



Information Required With Planning Applications

Advice for Applicants and Agents

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1.0 BACKGROUND

1.1 Since 2008, local authorities have been required to publish the information required with planning applications which is either mandatory (i.e. it is required by legislation, known as national validation requirements) or required by the local authority (i.e. known as local validation requirements).

Purpose of Validation Requirements

1.2 Validation requirements set out what information or evidence must be submitted with an application before it can be considered by the local authority. These requirements have the following benefits:

- They set out the scope of information required at the outset to ensure a 'fit for purpose' submission
- They enable the authority to have all the necessary information to determine the application and to draft the planning permission and conditions if appropriate.
- They minimise the need for further submission of additional information during the life of the application which avoids any unnecessary delays in the determination of applications.
- They provide applicants with certainty as to the level of information required and the likely overall cost of the application submission.
- They ensure that the appropriate information is provided with an application to assist interested parties in their consideration of application proposals.

1.3 Article 34(6)(c) of The Town & Country Planning (Development Management Procedure) (England) Order 2015 ("DMPO15") states that any information required must be:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and
- are about a matter which it is reasonable to think will be a material consideration in the determination of the application

Mendip's Validation Requirements

1.4 Mendip originally published national and local validation requirements for planning applications, following adoption by the Planning Board, in April 2008 and amended requirements were published in July 2010, June 2013 and August 2015 in accordance with Section 62(3) of the Town & Country Planning Act 1990 (as amended).

1.5 Article 11(3) of the DMPO15 requires local authorities to publish (or republish) a list of local requirements every two years, and it is therefore necessary for this Council to publish (or republish) a list of local requirements with planning applications. As the existing requirements have now expired, an interim review has taken place, in consultation with interested parties, with the aim of carrying out a more in depth review within 12 months. The following updated list of local requirements has been developed, taking into account consultation responses and changes in planning policy, guidance and legislation since 2015. These changes have been agreed by Members in accordance with a Planning Board resolution on 7th July 2010.

Validation Disputes

- 1.6 Under Article 12 of the DMPO15, where the Council writes to an applicant and requests certain information to validate an application but the applicant does not consider that such information meets the tests set out in paragraph 1.3 above, they may send a notice to the Council within 21 days from the date of the letter which must:
 - a) specify which information they consider to be unreasonable;
 - b) set out the reasons that they rely upon in holding that view; and
 - c) request the Council to waive the requirement for this information.
- 1.7 Upon receipt of such notice, the Council will either issue a 'Validation Notice' if it no longer requires the disputed information or a 'Non-Validation Notice' if the Council continues to require the information. The Council will issue a Notice within the prescribed determination period or within 7 working days of receipt if the notice is received within 7 working days before the prescribed determination period, on the final day of this period or any time after this period.
- 1.8 If a Validation Notice is issued, the Council will proceed to determine the application but if it issues a Non-Validation Notice, the Council will not determine the application and the applicant will have a right of appeal against non-determination after the prescribed period.

2.0 GENERAL ADVICE ON THE QUALITY AND SUBMISSION OF APPLICATIONS

2.1 Detailed drawings should be of a suitable standard and include all the information necessary to describe proposed development in detail and should take into account the following best practice advice.

- All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50
- A drawing list or schedule of documents being submitted must be provided
- Plans/drawings must not contain disclaimers such as “Not to Scale”, “Do Not Scale”, “Draft” or “For Information” (perspectives excepted). Drawings must be drawn true to the stated scale(s).
- 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 must have a title (eg. “existing rear elevation, proposed floor plan”) and also must have a drawing number which can then be referred to in the Plans List and any conditions of a planning permission. This also provides an opportunity make subsequent amendments if necessary.
- The orientation of elevation drawings should be identified (e.g. north, south, east, west).
- Please note that the Council is unable to print colour plans larger than A3 paper size and any colour A2, A1 or A0 plans will, if necessary, be printed in black and white. Three copies of any such colour plans should be provided if the applicant/agent would like them presented as submitted.
- For major applications¹, we require:
 - (i) Two copies of all documentation to be provided in ‘hard’ copy even if the submission is through the Planning Portal (subject to their cumulative maximum per application of 25MB).
- For all other applications, all drawings and supporting information can be submitted electronically through the Planning Portal, but they must be provided in a PDF format (other than photographs which may be submitted in JPEG format). Where a single file exceeds 2MB, it should be split into smaller files and labelled (eg part 1, part 2 etc) so that it can be easily accessed online.
- We cannot accept submissions in any other format. CDs are accepted in addition to, but not instead of, the requirements set out above. This is to ensure that information can be displayed clearly on-line and without needing to scan each document.

¹ A major application is 10 or more dwellings (or for any number of dwellings on a site measuring 0.5 or more hectares) and any other type of development proposing 1,000 or more sq m new floorspace (or for any development of a site measuring more than 1 hectare).

3.0 GOVERNMENT (LEGISLATIVE) REQUIREMENTS

Application Form

- 3.1 There are different application forms depending on the type of application submitted. Please ensure that the relevant form to your proposal is selected and read the help notes for completing the forms. The form must be fully completed in accordance with Article 7 of the DMPO15.

Ownership Certificate

- 3.2 Under Section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 14 of the DMPO15, the authority cannot consider an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed.
- 3.3 All applications for planning permission must therefore include the appropriate certificate of ownership. One ownership certificate out of A, B, C or D (which are included on the application form) 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. Please note that this means there can be more than one “owner” of the same property e.g. if there is a freehold owner and a leaseholder with a remaining lease of over 7 years.
- 3.4 It should also be noted that in the event of any part of a new development (i.e. guttering, foundations or opening windows) that overhang, cross or tie-in into a neighbouring boundary/building, ownership certificate A should not be completed. Notice should be served on the owner and an alternative certificate completed.

Serving notice on owners of land

- 3.5 Where the applicant is not the sole owner of the application site, a notice to owners must be completed and served in accordance with Article 13 of the DMPO15. If the owners of land are known, the Planning Portal’s Notice 1 template can be used to serve notice. If, however, any of the owners are unknown then notice must be given in a local newspaper using the Planning Portal’s Notice 2 template. A copy of any notice served must be submitted with the application. For further information about serving notice, please refer to the help text accompanying the relevant application form.

Agricultural Land Declaration

- 3.6 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, in accordance with Article 13 of the DMPO15.

Fee

- 3.7 A fee, set by Government, is required for the majority of planning applications and varies depending on the scale of development, site area or application type. A schedule of the current planning fees and a link to the Planning Portal’s on-line fee calculator is available on the website, based on the Town & Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) Regulations 2012 (as amended).

Location Plan

3.8 All applications must include copies of a plan which clearly identifies the land to which the application relates. This should be an ordnance survey-based map at a scale of 1:1250 or 1:2500. The development site must be clearly identified (it is recommended that the site is outlined in red) and include all land necessary to carry out the proposed development. For example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. Any other land owned by the applicant, close to or adjoining the application site, should also be clearly identified (it is recommended that any such land is outlined in blue). This is required by Article 7 of the DMPO15.

Site Plan

3.9 The site plan is required to further identify the land to which the development relates and is an ordnance survey-based map at a scale of 1:500 or 1:200 with the following:

- The scale of the plan;
- The proposed development in relation to the site boundaries and other existing buildings on the site;
- Existing trees and hedges (where they are affected);
- Vehicular access arrangements (where they are affected);
- The extent and type of any hard surfacing where this is proposed;
- Boundary treatment including walls or fencing where this is proposed.

Design and Access Statement

3.10 A Design & Access Statement explains the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. In accordance with Article 9 of the DMPO15, a Design and access statement must:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.

When a Design & Access Statement is required

3.11 Design and Access Statements are required with applications for planning permission which is for:

- Development which is major development (see footnote on page 3 of this document), or
- Where any part of the development is in a conservation area, development consisting of-

- The provision of one or more dwelling houses; or
- The provision of a building or buildings where the floor space created by the development is 100 square metres or more.
- Applications for listed building consent;

Heritage Statement

3.12 A Heritage Statement will be required for applications which would potentially affect any designated heritage assets. Designated heritage assets are buildings, monuments, or areas which have been positively identified as having a degree of significance meriting consideration in planning applications.

The statement will require an applicant to describe the significance of the heritage asset(s) affected, including any contribution made by their setting. Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. This interest may be archaeological, architectural, artistic or historic.

A Heritage Statement should also describe the likely impact of the proposed development upon that significance and any mitigation measures necessary to address the identified impact.

The level of detail necessary within the statement should be proportionate to the significance of the asset(s) and the scale of the proposed works.

4.0 MENDIP REQUIREMENTS

Air Quality Assessment

Description: Application proposals that impact upon air quality must be supported by an Air Quality Assessment providing a quantitative assessment of the following:

- The existing air quality (baseline)
- A prediction of future air quality without the development (future baseline)
- The impacts during construction (construction phase)
- A prediction of future air quality with the development (with development operational phase)

Measures to mitigate and manage impact shall be outlined as necessary. Quantitative exposure assessments shall also be carried out for sensitive development proposals where the on-site air quality may be poor.

It is important that an appropriate methodology and datasets are agreed with the Council's Environmental Protection Team before this work is undertaken. Further guidance is available within Chapter 11 of the National Planning Policy Framework, and in the [DEFRA Technical Guidance LAQM.TG\(09\)](#).

Threshold: An Air Quality Assessment is required where development proposed, only within the Parish of Frome, meets or exceeds the following thresholds:

Development type	Threshold (gross floorspace)
Retail – Food Retail	1,000m ²
Non food Office (B1)	1,000m ²
Industry (B2/B8)	2,500m ²
Residential	6,000m ² 75 units

An Air Quality Assessment is also required for the provision of any new residential accommodation within the sewage treatment works buffer zone.

Reason: To consider proposals against Policy DP8 (Environmental Protection) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.

Archaeological Assessment

Description: An Archaeological Assessment identifies that consideration has been given to the impact of a proposal on heritage assets and their settings (as described in Chapter 12 of the National Planning Policy Framework - Conserving and Enhancing the Historic Environment). An Assessment will be required where proposal are within an Area of High Archaeological Potential (Policy DP3), are likely to have an impact on a Designated heritage asset (Scheduled Monument) or where there is potential for heritage assets of archaeological interest.

It is recommended that proposals are discussed with the County Archaeologist, which in this case is South West Heritage Trust (established by Somerset and Devon County Councils), before an application is submitted to ascertain their particular requirements and the extent of information (if any) that is required. For further information, please visit www.swheritage.org.uk or call 01823 278805.

Threshold: Required for applications involving ground disturbance in areas of high archaeological potential or likely to affect a Scheduled Monument unless there is written confirmation from South West Heritage Trust that an assessment is not required.

Reason: To consider proposals against Policy DP3 (Heritage Conservation) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 12 of the National Planning Policy Framework.

Biodiversity Survey and Assessment

Description: The Local Planning Authority has a duty placed on it by the Natural Environment and Rural Communities Act 2006 (the NERC Act) to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of species protected under relevant legislation including the Conservation of Habitats and Species Regulations 2017 and the conservation of priority species and habitats under S41 of the NERC Act.

Where a proposed development is likely to affect protected species and/or s41 (NERC) priority species and habitats and or if a development is likely to have an impact on an internationally or nationally designated area (Special Protection Area (SPA), Special Area of Conservation (SAC), Site of Special Scientific Interest (SSSI), Ramsar site.), the application must be accompanied by a report which should be prepared by a suitably qualified professional ecologist and include a full assessment of the likely effects of the development, and avoidance, and or mitigation measures if applicable and enhancement measures.

Where internationally or nationally designated sites are potentially affected it is advisable for applicants to seek advice on the scope of the assessment from the Local Planning Authority's Ecologist prior to the submission of the application in these circumstances.

Further information is available in Chapter 11 of the National Planning Policy Framework, the National Planning Practice Guidance and Circular 06/2005, the Government's standing advice (<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>) and the Technical Guidance on Mendip bat SACs.

Threshold: Required where the 'yes' box is ticked under any of the three biodiversity and geological conservation questions on the application form, with an application involving the conversion/re-use of an unoccupied or empty building or where development involves alterations to a roof of a building within a designated bat zone.

Reason: To consider proposals against Policies DP5 (Biodiversity and Ecological Networks) and DP6 (Bat Protection) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.

Coal Mining Risk Assessment

Description: A Coal Mining Risk Assessment demonstrates that subsidence will not unacceptably adversely affects a proposed development or it can be satisfactorily mitigated in the design of the development and needs to include the following:

1. Site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).

2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.
3. Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.

For further information, contact The Coal Authority directly (planningconsultation@coal.gov.uk or 01623 637 119).

Threshold: Required for all non-householder development within [Mendip's Coal Mining Development High Risk Area](#) which is published on the Coal Authority's website.

Reason: To consider proposals against Policy DP8 (Environmental Protection) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.

Crime Prevention Statement

Description: Para. 55 of the National Planning Policy Framework states that crime prevention is a material consideration in determining planning applications and Section 17 of the Crime and Disorder Act 1998 imposes a legal duty on all local authorities to consider crime and disorder implications while exercising their duties and places a duty on responsible authorities to do all that they reasonably can to prevent crime & disorder in their area.

A Crime Prevention Statement must provide details of the measures incorporated within the design of new housing development which seek to design out crime. Guidance is contained in the National Planning Policy Guidance and Police advice is contained in their initiative Secured By Design at www.securedbydesign.com.

For further information, contact Steve Nickerson, Crime Prevention Design Advisor, on tel: 101 (police non-emergency number) or by email to steve.nickerson@avonandsomerset.police.uk

Threshold: Required for all major housing developments.

Reason: To consider proposals against Policy DP7 (Design and Amenity of New Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 7 of the National Planning Policy Framework.

Elevations – Existing and Proposed

Description: Existing and proposed elevation drawings are required and should be drawn to a scale of 1:50 or 1:100 and illustrate the proposed development or external changes in detail. The drawings submitted must show details of any existing building/s as well as those for the proposed development. All sides of the proposal must be shown (including partial elevations) and blank elevations must also be included; if only to show that this is in fact the case.

Threshold: Existing and proposed elevation drawings are required where a proposal involves changes to elevations, or for new buildings. Elevation drawings are not, however, required for any building that is proposed for demolition although photographs of the building/s to be demolished would be helpful and the location of any buildings to be demolished must be shown on the site plan.

Reason: Elevation drawings are required to fully assess the proposed development against Policies DP1 (Local Distinctiveness) and DP7 (Design and Amenity of New

Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapters 6, 11 and 12 of the National Planning Policy Framework .

Flood Risk Assessment

Description: A Flood Risk Assessment (FRA) must identify and assess the risks of all forms of flooding to and from the development including surface water drainage, and must demonstrate how these flood risks will be managed, taking climate change into account.

Further information about flood risk assessments is available at <https://www.gov.uk/flood-risk-assessment-for-planning-applications>

Threshold: Required with an application for new-build development located in Flood Zones 2 and 3 and all proposals for change of use resulting in uses falling within the “more vulnerable” or “highly vulnerable” use classifications as set out in the National Planning Policy Framework and the Technical Guidance on flooding.

To find out what flood zone a site is located in please use the [Environment Agency's mapping system](#) or the council's on-line maps facility. For clarification on the need for a Flood Risk Assessment, see <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

Reason: To consider proposals against Policy DP23 (Managing Flood Risk) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 10 of the National Planning Policy Framework.

Floor Plans

Description: Existing and proposed floor plans should be drawn to a scale of 1:50 or 1:100 and illustrate the internal changes in detail. The floor plan drawings submitted must show details of the existing building/s as well as those for the proposed development.

Threshold: Existing and proposed floor plans are required in all cases where a proposal involves a change to floor plans, new development, change of use and conversion.

Reason: Floor plans are required to understand the internal layout of development, clarify what the proposed development is seeking to achieve and, where appropriate, how the internal layout affects the elevations. This enables consideration of a proposal against Policy DP7 (Design and Amenity of New Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 7 of the National Planning Policy Framework).

Foul/Non-Mains Drainage Assessment

Description: Where connection to the mains sewer is not practical, it must be clearly demonstrated that discharging wastewater into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability).

Further guidance is contained in the National Planning Practice Guidance at: <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

Threshold: Required for any proposal involving non-mains foul drainage.

Reason: To consider proposals against Policy DP8 (Environmental Protection) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.

Land Contamination Assessment

Description: A Land Contamination Assessment is an investigation of ground conditions where a site has previously been used in a way that may have led to ground contamination.

Where contamination is known or suspected or the proposed use would be particularly vulnerable, a Land Contamination Assessment must be submitted in the form of a preliminary risk assessment which examines the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. In some cases it will be sufficient for preliminary risk assessments to be desk-based reviews of available information including a conceptual model and coupled with site 'walkovers'. In other cases it may be necessary to carry out exploratory site investigations such as surface soil sampling or ground gas monitoring. For known heavily contaminated sites a Land Contamination Assessment must be submitted in the form of a quantitative risk assessment. Where a site is affected by contamination or land stability issues, responsibility for securing safe development rests with the developer and/or landowner.

Further information on contaminated land and its relationship with the planning system is contained in Chapter 11 of the National Planning Policy Framework.

Threshold: Required for all developments on land where previous uses of the site or immediate surrounding land are likely to have caused ground contamination, and for any application where the 'yes' box is ticked under any of the three contaminated land questions on the application form.

Reason: To consider proposals against Policy DP8 (Environmental Protection) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.

Landscape and Visual Impact Assessment

Description: A Landscape and Visual Impact Assessment ("LVIA") considers the impact of a proposed development in the landscape. Understanding the character quality and value of the landscape determines the sensitivity of that landscape to accommodate change through development. The sensitivity of receptors (people) to changes in view is dependent upon the activity, location and nature of the view experienced. People engaged in outdoor sports or occupiers of commercial buildings are considered to be of low sensitivity, with road users, footpath users and views from upper storeys of residential properties of medium sensitivity. Residents experiencing views from principal rooms and people visiting well-known beauty spots are considered of high sensitivity to change.

Further information can be obtained from the Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Assessment in 2013 although this is not available for downloading so would either need to be purchased on-line, or a suitably qualified landscape professional would need to be commissioned.

Threshold: Required for all developments in the countryside which are likely to have a significant visual impact within the landscape, and for any major applications in the setting of an Area of Outstanding Natural Beauty. An LVIA is required for applications for wind turbines where their overall height would exceed 15 metres and where Environmental Impact Assessment is required.

Reason: To consider proposals against Policies DP4 (Mendip's Landscapes) and DP7 (Design and Amenity of New Development) of the Mendip District Local Plan

Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.

Levels and Sections

Description: Existing and proposed site levels and sections should be drawn to a scale of 1:100 or 1:200 and show how the site and finished floor levels of a proposed development relates to existing site levels and adjacent development. It is, however, recognised that it may not be possible to survey land beyond the applicant's control.

Threshold: Sections and levels plans are required where a proposal involves changes to site or floor levels.

Reason: Sections and levels plans are required to understand any changes to site and floor levels and assess any impacts in accordance with Policy DP7 (Design and Amenity of New Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 7 of the National Planning Policy Framework).

Lighting Assessment

Description: A Lighting Assessment assesses the impact of artificial lighting and must include details of all external lights and when they will be used. These details shall include a layout plan with beam orientation and a schedule and specification of the equipment, including lighting levels at or beyond the site boundaries. The reason for any lighting should be clearly explained.

Further information is available in the National Planning Practice Guidance available at <https://www.gov.uk/guidance/light-pollution>. Useful guidance is also available in the Institute of Lighting Professionals' publication 'Guidance for the reduction of obtrusive light' at <https://www.theilp.org.uk/documents/obtrusive-light/>. The advice is applicable in towns as well as the countryside.

Threshold: Required for any development that involves the installation of non-domestic lighting.

Reason: To consider proposals against Policies DP4 (Mendip's Landscapes), DP5 (Biodiversity and Ecological Networks) and DP7 (Design and Amenity of New Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapters 7 and 11 of the National Planning Policy Framework.

Noise Assessment

Description: Application proposals that generate noise or disturbance, or are for residential development next to existing noise or disturbance generating developments must be supported by a Noise Impact Assessment. Further guidance is provided in the National Planning Policy Framework, Chapter 11.

It is highly recommended that a methodology is agreed with the Council's Environmental Protection Team before a Noise Assessment is undertaken.

Threshold: Required for new development falling within Use Classes A3 (restaurants and cafes), A4 (drinking establishments), A5 (hot food takeaways), B2 (General Industrial) and B8 (Storage and Distribution) which lies adjacent to existing residential properties.

A Noise Assessment is also required for new residential development which lies adjacent to the above uses, or adjacent any other source of noise (e.g. A Roads, railways...etc.).

If there are any doubts, please contact the Council's Environmental Protection Team email: env-health@mendip.gov.uk or Tel: 0300 303 8588

Reason: To consider proposals against Policy DP8 (Environmental Protection) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.

Parking and Access Arrangements

Description: Existing and proposed parking and cycle storage provision, manoeuvring space within the site and access arrangements for vehicles and pedestrians must be shown on the site plan and annotated where appropriate.

Parking space requirements and standards are set out in Somerset County Council's Parking Strategy (2013), available to view online at

<http://www.somerset.gov.uk/policies-and-plans/strategies/transport-strategy/>

Developers for more than one dwelling are encouraged to provide a schedule of parking spaces for plots and visitors to demonstrate compliance with the Strategy and development plan policy.

Threshold: Any development which results in the loss of existing parking spaces or requires parking spaces in accordance with County's Strategy, or where a development involves new or altered vehicular, pedestrian and cycle access.

Reason: To consider the proposals against Policy DP10 (Parking Standards) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 4 of the National Planning Policy Framework.

Pre-Application Consultation Statement (Wind Turbines)

Description: Section 61W of the Town & Country Planning Act 1990 (as inserted by the Localism Act 2011) requires compulsory pre-application consultation with the local community for new wind turbines. The Statement must include details of how the applicant has complied with Section 61W(1), any responses to the consultation that were received by the applicant and the account taken of those responses by the applicant.

Threshold: Required with any application involving development the installation of more than 2 turbines or if the hub height of any turbine exceeds 15 metres.

Reason: To comply with the requirements of Section 61W of the Town & Country Planning Act 1990 (as amended).

Resource Efficiency Statement

Description: The National Planning Practice Guidance confirms that planning should promote an efficient use of natural resources and the National Planning Policy Framework states that local planning authorities should expect new development to take account of landform, layout, building orientation, massing and landscaping to minimise energy consumption.

A Resource Efficiency Statement should therefore demonstrate that new development has been designed to reduce energy use in new buildings and increasing resilience to changes in the climate. This should include consideration of passive solar design where the siting and design of buildings maximise the use of the sun's energy for heating and cooling, and how the layout and design of buildings and planting can reduce energy and water use and mitigate against flooding, pollution and overheating. A questionnaire that prompts consideration of measures

to conserve resources is available at http://www.mendip.gov.uk/CHttpHandler.ashx?id=17017&p=0 (pages 6 and 7)
Threshold: Required with application for new-build dwellings and any new-build commercial development with over 500 square metres of gross floor space.
Reason: To consider proposals against Policy DP7 (Design and Amenity of New Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 10 of the National Planning Policy Framework..
Rural Worker Dwelling Appraisal
Description: A Rural Worker Dwelling Appraisal is an assessment of how a proposal for a new agricultural, forestry or other occupational dwelling in the countryside would accord with the advice contained in paragraph 55 of the National Planning Policy Framework. Any application that proposes the removal of an occupancy-restricted condition on an agricultural, forestry or other occupational dwelling in the countryside must provide evidence to demonstrate that the condition is no longer necessary and include full details about the nature and extent of any marketing carried out.
Threshold: Required for any application proposing a new agricultural, forestry or other occupational dwelling in the countryside, or for any application proposing the removal or variance of an occupancy-restricted condition on a planning permission for a dwelling in the countryside.
Reason: To consider proposals against Policy DP13 (Accommodation for Rural Workers) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 6 of the National Planning Policy Framework
Sports Provision Assessment
Description: An assessment is required where a proposed development affects sporting provision.
Further information is available on Sport England's website at: https://www.sportengland.org/facilities-planning/planning-for-sport/development-management/
Threshold: Required for any application that affect playing field land or other existing sporting provision, proposals for new or enhanced sporting provision or significant residential development (+300 new dwellings)
Reason: To consider proposals against Policy DP16 (Open Space and Green Infrastructure) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 8 of the National Planning Policy Framework
Structural Survey
Description: A Structural Survey investigates the suitability of a building for re-use and must accurately detail the physical condition of existing buildings and the extent of demolition, re-building and repair required as part of any conversion works. Drawings must include scaled sections and coloured or hatched plans identifying building fabric to be demolished, rebuilt or repaired.
Threshold: Required for any applications involving the conversion of buildings to residential, commercial or tourism use where the conversion is dependant on the substantial retention and re-use of the existing structure. Where alteration/demolition is proposed this must be clearly shown on the floor plans and elevations of the proposal and be cross referenced in the Structural Survey.

A Structural Survey is also required for any application involving demolition of the whole or part of a listed building or building in a conservation area where such demolition is sought for reasons of structural safety/instability.

Reason: To consider proposals against Policies DP3 (Heritage Conservation) and DP22 (Re-use and Conversion of Rural Buildings) of the Mendip District Local Plan (adopted December 2014) and Chapters 3, 6 and 12 of the National Planning Policy Framework.

Sustainable Drainage Strategy (SuDS)

Description: The sustainable drainage strategy should address the issue of surface water runoff onto and off the site. It can be combined with the Flood Risk Assessment if one is required for the site.

If should:

- Identify pre-development overland flow paths and surface water drainage.
- Calculate pre-development run-off rates and volumes
- State how the SuDS hierarchy is being complied with and give justification for any departure.
- Design calculations to demonstrate conformity with the design criteria for the site for peak flow and volume control.
- Plan demonstrating flooded areas and flow paths for exceedance events.
- Provide information above the measures taken to prevent pollution of the
- Receiving groundwater and/or surface waters.
- A management and maintenance plan for the lifetime of the development.
- Somerset County Council is the Local Lead Flood Authority (LLFA). Enquiries should be sent to llfa@somerset.gov.uk .

Threshold: A Sustainable Drainage Strategy is required with all applications for major development, that is:

1. Residential development of 10 dwellings or more or residential development with a site area of 0.5 hectares or more where the number of dwellings is not yet known.
2. Non-residential development where the total floor space to be created is 1000 square metres or more or where the floor area is not yet known, a site area of 1 hectare or more.

Reason: To consider proposals against Policy DP23 (Managing Flood Risk) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 10 of the National Planning Policy Framework.

Town Centre Sequential Assessment

Description: A Town Centre Sequential Assessment is an assessment of the availability, suitability and viability of sites within or on the edge of existing town centre areas (defined on the Local Plan proposals maps) to accommodate a proposed main town centre use developments defined in Annex 2 of the NPPF outside the town centre area.

The requirement for a Sequential Assessment is contained in local plan policies and the advice in the National Planning Policy Framework.

Threshold: Required for planning applications for main town centres uses defined in Annex 2 of the NPPF (Use Classes A1-5, C1 and D2) that are not in an existing town centre area (defined on the Local Plan proposals maps) except for small scale development in rural areas.

A Town Centre Sequential Assessment is also required for planning applications for extensions to main town use premises outside town centre areas where the gross floor space of the proposed extension exceeds 200 square metres.

Reason: To consider the proposals against Chapter 2 of the National Planning Policy Framework.

Town Centre Impact Assessment

Description: A Town Centre Impact Assessment is an assessment of the impacts of a proposed retail and leisure development against tests set out in local plan policies and the advice in the Chapter 7 of the National Planning Policy Framework.

Threshold: Required for planning applications for any retail and/or leisure development over 2,500 square metres gross floor space, regardless of location. A Town Centre Impact Assessment is also required for retail and/or leisure developments below 2,500 square metres gross floor space outside an existing town centre area (defined on the Local Plan proposals maps).

Reason: To consider proposals against Chapter 2 of the National Planning Policy Framework.

Transport Assessment/Statement

Description: The National Planning Policy Framework states that all developments that generate significant amounts of movement should be supported by a Transport Assessment or Statement. This will be used to assess whether opportunities for sustainable transport modes have been taken up, that safe and suitable access to the site can be achieved for all people, and that any improvements required to the transport network would limit the significant impacts of development.

In some cases, the transport issues arising out of development proposals may not require a full Transport Assessment to inform the process adequately and identify suitable mitigation. In these instances, it has become common practice to produce a simplified report in the form of a Transport Statement. This will be appropriate where it is agreed that the transport issues arising out of development proposals are limited and a full transport assessment is not required.

Further information about Transport Assessments and Statements are contained in the National Planning Practice Guidance at <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Developers are encouraged to seek pre-application advice from Somerset County Council (being the Local Highway Authority) to discuss a Transport Assessment or Statement for a particular development. Enquiries should be emailed to highwaysdevelopmentcontrol@somerset.gov.uk .

Threshold: A Transport Assessment or Transport Statement is required where a threshold contained in Annex B of the Government's 'Guidance on Transport Assessment – March 2007' is exceeded. This publication has been superseded by the Government but adopted by Somerset County Council as their local guidance for transport assessment, and is available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263054/guidance-transport-assessment.pdf .

Reason: To consider the proposals against Policy the DP9 of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 4 of the National Planning Policy Framework.

Travel Plan

Description: A Travel Plan is a package of measures produced by an applicant to encourage people to use alternatives to single-occupancy car-use. A Travel Plan must:

1. Consist of an identifiable site audit review, action plan of measures (including physical measures off-and on-site and within the building itself), and monitoring strategy with modal share targets, prepared with reference to Somerset County Council's guidance material available at <http://www.somerset.gov.uk/policies-and-plans/plans/new-developments/planning-guidance/>
2. Relate to all intended trips to and from the site which include travel to work, business travel, deliveries, and travel undertaken by visitors/guests/customers/patrons/patients.

It is recommended that a travel plan be the subject of pre-application discussions with relevant parties including the Travel Plan Coordinator at Somerset County Council.

Threshold: A Travel Plan is required where development meets or exceeds the following thresholds:

Development type	Threshold (gross floorspace)
Retail – Food	800m ²
Retail - Non food Class B1	1,500m ²
Class B2	1,500m ²
Class B8	2,500m ²
Residential	5,000m ² 50 units

For development which falls below these thresholds, a travel plan may be required by a planning condition. For clarification on the need for a travel plan, please contact Somerset County Council.

Reason: To consider the proposals against Policy DP9 of the Mendip District Local Plan (Transport Impact of New Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 4 of the National Planning Policy Framework.

Tree Survey/Arboricultural Statement

Description: Where an application involves works that may affect any trees within the site or on adjacent land, the species, spread, roots and position of trees must be shown accurately on the site plan. Information must also be provided on the health of the trees. Proposals must indicate any trees which are to be felled or affected by the proposed development. The location of any trees on adjacent land that may be affected by the application should also be shown. A Statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary.

British Standard 5837:2012 gives recommendations and guidance on the principles to be applied to achieve a satisfactory juxtaposition of trees, including shrubs, hedges and hedgerows, with structures. It follows, in sequence, the stages of planning and implementing the provisions which are essential to allow development to be integrated with trees. This standard recognises that there can be problems of development close to existing trees which are to be retained, and of planting trees close to existing or proposed structures. The British Standard is not available for

downloading so would either need to be purchased on-line, or a suitably qualified arboricultural professional would need to be commissioned.

Threshold:

Outline or full applications

Where there are protected or unprotected trees with a stem/trunk diameter greater than 75mm when measured at 1.5m above ground level within the application site or on adjacent land that would influence or be affected by a proposed development, detailed information must be submitted in accordance with British Standard 5837: 2012 'Trees in relation to construction'. This information must include a full Tree Survey, an Arboricultural Impact Assessment (AIA), Proposed Pre-development Tree Work and a Tree Protection Plan in accordance with British Standard 5837: 2012.

Householder applications

Detailed information in accordance with British Standard 5837:2012 is only required if any of the trees affected by a householder proposal are in a Conservation Area or covered by a Tree Preservation Order.

Hedges

British Standard 5837:2012 only relates to trees so the presence of hedges on an application site does not require such a Survey/Assessment. Any hedges should, however, be shown on the site plan and the impact of development on hedges should be identified.

Reason: To consider the proposals against Policies DP1 (Local Distinctiveness) and DP7 (Design and Amenity of New Development) of the Mendip District Local Plan Part I (adopted December 2014) and Chapters 7 and 11 of the National Planning Policy Framework.

Ventilation and Extraction Statement

Description: A Ventilation and Extraction Statement must include details of the position and design of any ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.

Threshold: Required for any applications proposing a use within Classes A3 (restaurants and cafes), A4 (drinking establishments), A5 (hot food takeaways), any retail, business, industrial, leisure or other development which requires the provision of ventilation or extraction equipment, or any proposal which includes the installation of air conditioning units.

Reason: To consider the proposals in accordance with Policy DP8 (Environmental Protection) of the Mendip District Local Plan Part I (adopted December 2014) and Chapter 11 of the National Planning Policy Framework.