1. INTRODUCTION/BACKGROUND INFORMATION

2. DEFINITIONS OF ‘MAJOR’ AND ‘USE CLASSES’

3. VALIDATION CHECKLISTS FOR EACH APPLICATION TYPE
   - 3.1 Householder: works to an existing dwelling
     (including dual application types)
   - 3.2 Full or Reserved Matters applications
     (including dual application types)
   - 3.3 Listed Building Consent
   - 3.4 Advertisement Consent
   - 3.5 Outline Consent
   - 3.6 Tree Works
   - 3.7 Existing or Proposed Lawful Development/Use
   - 3.8 Other Application Types

4. NATIONAL CRITERIA

5. LOCAL CRITERIA
I. INTRODUCTION

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

On 6 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 response document ‘Streamlining Information Requirements for Planning Applications’ (July 2009) (as amended). 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.

Each of the Local List items have been assessed against the principles and criteria for local list preparation of necessity, precision, proportionality, fitness for purpose and assistance in accordance with DCLG Government response on 'Streamlining the planning application process: consultation' June 2013 and ‘Development Management Policy Annex: Information Requirements and Validation for Planning Applications’ (2010).

The local list formalises the submission of information that is required before applications can be registered. As a consequence, everyone involved in the planning application process will enjoy greater certainty and consistency as to what information is required to accompany different applications. 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.

This latest review of the Local Validation List reflects recent changes in national and local planning policy and guidance.

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.

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: [www.plymouth.gov.uk/developmentenquiry](http://www.plymouth.gov.uk/developmentenquiry)

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 illustrate the proposed development in detail. Applicants are encouraged to follow the advice below. Further information is also available on the Planning Portal. ([www.planningportal.gov.uk](http://www.planningportal.gov.uk))

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. For further information see: [www.plymouth.gov.uk/ordnance_survey_copyright.pdf](http://www.plymouth.gov.uk/ordnance_survey_copyright.pdf)

The Location Plan 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 (note that some sites have only one road nearby and in these exceptional cases the single road must be named and the location of the site must be clearly identifiable from the plan). Any other land owned by the applicant must be outlined in blue on the plan. The location plan should ideally be provided on a separate sheet of paper to aid consultation.

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 should include a scale bar or dimensions and must not contain disclaimers such as ‘not to scale’ and ‘do not scale’ (with the exception of perspective drawings).

All elevations of proposed development must be shown, with corresponding existing elevation drawings. For applications that propose no changes to any elevations, and clearly state that this is the case, elevation drawings are not required.

Measured dimensions on the floor plans and elevation 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 (for example ‘existing rear elevation, proposed floor plan’); and 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’)

For coastal developments which extend below the high water mark, then the plans must show the full extent of the area affected and include both the Mean High Water Mark (MWHM) and the Mean Low Water Mark (MLWM).

Online planning applications

Online planning applications are simple and easy to make using the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
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.

**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 Town and Country Planning (General Development Procedure) Order 1995 (GDPO) (as amended) requires, as a minimum, that an application for planning permission includes the items set out in the national list.

The original plus an additional copy of the application form, location plan, plans and drawings and the Design and Access Statement are required unless the application is submitted electronically in which case no paper copies are required. However, for major developments (where a number of A1 or A0 size plans are to be submitted electronically) applicants are requested to provide two complete sets of plans, drawings and supporting documents in paper format.

**Local List Validation Requirements**

This list sets out the local validation requirements (listed alphabetically). For each item, the following guidance is given:

- Where and when the item of information is required,
- What the policy background of the need is;
- 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, use the application type checklists.
2. **DEFINITIONS**

Where reference is made to a ‘major’ application, this means development involving any one or more of the following:

(a) the winning and working of minerals or the use of land for mineral-working deposits;
(b) waste development;
(c) the provision of dwellinghouses where—
   (i) the number of dwellinghouses to be provided is 10 or more; or
   (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c) (i);
(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
(e) development carried out on a site having an area of 1 hectare or more
### 3.1 HOUSEHOLDER

#### Validation Checklist

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<td>Correct fee [guidance]</td>
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<tr>
<td>CIL Form – if creating new/converting floorspace [guidance]</td>
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<tr>
<td>Note: most household extensions are exempt from CIL (if less than 100sqm additional floorspace is proposed). If this is the case, all you need to do is tick the box on the form to confirm this, and put your name and the date at the end of the form.</td>
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<tr>
<td>Parking Provision [guidance]</td>
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<tr>
<td>Tree Survey [guidance]</td>
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<tr>
<td>Contaminated Land Assessment (where separate annex accommodation is proposed) [guidance]</td>
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<tr>
<td>Coastal [guidance]</td>
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If making a dual application for Listed Building Consent you will also require

<table>
<thead>
<tr>
<th>Criteria</th>
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<tbody>
<tr>
<td>Listed building consent is required for any alterations or extensions that ‘affect the character’ of listed building(s). If the work to be carried out to a listed building is 'like-for-like' (i.e. using the same materials and design to what is already there) then it is deemed repair and maintenance. If, however, you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building including boundary walls and gates you will require Listed building consent. Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) they must also indicate the relationship of the proposed works to adjacent existing structures/details.</td>
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<td>Design and Access Statement [guidance]</td>
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<td>Heritage Statement – if in a conservation area [guidance]</td>
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### 3.2 FULL OR RESERVED MATTERS

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<td>Air Quality Assessment [guidance]</td>
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<td>Archaeological Assessment [guidance]</td>
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<td>Community Involvement Statement [guidance]</td>
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<td>Contaminated Land Assessment [guidance]</td>
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<td>Ecological Mitigation and Enhancement Strategy (EMES) [guidance]</td>
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<td>Energy Statement [guidance]</td>
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<td>Environmental Statement [guidance]</td>
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<td>Refuse Disposal [guidance]</td>
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<td>Site Waste Management Plan [guidance]</td>
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<td>Secured by Design Statement [guidance]</td>
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If making a dual application for Advertisement Consent you will also require

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<td>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, show how you propose to either attach the advertisement to the building or how it will stand within the site, indicate the materials and colours to be used, show the height above ground, where it would project from a building, the extent of projection and provide details of the method and colour(s) of illumination, if applicable. Photographs and photomontages will also be required.</td>
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### 3.3 LISTED BUILDING CONSENT

#### Validation Checklist

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### 3.4 ADVERTISEMENT CONSENT

Validation Checklist

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3.5 OUTLINE CONSENT

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Applications for outline planning permission generally need not give details of any proposed reserved matters unless the matters include 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 it is unable to determine it unless further details are submitted. The council should also specify what further details are needed.

Some of the requirements below depend on the proposal, see guidance for details.

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### 3.6 TREE WORKS

**Validation Checklist**

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**For works to trees protected by a Tree Protection Order,** the following information must be provided: A completed and dated application form, with all mandatory questions answered, a sketch plan showing the location of all trees, 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.

**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.

N.B. - Comprehensive guidance notes accompany the statutory form.
3.7 LAWFUL USE OR DEVELOPMENT

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For existing development, as much information and evidence as possible must be supplied to verify the information included in 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 and services, vehicle registration documents, VAT receipts for commercial businesses, previous rates, council tax and community charge bills.

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.

For proposed development the application should include existing and proposed elevations, site plan (block plan) of the site, existing and proposed floor plans, site survey plan and a planning statement. All applications should be accompanied by a location plan.
3.8 OTHER APPLICATION TYPES

Validation Checklist

- Approval of details reserved by condition
- Removal of variation of a condition following grant of planning permission
- A non-material amendment following a grant of planning permission

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<td>(the need for this depends on the proposal)</td>
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<td>Coastal [guidance]</td>
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- Application for prior notification – proposed demolition

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<thead>
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<th>Criteria</th>
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<tbody>
<tr>
<td>Application form [guidance]</td>
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<tr>
<td>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 GPDO 1995. [guidance]</td>
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<tr>
<td>Location plan [guidance]</td>
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<td>Plans and drawings [guidance]</td>
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<td>Correct fee [guidance]</td>
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- Application for prior notification – telecommunications.

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<th>Criteria</th>
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<tr>
<td>Evidence that the developer has given notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the GPDO 1995 where the proposed development consists of the installation of a mast within 3 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 GPDO 1995.</td>
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<tr>
<td>Application form [guidance]</td>
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<td>Location plan [guidance]</td>
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</tr>
</tbody>
</table>
Plans and drawings [guidance]
Correct fee [guidance]

- Prior Approval – Residential Extensions.

Please see the guidance published on our [webpages].

- Prior Approval – B1 Offices to C3 Residential

Please see the guidance published on our [webpages].

- Prior Approval – Other approval types not listed above.

Please see the guidance published on the [Planning Portal].
4. **NATIONAL**
*(Excluding requirements for specific application types)*

**Application form**
All sections need be completed using the relevant national IAPP form - [www.plymouth.gov.uk/IAPP](http://www.plymouth.gov.uk/IAPP). Please ensure you select the form relevant to your proposal.

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 6 of the General Development Procedure Order. All agricultural tenants must be notified prior to the submission of the application.

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**Location plan**
The plan must show the site location outlined in red at a standard metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. Plans should identify sufficient roads and/or buildings on land adjoining the application site so that the exact location of the application site is clear.

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. For further information see: [www.plymouth.gov.uk/ordination_survey_copyright.pdf](http://www.plymouth.gov.uk/ordination_survey_copyright.pdf)

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**Correct fee**
See the Planning Portal for a useful fee calculator: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**CIL Application (Community Infrastructure Levy)**
A fully completed CIL Information form must accompany any application where there is a change of use or a creation of floor space.

[CIL Information Form](#)

[Guidance on CIL and Charging Schedule](#)

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**Design and Access Statement**
Please refer to the Planning Portal for information about which types of application require a Design and Access Statement (DAS)


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 and Sustainability should also be included for major development proposals (See Section 10, para. 10.10, of Plymouth City Council's Design Supplementary Planning Document' www.plymouth.gov.uk/ldfdesignstrategies). Information provided within the DAS cannot be a substitute for other requirements in either the national or local list. 

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5. LOCAL

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3. Air Quality Assessment
4. Archaeological Assessment
5. Community Infrastructure Levy – Form
6. Community Involvement Statement
7. Contaminated Land Assessment
8. Ecological Mitigation and Enhancement Strategy (EMES)
9. Energy Statement
10. Environmental Statement
11. Flood Risk Assessment
12. Drainage Strategy
13. Habitats regulation assessment
14. Heritage Statement
15. Landscaping scheme
16. Accessible and Adaptable Dwellings
17. Noise Assessment
18. Parking provision
19. Planning obligations - draft heads of terms and applicant’s details
20. Refuse disposal
21. Site Waste Management Plan
22. Tall Buildings Report
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24. Transport Statements, Transport Assessments and Travel Plans
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26. Ventilation/Extraction Statement
27. Secured by Design Statement
28. Coastal Development Statement
1. Plans and Drawings

- Elevations – all existing and proposed to be shown at a metric scale of 1:50 or 1:100 (unless retrospective)

- Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.

- A Block plan may be required at a metric scale (suggestive scale 1:200 or 1:500). It must also show the direction of North, the proposed development in relation to the site boundaries and other existing buildings on the site, (and the following, unless these would NOT influence or be affected by the proposed development) all buildings, roads and footpaths on land adjoining the site including access arrangements, all public rights of way crossing or adjoining the site, the position of all trees on the site, and those on the adjacent land, the extent and type of any hard surfacing; and boundary treatment including walls or fencing where this is proposed.

- Sections – required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.

- See following link for more information [www.plymouth.gov.uk/planningapply](http://www.plymouth.gov.uk/planningapply)

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

2. Affordable Housing Statement

Where or when this item is required:

- 15 dwellings or more proposed

Please note that Heads of Terms will also be required for the S106 obligation (see No. 19)

Guidance

An Affordable Housing Statement should specify what is being proposed with regard to affordable housing and should provide justification for the amount and type proposed.

A typical Affordable Housing statement should include details of the following: the total number of all residential units; the number of affordable units; numbers of bedrooms and property types across all tenures to demonstrate representative mix of unit types and sizes; plans showing the location of units; the different levels or types of affordability or tenure proposed for different units - this should be clearly and fully explained in line with policy expectation; design quality standards (Homes and Communities Agency compliant) with full unit floor plans; demonstration that the affordable units have proportionate car parking spaces in line with policy expectation.

Policy background


Core Strategy – CS15 (Housing)

Plymouth Plan Policy 15- Meeting local housing needs

Planning Obligations and Affordable Housing’ Supplementary Planning Document, 2nd review 2012
Further information sources
Plymouth City Council’s ‘Planning Obligations and Affordable Housing’ Supplementary Planning Document, 2nd Review 2012:
www.plymouth.gov.uk/ldfplanningobligations

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

3. Air Quality Assessment
Where or when this item is required:
- Major development within/or adjacent to an Air Quality Management Area (AQMA) and/or,
- Development in excess of 100 dwellings or 10,000m2 new floorspace; and/or,
- Development falling within Use Class B2 with floorspace of 1000m2 + and/or,
- Where >300 new parking spaces are proposed.

Guidance
All Air Quality Assessments should indicate the change in air quality resulting from the proposed development and outline appropriate mitigation measures as necessary.

Policy background
National Planning Policy Framework:
Core Strategy Policies – CS22 (Pollution) and CS34 (Planning application considerations)
Plymouth Plan Policy 13- Delivering a safe, accessible, sustainable and health- enabling transport system
Plymouth Plan Policy 30- Safeguarding environmental quality, function and amenity

Further information sources
Plymouth City Council website:
www.plymouth.gov.uk/airquality
Additional information:
www.defra.gov.uk/environment/quality/air/air-quality/

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

4. Archaeological Assessment
Where or when this item is required:
- Where any proposal includes works on or adjoining a site of known or suspected archaeological interest.

Guidance
For applications affecting archaeological assets or possible archaeological assets, the statement should include a desk-based archaeological assessment and/or field evaluation in accordance with National Planning Policy Framework S12, Para. 128.
Policy background
National Planning Policy Framework: S12, para. 128
Core Strategy Policy – CS03 (Historic environment)
Plymouth Plan Policy 28- Promoting Plymouth’s heritage
Plymouth Plan Policy 43- Managing and enhancing Plymouth’s waterfront

Further information sources
National Planning Policy Framework:
Design Supplementary Planning Document:
www.plymouth.gov.uk/design_spd_adopted.pdf

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

5. Community Infrastructure Levy – Form
Where or when this item is required:
- Applications for full planning permission, including householder applications; or
- Reserved matters applications (following grant of outline planning permission); or
- Applications for Lawful Development Certificates

Guidance
Plymouth introduced a Community Infrastructure Levy (CIL) on 1 June 2013. Applicants will be required to answer additional questions to enable authorities to calculate levy liability. There is a CIL Planning Application Additional Information Requirement form which is available on the Planning Portal. The regulations on development that is CIL liable are set out in the Community Infrastructure Levy Regulations 2010 (as amended).

CIL Information Form
Further Guidance on CIL and Charging Schedule

Policy background
Planning Act 2008
Community Infrastructure Levy Regulations 2010
Plymouth Plan Policy 46- Approach to development delivery and viability, planning obligations and the community infrastructure levy.

National Planning Policy Framework 2012:

Further information sources
Plymouth City Council:
www.plymouth.gov.uk/communityinfrastructurelevy
6. Community Involvement Statement

Where or when this item is required:

- Required for ‘Significant Applications’
- Major applications that are a departure from the Local Plan or LDF; or,
- EIA applications; or,
- Large scale retail (20,000sqm+ or 2,500sqm if combined with existing would be 20,000 sq m+); or,
- 150 dwellings or site is 5ha+ on Greenfield land; or,
- Development is proposed on playing fields.
- Onshore wind developments involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres

Guidance

Applicants for larger developments are encouraged to consult with the local community prior to making a planning application (wind turbine developments may be required to undertake pre-application consultation). The statement should set out how and when consultation has been carried out and how the needs of equality groups have been considered when running the consultation. It should set out the issues raised and whether any changes have been made to the scheme as a result and if not, why not. It may be appropriate to include this item within a Planning Statement. Where no Community Involvement has been conducted the Statement must still be provided and should confirm 'Nil Involvement'

Policy background


Core Strategy Policy – CS01 (Development of sustainable linked communities)

Plymouth Plan Policy 11- Playing an active role in the community


Section 61W of the Town and Country Planning Act 1990

Further information sources

Guidance on how to carry out such consultation is set out in Plymouth City Council Statement of Community Involvement document:
www.plymouth.gov.uk/sci

7. Contaminated Land Assessment

Where or when this item is required:

- Where contamination is known or suspected or the development site is in the vicinity of such land, and ground-works are proposed; or,
There is a vulnerable or sensitive end user i.e. Residential, Schools, Nurseries, Hospitals and Allotments.

**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.

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.

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.

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.

**Policy background**

National Planning Policy Framework:

Core Strategy Policy – CS22 (Pollution)
Core Strategy Policy – CS34 (Planning considerations)
Plymouth Plan Policy 30- Safeguarding environmental quality, function and amenity

**Further information sources**

'Model Procedures for the Management of Land Contamination (CLR11)', DEFRA/Environment Agency:

Plymouth City Council:
www.plymouth.gov.uk/contaminatedland

Plymouth City Council:
www.plymouth.gov.uk/contaminatedlandplanningprocess

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

8. **Ecological Mitigation and Enhancement Strategy (EMES)**

Where or when this item is required:
- Major development including areas of semi-natural habitat (including brownfield sites);
- Where protected species are known to be present;
- If proposal is within or adjacent to a designated nature conservation site (SINC, SSSI, LNR and biodiversity network);
- On or over intertidal/estuarine habitats;
- Affecting buildings with complex roof structures/gable ends/ slate roofs/weather boarding;
- Affecting existing bridge structures;
- Affecting tunnels/kilns/military fortifications/underground ducts or structures;
- Affecting old/veteran trees;
- Floodlighting green space or lighting churches/listed buildings within or adjacent to designated sites.

For non-EIA development proposals, a Preliminary Ecological Appraisal (PEA), and if necessary, further protected species surveys will be submitted in an Ecological Impact Assessment (EcIA). These reports will inform an Ecological Mitigation and Enhancement Strategy (EMES) should be submitted comprising a Landscape Ecology Management Plan (LEMP) and Construction Environment Management Plan (CEMP) to identify development impacts and provide mitigation and enhancement solutions during construction and operational phases. The LEMP and CEMP should be used to inform the development proposals and be fully integrated into the Planning Application. The LEMP should also demonstrate how the proposal will produce a net gain in biodiversity in accordance with Policy CS19.

**Guidance**

**Ecological Impact Assessment (EcIA)**
Where a formal EIA is required the Ecological Impact Assessment will be presented as a chapter of an Environmental Statement (ES) (refer to item 10). This has the same purpose and content as an EcIA report although the structure is often dictated by an EIA co-ordinator, to ensure consistency across the ES.

**Habitat Regulations Assessment (HRA)**
If development is likely to have a significant impact on the European Marine Site (Special Area of Conservation (SAC) and/or Special Protection Area (SPA)) a screening opinion should be sought. As a result, an Appropriate Assessment may be necessary (refer to item 13).

Ecological surveys and reporting should be conducted by suitably qualified ecologists. The Preliminary Ecological Appraisal (PEA) will identify whether further protected species surveys may be necessary (to be included in the EcIA), such as:
- Bat survey
- Breeding birds
- Reptiles
- Other species (for example, otter, dormouse, badger)

Please note that many of these surveys can only be conducted at certain times of the year and must follow published guidance. Please consult a suitably qualified Ecologist.

The PEA is used to identify further ecological surveys necessary to inform an EcIA, to identify ecological constraints to a project and make recommendations for design changes, and to highlight opportunities for ecological enhancement. It can be used as a scoping report (for non-EIA projects), but should not be submitted alone unless it can be determined that the project would have no significant ecological effects, no mitigation is required and no further surveys are necessary.

An EcIA assesses the effects of a non-EIA development proposal on ecological resources/features, clearly identifying any ‘likely significant effects’ and impacts on any designated sites or protected species, and detailing the mitigation measures required, as well as how these will be secured. An EcIA will be submitted as part of a planning application where it has been determined that a formal EIA is not required. The information on the EcIA will inform the content of the EMEMP.

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 (as amended), the Conservation of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992.

**Policy background**
Circular 06/05: ‘Biodiversity and Geological Conservation -Statutory Obligations and Their Impact Within the Planning System’
Core Strategy Policies – CS18 (Plymouth’s green space), CS19 (Wildlife) and CS34 (Planning application considerations).
Strategic Objective 8- An effective spatial strategy for Plymouth
Plymouth Plan Policy 6- Enhancing Plymouth’s role in maintaining the south west’s special natural environment
Plymouth Plan Policy 24- Delivering Plymouth’s natural network
Plymouth Plan Policy 30- Safeguarding environmental quality, function and amenity
Relevant Area Action Plans
Further information sources
Plymouth City Council ‘Design Supplementary Planning Document’ Chapter 7 ‘Sequential approach to analysing biodiversity on a development site’:
www.plymouth.gov.uk/design_spd_adopted.pdf
Government Circular 06/2005: Biodiversity and Geological Conservation:
The Devon Biodiversity Records Centre (DBRC) holds information relating to the diversity and density of the flora and fauna:
www.dbrc.org.uk/
Nature conservation information in Plymouth:
www.plymouth.gov.uk/natureconservation
Advice on specific requirements can also be found in ‘Validation of Planning Applications’ by the Association of Local Government Ecologists:
www.alge.org.uk/publications/index.php
Wildlife legislation information:
www.plymouth.gov.uk/protectingnature

[Go to checklist: Householder, Full/REM, Outline, Other]

9. Energy Statement
Where or when this item is required:
- All non-residential development over 1,000 sq m;
- New residential development comprising 10 units or more (new build and conversion)

Guidance
The statement needs to demonstrate how the proposal incorporates onsite renewable energy production equipment to off-set at least 15 per cent of the total predicted carbon emissions for period 2010 to 2016.

Policy background
National Planning Policy Framework, Chapter 10:
City Centre AAP CC05 (Combined Heat and Power, District Heating and Cooling)
Derriford AAP Pre-Submission 2012 DS05 (Combined Heat and Power, District Heating and Cooling)
Core Strategy Strategic Objectives 1 (Delivering Plymouth’s Strategic Role) and 11 (Delivering a Sustainable Environment)
Core Strategy Policy – CS20 (Sustainable resource use)
Plymouth Plan Policy 25- Reducing carbon emissions and adapting to climate change
Plymouth Plan Policy 36- Enhancing Plymouth’s ‘green city’ credentials
10. Environmental Statement

Where or when this item is required:

- 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) Regulations 2011

Guidance

Where an Environmental Impact Assessment (EIA) is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement.

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 (refer to item 6).

If other forms of permissions are required, such as Environment Agency discharge consent; Environment Agency or local authority flood defence consent or Marine Management Organisation (MMO) license, it is recommended that the requirements of these separate processes are included in the EIA.

Policy background

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011

Further information sources

EIA Regulations 2011:

EIA Guidance:
www.gov.uk/government/organisations/department-for-communities-and-local-government

MMO licensing:
marinemanagement.org.uk/licensing/marine.htm

EA discharge consents:
www.environment-agency.gov.uk/business/topics/water/32038.aspx

11. Flood Risk Assessment

Where or when this item is required:

Flood Risk Assessment

1. Development within Flood Zone 2 or Flood Zone 3; or
2. Development over 1 ha

3. Floodzone 1 where critical drainage problems have been notified to Plymouth City Council

Please note - this does not apply to householder applications.

**Guidance**

A **Flood Risk Assessment** should address the issue of flood risk to both property and people. It 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. It should identify opportunities to design surface water management systems (see separate guidance below) and address the requirement for safe access to and from the development in areas at risk of flooding.


**Policy background**

Flood zone maps are available from the Environment Agency.

National Planning Policy Framework, Chapter 10:

Core Strategy Policies – CS21 (Flood risk) and CS34 (Planning application considerations)

Plymouth Plan Policy 24- Delivering Plymouth’s natural network

Plymouth Plan Policy 26- Dealing with flood risk

Plymouth Plan Policy 30- Safeguarding environmental quality, function and amenity

**Further information sources**

Advice on the content of Flood Risk Assessments for different application types, and access to essential information such as the Environment Agency flood map


Plymouth’s Strategic Flood Risk Assessment: [www.plymouth.gov.uk/floodriskassessment](http://www.plymouth.gov.uk/floodriskassessment)

Plymouth’s Plan for Managing Flood Risk

If not available contact Plymouth City Council’s Highways Contractor, Amey, on 01752 668000)

Environment Agency, Area Planning Team. Sir John Moore House, Victoria Square, Bodmin, Cornwall, PL31 1EB. The EA produce standing advice from time to time for areas at risk of flooding. Applicants are advised to check if any exists that is relevant to the proposed scheme.

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**12. Drainage Strategy**

**Drainage Report**

1. All Major developments
2. Minor developments within:
   - Flood Zone 2 or Flood Zone 3; or
   - Critical Drainage Area

Please note - this does not apply to householder applications.

**Guidance:**

A **Drainage Report** should specify the drainage approach proposed for the development and include an appropriate level of scheme design detail. This should provide justification for the strategy chosen in relation to the drainage hierarchy (para 80, National Planning Practice Guidance http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/reducing-the-causes-and-impacts-of-flooding/why-are-sustainable-drainage-systems-important/). The information submitted should specify the design standard of the scheme and contain sufficient detail to enable the assessment of the likely performance of the design. The design standard proposed should make reference to the flood risk management and drainage objectives, and standards of protection, set out in Plymouth’s Plan for Managing Flood Risk. The report should specify the maintenance standard and management arrangements that will apply for the lifetime of the development, and how this will be implemented.

The applicant should show that any flood management or water discharge consents required by the Marine Management Organisation, Environment Agency or Plymouth City Council (as Lead Local Flood Authority) have been secured or that applications are in hand.

**Policy background**

Flood zone maps are available from the Environment Agency.

National Planning Policy Framework, Chapter 10:

Core Strategy Policies – CS21 (Flood risk) and CS34 (Planning application considerations)

Plymouth Plan Policy 24- Delivering Plymouth’s natural network

Plymouth Plan Policy 26- Dealing with flood risk

Plymouth Plan Policy 44- Strategic transport and other infrastructure measures to deliver spatial strategy

**Further information sources**

Government’s non-statutory guidance on sustainable drainage technical standards

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**13. Habitats regulation assessment**

Where or when this item is required:

- Where developments might have an adverse likely significant effect on nearby European Sites.
- European Sites in the Plymouth area include: Plymouth Sound and Estuaries SAC, Tamar Estuaries Complex SPA, Dartmoor SAC, South Dartmoor Woods SAC, Blackstone Point SAC, Start Point to Plymouth Sound and Eddystone SACs.

**Guidance**
You may request screening and scoping opinions from the Local Authority. The Local Authority will consult Natural England who provides the final sign-off of the Habitats Regulation Assessment.

Policy background
Regulation 61 of the Conservation of Habitats and Species Regulations 2010: 

Further information sources
English Nature Habitats Regulations Guidance Note: 

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

14. Heritage Statement
Where or when this item is required:

Any application which affects a ‘designated heritage asset’ or its setting. Designated Heritage Assets in Plymouth are Listed Buildings, Conservation Areas, Registered Historic Parks and Gardens and Scheduled Ancient Monuments. A Heritage Statement may also be requested if the Council identifies a building or site as a ‘non-designated heritage asset’ of architectural, historic, archaeological or artistic interest during the pre-application or application process.

Guidance
The scope and degree of detail necessary in a Heritage Statement will vary according to each application, but it is expected that an acceptable Heritage Statement will contain sufficient detail to understand the history, character and significance of the building, site or area concerned (the ‘heritage asset’); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed. As a minimum, applicants will be expected to have consulted the Plymouth Historic Environment Record and other sources of relevant information, and used appropriate expertise where necessary. In the case of archaeological sites a desk-based archaeological assessment and/or field evaluation may be required. For buildings or sites of high significance it is recommended that the statement be prepared by an architectural historian, accredited conservation architect or qualified archaeologist.

Policy background
National Planning Policy Framework para. 128: 

Core Strategy Policy – CS03 (Historic environment) and CS34 (Planning application considerations)
Plymouth Plan Policy 28- Promoting Plymouth’s heritage

Relevant Area Action Plan

Further information sources
Advice on heritage assets can be found here:
www.plymouth.gov.uk/historicenvironment

www.english-heritage.org.uk/your-property/planning-advice/

Design Supplementary Planning Document:
www.plymouth.gov.uk/ldfdesignstrategies
15. Landscaping scheme

Where or when this item is required:

- New residential development comprising five units or more; or
- Buildings with a floor space of 1000 sq m or more, or
- Sites of 1 ha or more

**Guidance**

Proposals to include details of hard and soft landscaping layout and management approach

**Policy background**

Core Strategy Policies – CS02 (Design), CS18 (Plymouth’s Green Space) and CS34 (Planning application considerations)

Plymouth Plan Policy 29 - Place shaping and the quality of the built environment

**Further information sources**

Design Supplementary Planning Document: [www.plymouth.gov.uk/ldfdesignstrategies](http://www.plymouth.gov.uk/ldfdesignstrategies)

16. Accessible and Adaptable Dwellings

Where or when this item is required:

- Five new dwellings or more proposed

**Guidance**

A statement that sets out how the dwellings will comply with Part M4 (2) of Building Regulations.

**Policy background**

Core Strategy Policy – CS15 (Overall Housing Provision)

Plymouth Plan Policy 15 - Meeting local housing needs

‘Planning Obligations and Affordable Housing’ Supplementary Planning Document 2nd Review Plymouth City Council

**Further information sources**

Approved Document M: Access to and use of buildings - Volume 2: Buildings other than dwellings
http://www.planningportal.gov.uk/buildingregulations/approveddocuments/partm/adm/admvol2
17. Noise Assessment

Where or when this item is required:

- 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
- 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
- Mixed use applications comprising both noise generating and noise sensitive uses; or
- Commercial applications including extractor or cooling units in the vicinity of noise sensitive uses.

Guidance

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. Advice should be sought from the council’s Public Protection Service for individual requirements. (BS4142).

The assessment should include information about: 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; delivery times and opening hours for commercial premises within noise sensitive areas; details of waste collection for example pubs/clubs where glass collection could be noisy.

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. For pubs and clubs, consideration of location provided for smokers to prevent noise impact from patrons outside the premises.

Policy background

National Planning Policy Framework:

Core Strategy Policies – CS13 (Evening/night-time economy uses), CS22 (Pollution) and CS34 (Planning application considerations)

Plymouth Plan Policy 30 Safeguarding environmental quality, function and amenity

Further information sources

Plymouth City Council website:
www.plymouth.gov.uk/noise

18. Parking provision

Where or when this item is required:

- New dwellings, including conversions of existing dwellings
- Development involving new non-residential floor space
- Change of use
- Householder extensions that change parking provision

**Guidance**

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.

**Policy background**

Core Strategy Policies – CS02 (Design), CS28 (Local Transport Considerations) and CS34 (Planning Application Considerations)

Plymouth Plan Policy 29 - Place shaping and the quality of the built environment,

Plymouth Plan Policy 30 - Safeguarding environmental quality, function and amenity

Plymouth City Council ‘Development Guidelines Supplementary Planning Document’ Chapter 8 (Parking Standards)

**Further information sources**

Development Guidelines Supplementary Planning Document, Chapter 8: [www.plymouth.gov.uk/ldfdevelopmentguidelines](http://www.plymouth.gov.uk/ldfdevelopmentguidelines)


[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**19. Planning obligations - draft heads of terms and applicant’s details**

Where or when this item is required:

- Development thresholds for development below which negotiated infrastructure contributions are unlikely to be sought are set out in the Planning Obligations and Affordable Housing SPD 2nd Review. These are as follows:
  - Residential 15 dwellings
  - Student housing and HMOs 15 bed spaces
  - Commercial development 500 sq m gross internal floor space

- Contributions to mitigate the infrastructure impact of development will be negotiated on a case-by-case basis, and only where there is evidence of an impact and an identifiable means for mitigating that impact.

**Guidance**

An applicant who does not intend to agree to a Planning Obligation should provide a ‘Nil Return’ under this item heading. This means that the applicant wishes the application to be considered and determined on the basis that there will be no Planning Obligation. If appropriate a viability assessment should be submitted that seeks to justify the applicant’s stance. This assessment must be assessed by the Council’s own viability officer or an impartial assessor to be approved by the Council. The fees of this service to be paid by the applicant.
Where a planning obligation need is identified, applicants must submit their solicitor’s details and title deeds. These must be original and up-to-date.

**Policy background**


Core Strategy Strategic Objective 2 (Delivering the City Vision)

Core Strategy Policies – CS15 (Overall housing provision) and CS33 (Community benefits/ planning obligations)

Plymouth Plan Policy 15- Meeting local housing needs

Plymouth Plan Policy 46- Approach to development delivery and viability, planning obligations and the community infrastructure levy.

**Further information sources**

Further details and advice are available from the following link: [www.plymouth.gov.uk/planningobligations](http://www.plymouth.gov.uk/planningobligations)

For details of background calculations, please see the Planning Obligations and Affordable Housing’ Supplementary Planning Document, 2nd Review 2012: [www.plymouth.gov.uk/ldfplanningobligations](http://www.plymouth.gov.uk/ldfplanningobligations)

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

**20. Refuse disposal**

Where or when this item is required:

- All new dwellings; or
- All new industrial/commercial proposals; or
- The sale or preparation of cooked food within Use Classes: 3 (i.e. restaurants and cafes) A4 (i.e. drinking establishments), A5 (i.e. hot food takeaways).

**Guidance**

Details of size and location of waste storage should be provided to demonstrate that: 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. Storage facilities must be adequate for the proposed use. Commercial premises should also provide for prevention of litter from commercial premises.

**Policy background**

Plymouth City Council ‘Development Guidelines Supplementary Planning Document’ Chapter 6 (Refuse Storage).

**Further information sources**

Development Guidelines Supplementary Planning Document, chapter 6: [www.plymouth.gov.uk/ldfdevelopmentguidelines](http://www.plymouth.gov.uk/ldfdevelopmentguidelines)
21. Site Waste Management Plan

Where or when this item is required:
- Applications proposing development in excess of 100 dwellings or 10,000 sq m new floor space (or an equivalent combination).

Guidance

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 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.

Policy background

National Planning Policy Framework:
Core Strategy Policy – CS26 (Sustainable waste management)
Plymouth Plan Policy 27- Minimising Plymouth’s Waste
Plymouth Design SPD

Further information sources

Site Waste Management Plans: guidance for construction contractors and clients:
www.berr.gov.uk/
For guidance, also refer to:
www.constructingexcellence.org.uk//resources/publications/view.jsp?id=2568
Plymouth Design SPD:
www.plymouth.gov.uk/ldfdesignstrategies

22. Tall Buildings Report

Where or when this item is required:
- Any building that is significantly higher than its neighbours and/or recognisably changes the skyline.

Guidance

The proposals should be presented within the context of an Urban Design Study, Design and Access Statement and full EIA.

Policy background

National Planning Policy Framework:
Core Strategy Policy – CS02 (Design)
Plymouth Plan Policy 29- Place shaping and the quality of the built environment
Plymouth City Council ‘Design Supplementary Planning Document’

Further information sources
Design Supplementary Planning Document:
www.plymouth.gov.uk/ldfdesignstrategies

English Heritage and Commission for Architecture and the Built Environment (CABE) revised Joint Guidance on Tall Buildings:

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

23. Town Centre uses - retail impact assessment/ sequential test

Where or when this item is required:
1. All applications for main town centre uses that are not in an existing centre and are not in accordance with an up-to-date Development Plan will require a sequential test.

Guidance
1. The Sequential test should include a detail assessment on the availability and suitability of sequential sites in and on the edge of centres.
2. All retail proposals over 500 sq m net floor space not located within an existing centre (city centre, district or local) and not in accordance with an up-to-date development plan will require a retail impact assessment.
3. All applications for leisure and office development over 2500 sqm gross external floorspace not located within an existing centre (city centre, district or local) and not in accordance with an up-to-date development plan will require an impact assessment.

Guidance
The impact assessment should cover impact on existing, committed and planned public and private sector investment in centres and the impact on town centre vitality and viability, including consumer choice and trade in centres.

Policy background
National Planning Policy Framework:

National Planning Policy Guidance
http://planningguidance.communities.gov.uk

Core Strategy Policy – CS08 (Plymouth retail hierarchy)
Plymouth Plan Policy 41- Defining the spatial provision of retail development and main town centre uses

Further information sources
National Planning Policy Framework:

Core Strategy Strategic Objective 7 (Delivering Adequate Shopping Provision
Core Strategy Policy – CS06 City Centre
Core Strategy Policy – CS07 (Plymouth retail hierarchy)
24. Transport Statements, Transport Assessments and Travel Plans

Where or when this item is required:

- Where the proposed development has significant transport implications.

<table>
<thead>
<tr>
<th>Land use</th>
<th>Transport Statement</th>
<th>Transport Assessment/Travel Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food retail</td>
<td>&gt;2500, &lt;4000sqm</td>
<td>&gt;4000sqm</td>
</tr>
<tr>
<td>Non-food retail</td>
<td>&gt;800, &lt;1500sqm</td>
<td>&gt;1500sqm</td>
</tr>
<tr>
<td>A2 Financial/professional</td>
<td>&gt;1000, &lt;2500sqm</td>
<td>&gt;2500sqm</td>
</tr>
<tr>
<td>A3 Restaurants/cafe</td>
<td>&gt;300, &lt;2500sqm</td>
<td>&gt;2500sqm</td>
</tr>
<tr>
<td>A4 Drinking establishments</td>
<td>&gt;300, &lt;600sqm</td>
<td>&gt;600sqm</td>
</tr>
<tr>
<td>A5 Hot food takeaway</td>
<td>&gt;250, &lt;500sqm</td>
<td>&gt;500sqm</td>
</tr>
<tr>
<td>B1 Business</td>
<td>&gt;1500, &lt;2500sqm</td>
<td>&gt;2500sqm</td>
</tr>
<tr>
<td>B2 General industrial</td>
<td>&gt;2500, &lt;4000sqm</td>
<td>&gt;4000sqm</td>
</tr>
<tr>
<td>B8 Storage/distribution</td>
<td>&gt;3000, &lt;5000sqm</td>
<td>&gt;5000sqm</td>
</tr>
<tr>
<td>C1 Hotels</td>
<td>&gt;75, &lt;100 bedrooms</td>
<td>&gt;100 bedrooms</td>
</tr>
<tr>
<td>C2 Hospitals</td>
<td>&gt;30, &lt;50 beds</td>
<td>&gt;50 beds</td>
</tr>
<tr>
<td>C2 Education</td>
<td>&gt;50, &lt;150 students</td>
<td>&gt;150 students</td>
</tr>
<tr>
<td>C2 Institutional hostels</td>
<td>&gt;250, &lt;400 residents</td>
<td>&gt;400 residents</td>
</tr>
<tr>
<td>C3 Dwelling houses</td>
<td>&gt;50, &lt;80 units</td>
<td>&gt;80 units</td>
</tr>
<tr>
<td>D1 Nonresidential institutions</td>
<td>&gt;500, &lt;1000sqm</td>
<td>&gt;1000sqm</td>
</tr>
<tr>
<td>D2 Assembly and leisure</td>
<td>&gt;500, &lt;1500sqm</td>
<td>&gt;1500sqm</td>
</tr>
</tbody>
</table>

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: www.dft.gov.uk/publications/guidance-on-transport-assessment/

Guidance

National Planning Policy Framework Section 4 states that all developments which generate significant amounts of movement should be supported by a Transport Statement (TS) or a Transport Assessment...
(TA). These documents 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.

The 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.

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.

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.

A 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 how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use.

The Travel Plan should include details of targets and arrangements for monitoring.

Policy background
National Planning Policy Framework Section 4
Core Strategy Policy – CS28 (Local transport considerations), CS34 (Planning application considerations)
Plymouth Plan Policy 30- Safeguarding environmental quality, function and amenity
Plymouth Development Guidelines SPD Chapter 8 (Parking standards and travel plans):
www.plymouth.gov.uk/ldfdevelopmentguidelines

Further information sources
Guidance on transport assessments and indicative thresholds: www.dft.gov.uk/publications/guidance-on-transport-assessment
National Planning Policy Framework:
Guidance on travel planning is available from DFT:
Plymouth City Council Travel Plan guidance:
www.plymouth.gov.uk/workbasedtravelplans

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

25. Tree Survey
Where or when this item is required:
- Any proposals involving development within two metres of the canopy spread of a tree; or
- Where there are trees within the application site; or
- On land adjacent to it that could influence or be affected by the development (including street trees).
Guidance

The Tree Survey should be carried out in accordance with BS5837:2012 Trees in relation to design, demolition and construction – recommendations

Minimum information (this should be prepared by a suitably qualified and experienced arboriculturalist):

- Tree survey (in absence of pre-application discussions).
- Tree retention/removal plan.
- Retained trees and root protection areas (RPA’s) shown on proposed layout.
- Arboricultural Implications Assessment.
- Location of new tree planting

Additional information:

- Existing and proposed finished levels
- Tree protection plan
- Arboricultural method statement
- Details for all special engineering within the Root Protection Area

Policy background

British Standard BS5837:2012 Trees in relation to design, demolition and construction - Recommendations
Core Strategy Policies – CS18 (Plymouth’s green space) and CS34 (Planning application considerations)
Plymouth Plan Policy 30- Safeguarding environmental quality, function and amenity

Further information sources

Details of registered arboricultural consultants are available from the Arboricultural Association at www.trees.org.uk or alternatively phone 01794 368717.

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

26. Ventilation/Extraction Statement

Where or when this item is required:

- A3 (i.e. restaurants and cafes)
- A4 (i.e. drinking establishments)
- A5 (i.e. hot food takeaways)
- B1 (general business)
- B2 (general industrial)
- Commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying

Guidance
The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use.

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.

Elevation drawings showing the size, location and external appearance of plant and equipment will be required.

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.

Details of active odour control systems where proposed.

Odour control methods to limit the odour from waste, location of waste storage.

Policy background

National Planning Policy Framework:

Core Strategy Policies – CS22 (Pollution) and CS34 (Planning application considerations)

Plymouth Plan Policy 30- Safeguarding environmental quality, function and amenity

Plymouth Development Guidelines SPD Chapter 3 (Food and drink uses)

Further information sources

Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems, published by DEFRA:

Development Guidelines Supplementary Planning Document, chapter 3:
http://www.plymouth.gov.uk/developmentguidelinesfirstreview.htm

[Go to checklist: Householder, Full/REM, Listed Building, Advert, Outline, Tree works, Existing/Proposed LDC, Other]

27. Secured by Design Statement

Where or when this item is required:
- Major development- 10 dwellings or more proposed.
- Educational Buildings
- Major commercial developments- 1000sqm or more.

Guidance

The statement should detail how the principle and practices of the ‘Secured by Design’ are to be incorporated into the development.

This includes:

Access and movement - places with quality connections and well-defined routes, that provide convenient movement without compromising security

Structure – encouraging ‘active frontages’ and limiting access to private space

Surveillance – encouraging overlooking of public spaces by those who will take action should a crime be committed
Ownership – clearly defining where public space ends and private space begins and encouraging people to take ownership of their environment

Physical protection – ensuring buildings include appropriate physical measures to prevent crime

Activity – ensuring the level of human activity is appropriate to the location to reduce the risk of crime and increase perceptions of public safety

Management and maintenance – discouraging disorder by creating places that are well looked after with minimum cost implications.

**Policy background**

National Planning Policy Framework:

Core Strategy Policy – CS32 (Designing out crime)
Plymouth Plan Policy 12- Delivering strong and safe communities and good quality neighbourhoods
Plymouth Plan Policy 29- Place shaping and the quality of the built environment

**Further information sources**
http://www.securedbydesign.com

[Go to checklist: Full/REM, Outline.]

28. Coastal Development Statement

Where or when this item is required:
- For all coastal developments which include works adjacent to and below Mean High Water Mark

**Guidance**

Coastal developments often require consents from several bodies which all have a regulatory function such as:
- Local Planning Authority; for all works above Mean Low Water Mark;
- Marine Management Organisation for developments which extend below Mean High Water Springs.
- Environment Agency for works in parts of the estuaries or close to flood defences, also for discharges and certain industrial processes;
- Natural England for licenses relating to disturbing protected species or habitats.

In order to help streamline this complicated consenting process, Plymouth City Council has adopted the Government’s Coastal Concordat which provides a co-operative and one-stop approach for coastal development.

To deliver this, developments must provide a brief statement which includes the nature of the works, their proposed location below the high water mark and whether any other regulatory body or advisor has been contacted. It is also advised that you inform us of the proposed timescale of work.

**Policy background**

National Planning Policy Framework:

National Marine Policy Statement:
Further information sources

Guidance on the Coastal Concordat: and how to implement it are set out on the Government’s Coastal Concordat pages.

https://www.gov.uk/government/publications/a-coastal-concordat-for-england