolition of a Listed Building	None
Application for Conservation Area Consent for demolition in a Conservation Area	Item 11
LBC for alteration, extension or demolition of a Listed Building and Advertisement Consent	None
Outline and Reserved Matters	
Application for Outline Planning Permission with all matters reserved	See Table A –requirements for specific applications Items 1 – 27 Local List (unless the item is a reserved matter)

Type Of Application	Local Requirements (Where applicable & In addition to national requirements)
Application for Outline Planning Permission with some Matters Reserved	See Table A –requirements for specific applications Items 1 – 27 Local List
Application for Approval of Reserved Matters following outline approval	See Table A –requirements for specific applications Items 1 -27
Approving, Removing and varying existing conditions	
Approval of details reserved by condition	None
Removal of variation of a condition following grant of Planning Permission	None
Amendments to Planning Permission	
Extensions to the time limits	None
a non-material amendment following a grant of planning permission	None
Adverts, Trees and Hedgerows	
Application for consent to display an advertisement	See Table A – requirements for specific applications
Application for tree works	See Table A – requirements for specific applications
Application for hedgerow removal notice	See Table A – requirements for specific applications
Certificates of Lawfulness	
Application for a Lawful Development Certificate for a Proposed use or development	See Table A – requirements for specific applications
Application for a Lawful Development Certificate for an Existing use or operation	See Table A – requirements for specific applications

TABLE B – Application Types & Local List Validation Requirements

TABLE C - Local List Validation Requirements

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>1. Affordable Housing Statement</p> <p>15 dwellings or more proposed</p>	<p>A negotiated element of affordable housing is required for this size of development. An Affordable Housing Statement must include:</p> <ul style="list-style-type: none"> the numbers of residential units; the mix of units, with numbers of habitable rooms and/or bedrooms; or the floor space of habitable areas of residential units; plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Design quality standards (Housing Corporation compliant) Lifetime Homes / Accessibility standards (20% of new dwellings are to be built to this standard) 	<p>PPS 3 – 'Housing'</p> <p>Draft RSS Policy - H1</p> <p>Core Strategy Policy - CS15</p> <p>'Planning Obligations & Affordable Housing' Supplementary Planning Document</p>	<p>PPS3 – 'Housing':</p> <p>http://www.communities.gov.uk/planningandbuilding/planning/policyguidance/planningpolicystatements/pps3</p> <p>Plymouth City Council's 'Planning Obligations & Affordable Housing' SPD (Dec 2008)</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/idf/spds/</p>
<p>2. Air Quality Assessment</p> <p>I. Major development within/or adjacent to an Air Quality Management Area (AQMA) – currently Exeter Street & Mutley Plain; and/or,</p> <p>II. Development in excess of 100 dwellings or 10,000m² new floorspace; and/or,</p> <p>III. Development falling within Use Class B2 with floorspace of 1000m² + ; or,</p> <p>IV. Where >300 new parking spaces are proposed.</p>	<p>All Air Quality Assessments must indicate the change in air quality resulting from the proposed development and outline appropriate mitigation measures as necessary.</p>	<p>PPS 23: 'Planning and Pollution Control'</p> <p>Draft RSS Policy - RE9</p> <p>Core Strategy Policies CS22 & CS34</p>	<p>PPS 23: Planning and Pollution Control</p> <p>http://www.communities.gov.uk/planningandbuilding/planning/policyguidance/planningpolicystatements/pps23/</p> <p>Plymouth City website – http://www.plymouth.gov.uk/airquality</p> <p>Additional information can also be found at http://www.defra.gov.uk/environment/airquality/</p>

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>3. Archaeological Assessment</p> <p>Where any proposal includes works on or adjoining a site of archaeological interest and includes:</p> <ul style="list-style-type: none"> I. new building; or, II. ground disturbance. 	<p>For applications affecting archaeological assets, the statement should include Desk-based archaeological assessment and archaeological evaluation report in accordance with PPG16: Archaeology and Planning.</p>	<p>PPG16: 'Archaeology and Planning'</p> <p>RSS Policies- ENV1 and ENV5</p>	<p>PPG16: Archaeology and Planning</p> <p>http://www.communities.gov.uk/planningandbuilding/guidance/startingbygivingprioritytoarchaeology</p> <p>Advice is within Plymouth City Council Design Supplementary Planning Document - http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/spds/ldfdesignstrategies.htm</p>
<p>4. Community Involvement</p> <p>Required for 'Significant Applications':</p> <ul style="list-style-type: none"> I. Major applications that are a departure from the Local Plan or LDF; or, II. EIA applications; or, III. Large scale retail (20,000sqm+ or 2,500sqm if combined with existing would be 20,000sqm+); or, IV. 150 dwellings or site is 5ha+ on Greenfield land; or, V. Development is proposed on playing fields. 	<p>Applicants for larger development are encouraged to consult with the local community prior to making a planning application. The statement should set out how and when consultation has been carried out. It may be appropriate to include this item within a Planning Statement.</p> <p>Where no Community Involvement has been conducted the Statement must still be provided and should confirm 'Nil Involvement'</p>	<p>PPS1 - 'Delivering Sustainable Development'</p>	<p>Guidance on how to carry out such consultation is set out in Plymouth City Council Statement of Community Involvement document</p> <p>http://www.plymouth.gov.uk/sci</p> <p>Further guidance on the SCI's are available in Chapter 7 of Creating Local Development Frameworks: - http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps12lsp.pdf</p>
<p>5. Contaminated Land Assessment</p> <p>Required where:</p> <ul style="list-style-type: none"> I. contamination is known or suspected or the development 	<p>A report to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.</p>	<p>PPS23 - Planning and Pollution Control</p>	<p>PPS23 - Planning and Pollution Control</p> <p>http://www.communities.gov.uk/planningandbuilding/guidance/startingbygivingprioritytoarchaeology</p>

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>site is in the vicinity of such land, and ground-works are proposed; or,</p> <p>II. there is a vulnerable or sensitive end user i.e. Residential, Schools, Nurseries, Hospitals and Allotments.</p>	<p>Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p> <p>In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages. This extended assessment of contamination shall be carried out with reference to Planning Policy Statement 23: Planning and Pollution Control.</p> <p>For applications involving the decommissioning of underground storage tanks, a method statement for decommissioning of tanks in line with APEA Guidance. A report to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. A report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p>	<p>RSS Policies – SD3 and RE6</p> <p>Core Strategy Policy - CS22</p> <p>Core Strategy Policy - CS34</p>	<p>Further guidance is available in 'Model Procedures for the Management of Land Contamination (CLR11)' by Defra/Environment Agency - http://www.environment-agency.gov.uk/research/planning/33710.aspx</p> <p>Plymouth City Council website – http://www.plymouth.gov.uk/contaminatedland</p>
<p>6. Ecological mitigation & Enhancement Strategy</p> <p>I. Major development inc. areas of semi-natural habitat (inc. brownfield sites);</p>	<p>A screening opinion should be sought from Natural England if development is likely to have a significant impact on the Special Area of Conservation. As a result, an Appropriate Assessment may be necessary.</p>	<p>PPS9 – 'Planning for Biodiversity and Geological Conservation'</p>	<p>Please see Chapter 7 'Sequential approach to analysing biodiversity on a development site' within Plymouth City Council 'Design Supplementary Planning Document' for further advice on the content and timing of ecological survey types– http://www.plymouth.gov.uk/research/environmentalplanning/163036designspdocs.htm</p>

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>II. Where protected species are known to be present;</p> <p>III. If proposal is within or adjacent to a designated conservation site (SINC, SSSI, LNR and biodiversity network);</p> <p>IV. On or over intertidal/ estuarine habitats;</p> <p>V. Affecting existing buildings in mature gardens (particularly complex roof structures/gable ends/ slate roofs/weather boarding);</p> <p>VI. Affecting existing bridge structures;</p> <p>VII. Affecting tunnels/kilns/ military fortifications/ underground ducts or structures;</p> <p>VIII. Affecting old/veteran trees;</p> <p>IX. Floodlighting green space or lighting churches/listed buildings within or adjacent to designated sites.</p>	<p>Notwithstanding the above, an Extended Phase 1 Habitat Survey is usually required. Depending on the results of this, further protected species surveys may be necessary, such as:</p> <ul style="list-style-type: none"> ● Bat Survey ● Breeding Birds ● Reptiles ● Other Species (e.g. otter, dormouse, badger) <p>Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them to allow full consideration of those impacts. The Mitigation & Enhancement Strategy should demonstrate how the proposal will produce a net gain in biodiversity and provide mitigation and enhancement both during and post construction.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location 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.</p> <p>This information might form part of an Environmental Statement, where one is necessary (refer to item 10).</p> <p>Ecological Assessments should be carried out at specific times of the year particularly in terms of protected species</p>	<p>Circular 06/05: 'Biodiversity and Geological Conservation - Statutory Obligations and Their Impact Within the Planning System'</p> <p>RSS Policies – SD3, ENV1 & ENV4</p> <p>Core Strategy Policies CS18, CS19 & CS34</p> <p>Relevant Area Action Plans</p>	<p>Advice on specific requirements can also be found in the emerging document 'Validation of Planning Applications' by the Association of Local Government Ecologists - http://www.alge.org.uk/publications/files/Validation%20Plan%20Apps%20Plan%2006%2007.pdf</p> <p>PPS9 - Planning for Biodiversity and Geological Conservation & Guide to Good Practice - http://www.communities.gov.uk/planningandbuilding/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps9</p> <p>Government Circular: Biodiversity and Geological Conservation http://www.communities.gov.uk/publications/planningandbuilding/circularbiodiversity</p> <p>The South West Nature Map http://www.biodiversitysouthwest.org.uk/nm_map3dk.html</p> <p>The Devon Biodiversity Centre holds information relating to the diversity and density of the flora and fauna http://www.devonwildlifetrust.org/index.php?section=services:biodiversitycentre</p> <p>Protected species information: http://www.plymouth.gov.uk/homepage/environmentandplanning/conservation/nature/protectedspecies.htm</p>
<p>7. Environment Statement</p>			

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>Developments likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 or Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 may require an Environmental Impact Assessment.</p> <p>The Town and Country Planning (Environmental Impact Assessment) Regulations (SI1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required.</p>	<p>Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.</p> <p>You may request a 'screening opinion' (i.e. to determine whether EIA is required) and a "scoping opinion" (scope of EIA) by writing to us before submitting a planning application. In cases, where a full EIA is not required, we may still require environmental information to be provided.</p> <p>If an LA-IPPC installation also needs planning permission, it is recommended that the operator make both applications in parallel whenever possible. This will allow the local authority to begin its formal consideration early on, thus allowing it to co-ordinate both the planning process and LA-IPPC application process (including in cases where different tiers of authority handle the different applications). It may also be beneficial to follow the same approach for LAPPC applications.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999</p>	<p>EIA Guidance - http://www.communities.gov.uk/planningandbuilding/planning/strategies/development/environmentalimpactassessment/</p> <p>PPS 23: Planning and Pollution Control</p> <p>http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps23/ paragraphs 8-12</p> <p>Guidance on policy and procedure for the permitting of A2 and B installations. Available from: http://www.dft.gov.uk/transport/quality/pollution/ppoc/taufp/taufpguidance/documents/ggm/pata/essp2009.pdf</p>
<p>8. Energy Statement</p> <p>All non-residential development over 1,000sqm;</p> <p>New residential development comprising 10 units or more</p>	<p>The statement needs to demonstrate how the proposal incorporates onsite renewable energy production equipment to off-set at least 10% of the predicted carbon emissions for period up to 2010 and 15% for the period 2010-2016.</p>	<p>PPS1 – 'Supplement 'Planning and Climate Change'</p> <p>PPS22 – 'Planning for Renewable Energy</p> <p>'Building a Greener Future: policy statement'</p> <p>RSS policies – SD1, SD2 & RE1</p> <p>Core Strategy Strategic Objectives - 1 and 11</p> <p>Core Strategy Policy - CS20</p>	<p>This policy statement confirms the Government's intention for all new homes to be zero carbon by 2016 -</p> <p>http://www.communities.gov.uk/publications/planningandbuilding/building-a-greener</p> <p>PPS22 – Companion Guide -</p> <p>http://www.communities.gov.uk/publications/planningandbuilding/planningrenewable</p>

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>9. Flood Risk Assessment (FRA) and Drainage strategy</p> <p>I. Flood Zone 2; or,</p> <p>II. Flood Zone 3; or,</p> <p>III. Development over 1ha only</p> <p>Please note – this does not apply to household applications</p>	<p>A FRA should address the issue of flood risk to both property and people.</p> <p>'PPS25: Development and Flood Risk' provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.</p> <p>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. This will include sequential and exception tests for major developments. Guidance on the sequential approach and the exception test is provided in paragraphs 14-20 of PPS25. The FRA should identify opportunities to reduce the probability and consequences of flooding, include the design of surface water management systems (Sustainable Drainage Systems) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Flood zones maps are available from the Environment Agency.</p>	<p>PPS25 – 'Development & Flood Risk'</p> <p>RSS Policy - F1</p> <p>Core Strategy Policies - CS21 & CS34</p>	<p>The Environment Agency flood map and advice on the content of Flood Risk Assessments for different application types: http://www.environment-agency.gov.uk/research/planning/82587.aspx</p> <p>PPS25 – 'Development & Flood Risk' http://www.communities.gov.uk/planningandbuilding/systems/planning/development/825</p> <p>See Plymouth's Strategic Flood Risk Assessment – http://www.plymouth.gov.uk/homepages/planningandbuilding/ffra/ffragoalreports/ffraassessment.htm</p>
<p>10. Foul Sewerage & Utilities Statement</p> <p>I. 100 dwellings or more; or,</p> <p>II. 10,000 sq m new floorspace; or,</p> <p>III. an equivalent combination of both</p>	<p>A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot</p>	<p>Core Strategy Policy - CS34</p>	<p>Guidance on what should be included in a non-mains drainage assessment is given in DETR – http://www.communities.gov.uk/publications/planningandbuilding/circularplanningrequirement</p>

Where or when this item is required	Guidance	Policy Background	Further info sources
	<p>connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> <p>In terms of utilities, two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands that result from the completed development and secondly, whether the provision of services on site would give rise to any environmental impacts, e.g. excavations in the vicinity of trees or archaeological remains. A utility statement should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.</p> <p>A utility statement should indicate how the development connects to existing utility infrastructure systems and demonstrate that –</p> <ul style="list-style-type: none"> • the availability of utilities has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; • proposals incorporate any utility company requirements; • service routes have been planned to avoid as far as possible damage to trees and archaeological remains; • where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have been agreed with the service provider 		
11. Heritage Statement			

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>Proposals that:</p> <p>I. Affect any listed building</p> <p>II. Are located within or adjacent to a Conservation Area</p> <p>III. Affecting any Scheduled Ancient Monument</p> <p>Please note – this does not apply to household applications</p>	<p>The scope and degree of detail necessary in a Heritage Statement will vary according to each application, however, general guidance is provided below. Alterations to a listed building can be a complex matter it is a good idea to discuss intentions with a Historic Environment Officer at an early stage.</p> <p>The document should consist of a written statement plus appropriate plans and photographs including:</p> <ul style="list-style-type: none"> • a schedule of all works • an audit of features of importance • an analysis of the significance of archaeology, history and character of the building; • the principles of and justification for the proposal • where appropriate, a structural survey <p>For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area will be required.</p>	<p>PPG 15 – ‘Planning & the Historic Environment’</p> <p>RSS Policies – SSD3, ENV1 & ENV5</p> <p>Core Strategy Policy – CS03 & CS34</p> <p>Relevant Area Action Plan</p>	<p>English Heritage</p> <p>http://www.english-heritage.org.uk/server/show/nav.1373</p> <p>Advice on heritage assets is provided in http://www.communities.gov.uk/planningandbuilding/planningguidance/heritageenvironment/ppg15/</p> <p>http://www.plymouth.gov.uk/heritage/heritageandplanning/heritageandplanning.htm</p> <p>Advice is within Plymouth City Council Design Supplementary Planning Document - http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/spds/ldfdesignstrategies.htm</p>
<p>12. Landscaping Scheme</p> <p>New residential development comprising 5 units or more; or,</p> <p>Buildings with a floor space of 1000sq.m or more, or sites of 1ha or more</p>	<p>Proposals to include details of hard and soft landscaping layout and management approach</p>	<p>Core Strategy Policy - CS34</p> <p>Plymouth City Council ‘Design Supplementary Planning Document’</p>	<p>Plymouth City Council Design Supplementary Planning Document -</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/ldf/spds/ldfdesignstrategies.htm</p>
<p>13. Lifetime Homes</p>			

Where or when this item is required	Guidance	Policy Background	Further info sources
5 new dwellings or more proposed	Lifetime Homes make life as easy as possible for as long as possible because they are thoughtfully designed. They provide accessible and adaptable accommodation for everyone, from young families to older people and individuals with a temporary or permanent physical impairment. To qualify as a Lifetime Home there are 16 specified criteria – checked at the time of the planning application and ‘spot – check’ monitored post completion.	Core Strategy Policy – CS15 ‘Planning Obligations & Affordable Housing’ Supplementary Planning Document	Information regarding Lifetime Homes can be found on the very useful website: www.lifetimehomes.org.uk Plymouth City Council’s ‘Planning Obligations & Affordable Housing’ SPD (Dec 2008) http://www.plymouth.gov.uk/homepages/environmenlandplanningplanning%20planningpolicy/tf/spods/
14. Noise Assessment I. Potentially noise generating developments (i.e. pubs, clubs, takeaways, industrial/commercial uses, recreation) in the vicinity of existing noise sensitive developments - residential, schools and hospitals; or, II. Noise sensitive uses in the vicinity of existing noise generating uses, classified roads, railways or in areas with an existing noisy environment such as the city centre; or, III. Mixed use applications comprising both noise generating and noise sensitive uses; or, IV. Commercial applications including extractor or cooling units in the vicinity of noise sensitive uses.	<p>Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.</p> <p>Advice should be sought from the council’s Public Protection Service for individual requirements. (BS4142).</p> <p>Advice should be sought from the council’s Public Protection Service for individual requirements.</p> <p>The sound power level and the likely resultant noise level of equipment at the site boundary for all noise-producing machinery such as extract ventilation systems, refrigeration equipment etc. that is likely to be installed. Where any noise-generating plant or equipment will be located and installed so as to reduce noise impacts on neighbouring properties.</p> <p>Delivery times and opening hours for commercial premises within noise sensitive areas. Details of waste collection e.g. pubs/clubs where glass collection could be noisy.</p>	PPG24: ‘Planning and Noise’ Core Strategy Policies CS13, CS22 & CS34	PPG24: ‘Planning and Noise’- http://www.communities.gov.uk/planninganddevelopment/planninganddevelopment/developmentpolicyandprocedures/ppg24/ Plymouth City Council website - http://www.plymouth.gov.uk/noise

Where or when this item is required	Guidance	Policy Background	Further info sources
	<p>Proposed developments immediately adjoining (including below or above) residential premises should provide full details of sound insulation measures. Position and design of entrances/exits plus car parking.</p> <p>For pubs and clubs, consideration of location provided for smokers to prevent noise impact from patrons outside the premises.</p>		
<p>15. Planning Obligations in Plymouth Development Tariff – Draft Heads of Terms</p> <p>New residential development comprising 5 units or more; or, Buildings with a floor space of 500sq.m or more.</p>	<p>In response to market conditions, there may be market recovery measures in place. Please refer to the latest Planning Obligations and Affordable Housing Supplementary Planning Document.</p> <p>Where an application is proposed without Tariff or other Planning Obligations a Nil Return should be provided under this item heading.</p>	<p>Circular 05/2005 'Planning Obligations'</p> <p>PPS1 – 'Delivering Sustainable Development'</p> <p>Core Strategy Strategic Objective 2</p> <p>Core Strategy Policies CS15 & CS33</p>	<p>For details of background and calculations, please see the Planning Obligations and Affordable Housing Supplementary Planning Document - http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldff/spds/ofplanningobligations.htm</p> <p>Reduced rate tariff details - http://www.plymouth.gov.uk/planning_obligations_cabinet_report.pdf</p>
<p>16. Details of applicant's Solicitors</p>			
<p>Where Item 15 above applies.</p>		<p>Circular 05/2005 'Planning Obligations'</p>	<p>Further details and advice is available from the following link: http://www.plymouth.gov.uk/homepage/environmentandplanning/planningobligations.htm</p>
<p>17. Planning Statement</p> <p>Major Applications</p>	<p>The statement should identify the context and need for a proposed development and should include an assessment of how the proposal accords with relevant national, regional and local planning policies. It should also include any details of pre-application consultation and wider community/statutory consultees</p>		

Where or when this item is required	Guidance	Policy Background	Further info sources
	undertaken prior to submission. Alternatively, a separate statement on community involvement may be appropriate.		
18. Parking Provision			
New dwellings, including conversions of existing dwellings Development involving new non residential floor space Change of use	Where parking for motorcycles, bicycles and other vehicles is proposed, these details should also be shown on the drawings, including plans and elevations of any secure storage buildings or enclosures.	Plymouth City Council 'Development Guidelines Supplementary Planning Document' Plymouth City Council 'Development Guidelines Supplementary Planning Document' Government Guidance on Paving Front gardens - http://www.communities.gov.uk/publications/planningandbuilding/pavingfrontgardens	See Section 8 of Plymouth City Council 'Development Guidelines Supplementary Planning Document' regarding Parking Standards – Please see the Council's website - http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy.htm
19. Refuse disposal			
All new dwellings; or All new industrial/commercial proposals; or, The sale or preparation of cooked food within Use Classes: I. A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises); II. A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment); III. A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises).	Separation of waste takes place at source to reduce landfill and improve recycling. There is convenient access, both for users of the waste storage facility and for those who collect waste. Waste materials do not create odours or attract vermin. Waste storage does not create a fire hazard or impact on public health. Security should be provided for all waste storage areas, to design out opportunities for vandalism or fly-tipping. Details of size and location of waste storage, for commercial premises details of separation and storage facilities that must be adequate for the proposed use. Provision for prevention of litter from commercial premises.	Plymouth City Council 'Development Guidelines Supplementary Planning Document'	See Section 6 of Plymouth City Council 'Development Guidelines Supplementary Planning Document' regarding Refuse Guidelines – Need link when adopted

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>20. Site Waste Management Plan</p> <p>Applications proposing developments in excess of 100 dwellings or 10,000m² new floor space (or an equivalent combination);</p>	<p>Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform detailing the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.</p>	<p>PPS1 - 'Delivering Sustainable Development'</p> <p>Core Strategy Policy – CS26</p>	<p>Site Waste Management Plans: guidance for construction contractors and clients - http://www.berr.gov.uk/</p> <p>For guidance also refer to: http://www.constructingexcellence.org.uk/resources/publications/view.jsp?id=2568</p>
<p>21. Tall Buildings Report</p> <p>Any building that is significantly higher than its neighbours and/or recognisably changes the skyline.</p>	<p>The proposals should be presented within the context of an Urban Design Study, Design and Access Statement and full EIA.</p>	<p>PPS 1 – 'Delivering Sustainable Development'</p> <p>Plymouth City Council 'Design Supplementary Planning Document'</p>	<p>Advice is within Plymouth City Council Design Supplementary Planning Document - http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldff/spds/ldffdesignstrategies.htm</p> <p>Revised Joint Guidance on Tall Buildings - http://www.english-heritage.org.uk/press/pdf/CABE_and_English_Heritage_Guidance_on_tall_buildings.pdf?1255568895</p>
<p>22. Town Centre uses – evidence to accompany applications</p> <p>All retail and commercial proposals over 2500 sqm gross floor space not located within an existing centre and not in accordance with an up to date development plan (and extensions exceeding 200 sqm will require a sequential test).</p>	<p>Planning Policy Statement 4: Planning for Sustainable Economic Growth sets out the main town centre uses to which the policy applies in paragraph 4. Policy EC14 sets out the supporting evidence for planning applications.</p> <p>Policies EC15 and EC16 set out the key considerations of sequential assessments and impact assessments.</p>	<p>PPS 1 – 'Delivering Sustainable Development'</p> <p>PPS4 – 'Planning for Sustainable Economic Growth'</p> <p>Core Strategy Policy - CS07</p>	<p>Planning Policy Statement 4 – 'Planning for Sustainable Economic Growth'</p> <p>http://www.communities.gov.uk/publications/planningandbuilding/planningpolicy/statement4</p>
<p>23. Transport Assessment inc. Transport Statement & Travel Plan</p>			

Where or when this item is required	Guidance	Policy Background	Further info sources																								
<p>Where the proposed development has significant transport implications.</p> <table border="1" data-bbox="296 1709 1281 2051"> <thead> <tr> <th>Land Use</th> <th>TS</th> <th>TA/TP</th> </tr> </thead> <tbody> <tr> <td>Food Retail</td> <td>>2500 <400sqm</td> <td>>400sqm</td> </tr> <tr> <td>Non-Food Retail</td> <td>>800 <1500sqm</td> <td>>1500sqm</td> </tr> <tr> <td>A2 Financial/ Professional</td> <td>>1000 <2500sqm</td> <td>>2500sqm</td> </tr> <tr> <td>A3 Restaurants/ cafe</td> <td>>300 <2500sqm</td> <td>>2500sqm</td> </tr> <tr> <td>A4 Drinking Est's</td> <td>>300 <600sqm</td> <td>>600sqm</td> </tr> <tr> <td>A5 Hot Food takeaway</td> <td>>250 <500sqm</td> <td>>500sqm</td> </tr> <tr> <td>B1 Business</td> <td>>1500</td> <td>>2500sqm</td> </tr> </tbody> </table>	Land Use	TS	TA/TP	Food Retail	>2500 <400sqm	>400sqm	Non-Food Retail	>800 <1500sqm	>1500sqm	A2 Financial/ Professional	>1000 <2500sqm	>2500sqm	A3 Restaurants/ cafe	>300 <2500sqm	>2500sqm	A4 Drinking Est's	>300 <600sqm	>600sqm	A5 Hot Food takeaway	>250 <500sqm	>500sqm	B1 Business	>1500	>2500sqm	<p>Planning Policy Guidance Note 13: Transport (PPG13) states that where a new development is likely to have significant transport implications, a Transport Assessment (TA) should be prepared and submitted with a planning application for the development. It will allow the transport implications of proposed developments to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome.</p> <p>A TA will include an analysis of all existing and proposed trips by all modes of travel generated by the site. The TA should illustrate accessibility to the site by all modes, and the likely modal split of journeys to and from the site. The TA 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.</p> <p>Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p> <p>For a development that has relatively small transport impacts, a Transport Statement would be required which would contain a similar assessment of the existing and proposed conditions as a TA however, a detailed analysis of impact on the wider network would not be required</p> <p>A draft travel plan should outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state</p>	<p>PPG13 – 'Transport' Core Strategy Policy – CS28</p>	<p>Guidance on Transport Assessments and indicative thresholds- http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta</p> <p>Planning Policy Guidance 13 – Transport http://www.communities.gov.uk/planningandbuilding/planningpolicyguidance/guidance/guidance13</p> <p>Guidance on travel planning is available from DfT - http://www.dft.gov.uk/pgr/sustainable/travelplans/work/</p> <p>Plymouth City Council Travel Plan guidance: http://www.plymouth.gov.uk/homepage/transportandstreets/publictransport/workbasedtravelplans.htm</p>
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Where or when this item is required	Guidance	Policy Background	Further info sources			
	<p>how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use.</p> <p>The Travel Plan should include details of targets and arrangements for monitoring.</p>					
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<table border="1"> <tr> <td data-bbox="1053 226 1133 336">D1 Non-residential institutions</td> <td data-bbox="1053 336 1133 448">>500 <1000sqm</td> <td data-bbox="1053 448 1133 560">>1000sqm</td> </tr> </table>	D1 Non-residential institutions	>500 <1000sqm	>1000sqm			
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Where or when this item is required	Guidance	Policy Background	Further info sources
<p>This is not a definitive list, please see APPENDIX B of DfT's 'Guidance on Transport Assessment' for all indicative thresholds for Transport Assessments/Travel Plans and Transport Statements - http://www.dft.gov.uk/transport/6827/02687/transportassessment</p>			
<p>24. Tree Survey Tree Survey BS 5837 -2005</p>			
<p>For householder applications, any proposals involving development within 2 metres of the canopy spread.</p> <p>I. Where there are trees within the application site; and/or,</p> <p>II. on land adjacent to it that could influence or be affected by the development (including street trees).</p>	<p>Householder applications should indicate the position and spread of any tree on the applications plans.</p> <p>Information will be required describing which trees are to be retained and the protection of these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturalist.</p> <p>A plan must be provided, including annotated photographs, showing the location of all trees on site and within influencing distance of the proposal (for full applications this plan must show where fencing will be installed to protect the trees and the proposed location of any new underground services). An accompanying report must be submitted in accordance with the recommendations of BS5837: 2005 'Trees in Relation To Construction' to include a survey of existing trees, an arboricultural implications assessment, a concise list of trees that are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works.</p>	<p>Town and Country (Trees) Regulations 1999.</p> <p>British Standard 5837:2005 'Trees in relation to construction-Recommendations'.</p> <p>Core Strategy Policies CS18 & CS34</p>	<p>Details of registered arboricultural consultants are available from the Arboricultural Association at www.trees.org.uk or alternatively phone 01794 368717.</p>

Where or when this item is required	Guidance	Policy Background	Further info sources
<p>25. Telecomm. Development – Supplementary Information</p> <p>All planning applications for mast and antenna development by mobile phone network operators.</p>	<p>Supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on information required is set out in the Code of Practice on Mobile Network Development (2002).</p>	<p>Planning Policy Guidance 8: Telecommunications</p>	<p>http://www.communities.gov.uk/planningandbuilding/planningguidance/developmentofmobilenetworks</p> <p>Further guidance on information required is set out in the Code of Practice on Mobile Network Development (2002).</p>
<p>26. Ventilation extraction Statement</p> <p>All applications for the use of premises for purposes within Use Classes:</p> <ul style="list-style-type: none"> I. A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises); or, II. A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment); III. A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises) or, IV. B1 (general business); and, V. B2 (general industrial). VI. Commercial developments that will cause odorous emissions e.g. brewing, rendering, paint spraying. 	<p>The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use.</p> <p>Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required.</p> <p>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.</p>	<p>PPS 23: 'Planning and Pollution Control'</p> <p>Core Strategy Policies CS22 and 34</p>	<p>PPS23 - Planning and Pollution Control</p> <p>http://www.communities.gov.uk/planningandbuilding/planningguidance/developmentofmobilenetworks</p> <p>Further guidance is provided in Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust Systems, published electronically by Defra, Product Code PB10527.</p> <p>See Section 3 of Plymouth City Council 'Development Guidelines Supplementary Planning Document' regarding Food & Drink Uses – Please see the Council's website -http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy.htm</p>

Where or when this item is required	Guidance	Policy Background	Further info sources
	<p>Details of active odour control systems where proposed.</p> <p>Odour control methods to limit the odour from waste, location of waste storage.</p>		
27. Viability statement	<p>Discussion Note – Comments requested as part of consultation exercise</p> <p>In addition to the above items we are also considering including a viability statement to support schemes where the applicant is proposing to pay a reduced tariff. We would appreciate your comments on including this item in the final validation list.</p>		

TABLE C - Local List Validati on Requirements