

# Application for Outline Planning Permission – Some Matters Reserved

## Information Required

<p><b>Copies of the Application</b></p> <p><b>For major applications</b>, we require 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).</p> <p><b>For all other applications</b>, all drawings and supporting information can be submitted electronically through the Planning Portal. If they are submitted in paper form then two hard copies of all documentation is required.</p>	
<p><b>Application Form</b></p> <p>The ‘Outline Application for Planning Permission – Some Matters Reserved’ form must be fully completed.</p>	
<p><b>Application Fee</b></p> <p>Please use the <a href="#">Planning Portal Fee Calculator</a> or the <a href="#">Schedule of Fees</a> to determine the appropriate fee. The planning fee can be paid online where an application is submitted through the Planning Portal. Otherwise, the fee can only be paid by cheque or postal order, made payable to Mendip District Council. A reason should be provided if no fee is paid or the application may otherwise be invalidated if it is not clear why no fee is paid.</p>	
<p><b>Location Plan</b></p> <p>A map at a scale of 1:1250 or 1:2500 to clearly identify the location and boundaries of the application site. The site should be identified (recommended outline in red) and must 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 related open areas around buildings. It is helpful if any other land owned by the applicant, close to or adjoining the application site, is also identified on the plan (recommended outline in blue). A location plan can be obtained from The Planning Portal at <a href="http://www.planningportal.gov.uk/planning/applications/plans">http://www.planningportal.gov.uk/planning/applications/plans</a>.</p>	
<p><b>Site Plan</b></p> <p>A map at a scale of 1:500 to clearly identify the position of new development within the application site. A Site Plan can be obtained from <a href="http://www.planningportal.gov.uk/planning/applications/plans">http://www.planningportal.gov.uk/planning/applications/plans</a>.</p>	
<p><b>Design &amp; Access Statement</b></p> <p>A Design and Access Statement is required with an application for planning permission for:</p> <ul style="list-style-type: none"> <li>• Development which is major development, or</li> <li>• Where any part of the development is in a conservation area, development consisting of-             <ul style="list-style-type: none"> <li>○ The provision of one or more dwellinghouses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 1000 square metres or more.</li> </ul> </li> </ul> <p>A Design and Access Statement must:</p> <ul style="list-style-type: none"> <li>• Explain the design principles and concepts that have been applied to the development;</li> <li>• Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> <li>• Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;</li> <li>• 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</li> </ul>	

<ul style="list-style-type: none"> <li>• Explain how any specific issues which might affect access to the development have been addressed.</li> </ul>	
<p><b>Heritage Statement</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p><b>Outline Information</b></p> <p>The following information is also required, regardless of whether access is a reserved matter:</p> <ul style="list-style-type: none"> <li>• The area or areas where access points to the development proposed will be situated.</li> </ul>	
<p><b>Elevations (Existing and Proposed)</b></p> <p>Drawings to a scale of 1:50 or 1:100 that accurately show all elevations of the proposed building/s where 'appearance' is not reserved for subsequent approval.</p>	
<p><b>Floor Plans (Existing and Proposed)</b></p> <p>Drawings to a scale of 1:50 or 1:100 that accurately show the internal floor plans of the proposed building/s where 'appearance' is not reserved for subsequent approval.</p>	
<p><b>Levels and Sections (Existing and Proposed)</b></p> <p>Drawings to a scale of 1:100 or 1:200 that illustrate the existing and proposed ground levels where the proposal involves changes to ground levels.</p>	
<p><b>Air Quality Assessment</b></p> <p>An assessment of the existing and predicted air quality and measures that can be taken to mitigate and manage the impact of the proposed development on air quality.</p> <p>An Air Quality Assessment is required with an application for retail (1000 sqm+), office (2,500 sqm+), industrial (6,000 sqm+) and residential (75+ units) development in Frome. An assessment is also required for proposed residential accommodation within a sewage treatment works buffer zone identified in the Local Plan.</p>	
<p><b>Archaeological Assessment</b></p> <p>An assessment of the impact of a proposal upon any features of archaeological interest or importance is required with an application for development involving ground disturbance within or in close proximity to an area of high archaeological potential or scheduled ancient monument.</p>	
<p><b>Biodiversity Survey and Assessment</b></p> <p>A survey of protected species and an assessment of the impact of a proposal development upon any protected species is required with an application 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..</p>	

<p><b>Coal Mining Risk Assessment</b>  An assessment to demonstrate that subsidence will not unacceptably affect a proposed development, or it can be satisfactorily mitigated in the design of the development, is required with an application for non-householder development within <u>Mendip's Coal Mining Development High Risk Area</u>.</p>	
<p><b>Crime Prevention Statement</b>  A statement explaining the measures incorporated into a scheme which seek to design out crime is required with an applications for full planning permission or reserved matters approval for major housing development (10+ dwellings or development of a site of 0.5+ hectares).</p>	
<p><b>Flood Risk Assessment</b>  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. A FRA is 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.</p>	
<p><b>Foul/Non-Mains Drainage Assessment</b>  An assessment to explain why a development will not or cannot dispose of foul sewage to mains drains and how the alternative means of disposal is satisfactory is required with an application for a proposal which involves non-mains foul drainage.</p>	
<p><b>Land Contamination Assessment</b>  An assessment of ground conditions where a site has previously been used in a way that may have led to ground contamination, and the suitability of these ground conditions for the proposal development (including details of remediation where necessary). An assessment is required with an application for 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.</p>	
<p><b>Landscape and Visual Impact Assessment</b>  A detailed assessment of the impact of a proposed development in the landscape is required with an application for development in the countryside which is likely to have a significant visual impact upon 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, or where Environmental Impact Assessment is required.</p>	
<p><b>Lighting Assessment</b>  An assessment of the impact of lighting upon the character of an area and nearby residential properties is required with an application for non-domestic development which includes external lighting.</p>	
<p><b>Noise Assessment</b>  An assessment of the noise generated by a proposed development, and any measures required to mitigate the impact of the noise generated, is required with an application for the establishment of new premises 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, and for new residential development which lies adjacent to these uses or any other major source of noise (e.g. A Roads and railway lines).</p>	

<p><b>Open Space Assessment</b></p> <p>An assessment to demonstrate that any public open space that would be lost as a result of a proposed development is surplus to requirements, including details of any consultation carried out with the local community and any alternative provision that is being offered, is required with an application which involves the loss of public open space.</p>	
<p><b>Parking and Access Arrangements</b></p> <p>The location of any parking spaces being provided or lost, and details of any new or altered vehicle access, needs to be shown on the Site Plan.</p>	
<p><b>Pre-Application Consultation Statement (Wind Turbines)</b></p> <p>A statement detailing the compulsory pre-application community consultation with any applications for 2 turbines or if the hub height of any turbine exceeds 15 metres. The statement must also set out how the consultation requirements have been met, any responses to the consultation that were received by the applicant and the account taken of those responses by the applicant.</p>	
<p><b>Resource Efficiency Statement</b></p> <p>A statement should 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 <a href="http://www.mendip.gov.uk/CHttpHandler.ashx?id=17017&amp;p=0">http://www.mendip.gov.uk/CHttpHandler.ashx?id=17017&amp;p=0</a> (pages 6 and 7)</p>	
<p><b>Rural Worker Dwelling Appraisal</b></p> <p>An appraisal of why there is an essential need for a rural worker to live permanently at or near their place of work in the countryside is required with an application for a new rural workers dwelling in the open countryside. An appraisal is also required with an application to remove an occupancy-restricted condition on an agricultural, forestry or other dwelling in the countryside and needs to demonstrate why the condition is no longer necessary, including full details of the nature and extent of any marketing carried out for the dwelling.</p>	
<p><b>Sports Provision Assessment</b></p> <p>An assessment of sporting provision is required with any application that affects playing field land or other existing sporting provision, proposals for new or enhanced sporting provision or significant residential development (+300 new dwellings).</p>	
<p><b>Structural Survey</b></p> <p>A survey of the physical condition of a building and the extent of demolition, re-building and repair is required with an application involving the conversion of rural and/or historic buildings to residential or tourism use.</p>	
<p><b>Sustainable Drainage Strategy (SuDS)</b></p> <p>A Sustainable Drainage Strategy is required with an application for new major development and must 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.</p>	
<p><b>Town Centre Sequential Assessment</b></p> <p>An assessment of the availability, suitability and viability of sites within or on the edge of existing town centre areas identified in the local plan is required with an application for a main town centre use (broadly uses falling within Classes A1-5, C1 and D2) in an urban area outside the town centre area.</p>	

<p><b>Town Centre Impact Assessment</b></p> <p>An assessment of the impact of a proposal on existing, committed and planned public and private investment in the town centre, and on town centre vitality and viability, is required with an application for retail, leisure and office development over 2,500 square metres gross in urban areas outside the defined town centre area.</p>															
<p><b>Transport Assessment/Statement</b></p> <p>An assessment of 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. An assessment or statement is required with any application for development that exceeds the thresholds contained in Annex B of the Government's Guidance on Transport Assessment (which has been adopted by Somerset County Council as local guidance).</p>															
<p><b>Travel Plan</b></p> <p>A package of measures that encourages people to use alternatives to single-occupancy car-use is required with an application for development that meets or exceeds the following thresholds:</p> <table border="1" data-bbox="97 792 845 1050"> <thead> <tr> <th><u>Development type</u></th> <th><u>Threshold (gross floorspace)</u></th> </tr> </thead> <tbody> <tr> <td>Retail – Food</td> <td>800m<sup>2</sup></td> </tr> <tr> <td>Retail - Non food</td> <td>1,500m<sup>2</sup></td> </tr> <tr> <td>Class B1</td> <td>1,500m<sup>2</sup></td> </tr> <tr> <td>Class B2</td> <td>2,500m<sup>2</sup></td> </tr> <tr> <td>Class B8</td> <td>5,000m<sup>2</sup></td> </tr> <tr> <td>Residential</td> <td>50 units</td> </tr> </tbody> </table>	<u>Development type</u>	<u>Threshold (gross floorspace)</u>	Retail – Food	800m <sup>2</sup>	Retail - Non food	1,500m <sup>2</sup>	Class B1	1,500m <sup>2</sup>	Class B2	2,500m <sup>2</sup>	Class B8	5,000m <sup>2</sup>	Residential	50 units	
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<p><b>Tree Survey/Arboricultural Statement</b></p> <p>A Tree Survey, Arboricultural Impact Assessment, Proposed Pre-development Tree Work and a Tree Protection Plan in accordance with BS 5837:2012 is required with an application for development that would affect any protected or unprotected trees with a stem/trunk diameter greater than 75mm (when measured at 1.5m above ground level).</p>															
<p><b>Ventilation and Extraction Statement</b></p> <p>A statement with details of the position and design of any ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, is required with an application for new premises falling in 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.</p>															