

GLOUCESTER CITY COUNCIL: DRAFT REVISED LOCAL LIST FOR PLANNING APPLICATIONS

Consultation document, March 2018

This list is in three parts:

Part A sets out the statutory national requirements for all applications. Planning applications submitted without any one of the listed items are likely to be invalidated. Plans marked “not to scale” or “do not scale” will not be registered. Applicants will be informed in writing of where the application is deficient and the timescale within which it should be provided.

Part B provides a list of additional local requirements. These requirements will need to be met in particular circumstances and will be dependent on factors such as site location, characteristics of the site, the scale and nature of the development and national and local policy requirements. They will not necessarily be required in every case. Indicative thresholds are therefore included to guide applicants where appropriate.

Part C will contain summary checklists for the main application types e.g.. householder (works or extensions to a dwelling) and full applications (for residential and commercial development).

Part A	Information Required –Statutory National Requirements
<p>A list of national mandatory documents can be found on the government’s Planning Portal and are summarised as follows;-</p> <ul style="list-style-type: none">• The standard application form• Location plan to a scale of 1:1250 or 1:2500 – which shows the site area and its surrounding context which can be purchased online from one of the Planning Portal's accredited suppliers either as part of the application process, or separately, and then attached to the application.• Site Plan (sometimes known as a block plan) to a scale of 1:500 – which shows the proposed development in detail and can be purchased from one of the Portal’s three accredited suppliers.• An ownership certificate A, B, C or D must be completed stating the ownership of the property.• Agricultural holdings certificate – this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.• A Design and Access statement (if required) – this should outline 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. Find out more about design and access statements [here](#).

- The correct application fee.

Part B Information Required –Local Validation Requirements

These requirements are set by the Local Planning Authority i.e. Gloucester City Council. The documents you will need to provide will vary, depending on your proposal and the site location.

	Information Required	Policy Drivers	When Required and Detailed Guidance
1	Affordable Housing Statement	NPPF paras 47-54, 159, 173-177 Joint Core Strategy Policies SD11 and SD 12	Required if the proposal is for 11 dwellings or more or sites with a maximum combined floorspace greater than 1000 square metres. The information submitted with the application shall include details of the number, type, mix, size (including the number of bedrooms and bedspaces) and tenure of residential units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should demonstrate how the proposal addresses the requirements of JCS Policy SD12 and include draft heads of terms for the provision of affordable housing to be secured by a S106 legal agreement. If the application does not provide for the full affordable housing requirement, a viability assessment will be required.
2	Agricultural, Forestry or Occupational Worker Dwelling Justification	NPPF paras NPPF para 55 Joint Core Strategy Policy SD10	Any applications proposing new agricultural, forestry or other occupational workers dwellings in open countryside or to remove occupancy conditions on existing dwellings. Appraisals for new agricultural workers dwellings should include functional and financial evidence to demonstrate that there is a need for a permanent dwelling and that there are no suitable dwellings available in the locality. Such appraisal to be carried out by a suitably qualified person. Removal of condition applications require evidence to show that there is no long term need for an

			agricultural workers dwelling in the locality. It is anticipated that this would include evidence that the dwelling has been appropriately marketed for at least 12 months.
3	Air Quality Assessment	NPPF paras 109, 120, 124 Joint Core Strategy Policy SD14	<p>Likely to be required for:</p> <ul style="list-style-type: none"> • Any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more within or adjoining an air quality management area (AQMA) • Proposals that would lead to an increase in congestion or HGV movements, include significant amounts of car parking, emit dust • Proposals that introduce “sensitive receptors” e.g. dwellings, schools, hospitals, into an area of poor air quality <p>There are three AQMA’s at Barton Street, Priory Road and Painswick Road. Further details on: Gloucester AQMA's</p> <p>Further information is available in the National Planning Practice Guidance NPPG Air Quality</p> <p>For information on whether an Air Quality Assessment should be submitted with your proposal you are advised to seek pre-planning application advice</p>
4.	Bin Store	Joint Core Strategy Policy SD4, SD14	<p>All proposals involving development that would require bin storage, including all new dwellings.</p> <p>Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify collection points. Drawings should be at a scale of 1:100,1:200 or 1:500 depending on size of development and context.</p> <p>Further guidance is available on: Waste minimisation SPD Minor Development waste minimisation leaflet</p>
5	Biodiversity Survey and Report	NPPF paras 109, 113-114, 117-119. Joint Core Strategy Policies	Required if an important wildlife site, habitat, natural feature or species could be affected by the proposal.

		SD9, INF4	
6	Condition Survey	NPPF paras 128, 130, 133 Joint Core Strategy Policy SD8	Applications for planning or listed building consent where partial or total demolition is proposed a detailed condition survey will be required, together with, details of efforts to retain the asset in use e.g. marketing information The survey/report should be prepared by an appropriately qualified specialist familiar with heritage assets.
7	Daylight/Sunlight Assessment	NPPF para 17 Joint Core Strategy Policies SD4, SD14	Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space Any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development. Further information can be found in the BRE guidance, "Site Planning for Daylight and Sunlight: a guide to good practice". BRE Guidance
8	Drainage Strategy Including SuDS (Sustainable Urban Drainage Systems)	NPPF paras 94, 99-104, 192 Joint Core Strategy Policies SD4, SD14, INF2, INF3, INF6, INF7	Required for any application that has surface water implications. The drainage strategy must demonstrate that: (a) suitable consideration has been given to surface water drainage; (b) appropriate arrangements for attenuating surface water run-off as close as possible to its source can be accommodated within the site; and (c) issues of ownership and maintenance are addressed. Further guidance is available on Gloucester County Council SuDS Design & Maintenance Guide Gloucester City Council SuDS Guide CIRIA SuDS Manual (C753)
9	Energy Statement	NPPF paras 17, 109, 110, 124, 125 Joint Core	Required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more. The Energy Statement shall indicate the methods used to calculate predicted annual energy demand

		Strategy Policy SD3	and associated annual Carbon Dioxide (CO ₂) emissions the calculations used to determine the renewable energy requirements based on the annual CO ₂ emissions.
10	Environmental Impact Assessment	NPPF para 192 Town & Country Planning (EIA) Regulations 2017	Required for any proposal that is a 'Schedule 1' or some proposals that are 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Prior to making an application for a development in Schedule 2, applicants are strongly advised to apply for a Screening Opinion to determine whether the proposal requires an environmental impact assessment.
11	Flood Risk Assessment/Drainage Strategy	NPPF paras 94, 99-104, 192 Joint Core Strategy Policies SD4, SD14, INF2, INF3, INF6, INF7	<p>A Flood risk assessment (FRA) is required for planning applications for:</p> <ul style="list-style-type: none"> • Any development of 1 hectare or greater in Flood Zone 1. • All proposals for Development in Flood Zones 2 and 3 • Areas within flood zone 1 which are affected other sources of flooding, e.g. critical drainage problems, reservoirs etc. <p>Information on Flood Zones within Gloucester may be found on the Environment Agency's web site: Environment Agency Flood Maps</p> <p>Information on the implications flood zones and flood risk vulnerability classifications can be found here: Environment Agency Flood Zone & Flood Risk Tables</p> <p>An important table setting out which classifications of development (from a flood risk perspective) are permissible in which flood zones (and where the exception test is required) can be found here: Flood Risk Vulnerability And Flood Zone 'Compatibility'</p> <p>FRAs should assess the risks of fluvial, surface water and other sources 10 of flooding. For sites of strategic scale, the cumulative impact of the proposed development on flood risk in relation to existing settlements, communities or allocated sites must be assessed and measures for mitigation identified.</p> <p>The Environment Agency's <u>standing advice</u> for FRA's can be followed for certain classes of development: Flood Risk Assessment: Standing Advice</p> <p>Guidance for producing FRAs where standing advice is not applicable can be found here: Flood Risk Assessment Guidance</p>

			<p>In producing an FRA, the author should use the most up-to-date climate change guidance from the EA (last updated in February 2016). In many cases this will involve modifying the fluvial flood levels that are provided by the EA, by means of additional hydraulic modelling, or the inclusion of nominal allowances.</p> <p>Evidence of both Sequential and Exception tests should be included in a FRA.</p>
12	<p>Flood Risk Sequential Test And Exception Test</p>		<p>Sequential Test: Required for all development in flood zones 2 and 3 unless any of the following apply:</p> <ol style="list-style-type: none"> 1) The development is classified as minor development for flood risk. 2) The development involves a change of use (unless the proposed development is a caravan, camping chalet, mobile home or park home site) 3) A sequential test has already been completed as part of the local authority’s Strategic Flood Risk Assessment (SFRA), or Local Plan. <p>The sequential test must demonstrate that there are no alternative sites for the development proposal in locations outside flood zones 2 and 3.</p> <p>The area of search for assessing the availability of alternative sites would normally be the whole of the Gloucester City Council unless it can be demonstrated that there is a specific need in a specific area. Further guidance is available in the NPPG: Sequential Test Guidance</p> <p>Exception Test: The exception test is required for a development that is:</p> <ul style="list-style-type: none"> • highly vulnerable in flood zone 2 • essential infrastructure in flood zone 3a or 3b • more vulnerable development in flood zone 3a <p>To pass the exception test it must be demonstrated that the development:</p> <ul style="list-style-type: none"> • provides wider sustainability benefits to the community that outweigh flood risk • will be safe for its lifetime without increasing flood risk elsewhere and, where possible, reduce flood risk overall.

13	Foul Sewerage Assessment	NPPF paras 103, 110 Joint Core Strategy Policies SD4, SD14, INF2,	Required for any application proposing: <ul style="list-style-type: none"> • Over 200 residential units or 10,000 m² of new floor space or; • Non-mains drainage Where non-mains drainage is proposed a foul drainage assessment form (FDA1) should be submitted with the planning application. A copy of this form can be found here: Foul Drainage Assessment Form (FDA1)
14	Historic Environment Statement	NPPF para 128 Joint Core Strategy Policies SD4 and SD8	Required for planning applications where heritage assets are affected. Heritage assets include: <ul style="list-style-type: none"> • Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields. • Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites. • Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation. <p>The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impact of the proposals on the significance of the heritage asset(s) affected. As a minimum the Historic Environment Record should be consulted. The statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The statement will need to demonstrate that the historic character and distinctiveness of the locality has been assessed and taken into account when preparing proposals.</p> <p>Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation.</p> <p>Applicants are strongly advised to submit a pre-application for guidance on the extent of the information required. Further guidance on Historic Environment Statement is available on: <i>(link to document)</i></p>
15	Land Contamination Assessment	NPPF paras 120-122 Joint Core	Required for applications on any sites where risks from land contamination may be reasonably suspected. If there is a reason to believe contamination could be an issue, developers should provide sufficient risk

		Strategy Policy SD14	<p>assessment information to determine the existence or otherwise of contamination, its nature and extent, the risks it may pose and to whom/what (the ‘receptors’) so that these risks can be assessed and mitigated to ensure the site is suitable for its proposed end use. The risk assessment should be undertaken by competent persons experienced in undertaking Geo-environmental investigations and risk assessment in line with current guidance and best practice including Defra and Environment Agency CLR11 Model procedures for the Management of Land Contamination and BS10175: Code of Practice for Investigation of Contaminated Land</p> <p>Where land contamination is suspected, a Phase 1 assessment should be provided that identifies and assesses the sources, pathways and receptors of ground pollution. If an unacceptable risk of contamination is identified further site investigations and appropriate reporting will be required.</p> <p>For further information please refer to: https://www.gov.uk/guidance/land-contamination-risk-management https://www.gov.uk/guidance/land-affected-by-contamination</p>
16	Landscape and Visual Impact Assessment	<p>NPPF Paras 17, 109, 110</p> <p>Joint Core Strategy Policies SD4, SD6</p>	<p>Required for any non-householder development proposed in a medium to high landscape sensitivity area as identified in the Joint Core Strategy Landscape Characterisation Assessment and Sensitivity Analysis: JCS Landscape Characterisation Assessment and Sensitivity Analysis</p> <p>The assessment must be undertaken by an appropriately qualified person. It should provide sufficient information to demonstrate the impact the development will have on the surrounding landscape and from visual receptors such as public rights of way, public open spaces, dwellings, sensitive locations and other important landscape features/views.</p>
17	Lighting Assessment	<p>NPPF para 125</p> <p>Joint Core Strategy Policy SD14</p>	<p>Required for all development where external lighting is proposed or where the proposal involves areas of public access.</p> <p>Details to include a technical specification, layout plan with beam orientation, a schedule of equipment and intended hours of illumination.</p> <p>Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light: Reducing Obtrusive light</p>

18	Listed Building Drawings	NPPF para 128 Joint Core Strategy Policies SD4 and SD8	Applications for listed building consent that include new architectural features e.g. new windows, doors, mouldings, glazing bars, shopfronts, signs, panelling, staircases, fireplaces, railings are proposed. Detailed elevational drawings at a minimum scale of 1:20 and sections at a minimum scale of 1:5 should be provided.
19	Management Plans (open space, highways and infrastructure)	NPPF paras 17, 32, 69, 70 Joint Core Strategy Policies SD4, INF1, INF3, INF4, INF6, INF7	Any major application proposing public open space or new roads. The plans should identify how open spaces, roads and other facilities will be managed in the future and who will be responsible for them.
20	Noise Impact Assessment:	NPPF para 123 Joint Core Strategy Policy SD14	Required for any proposal: <ul style="list-style-type: none"> • Where the proposed development involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties. • Proposed noise sensitive developments that adjoin or are likely to be affected by an existing source of noise e.g. residential development close to a commercial/industrial use or trunk road where the proposed residential development may be impacted upon by unacceptable levels of noise. <p>The noise impact assessment should be prepared by a suitably qualified acoustic consultant, and, where required, include a scheme of noise mitigation measures. See further guidance: planning practice guidance NPPG Noise</p>
21	Social and Community Infrastructure Justification statement	NPPF paras 17, 70, 73, 74 Joint Core Strategy Policy INF4	Required for proposals to develop land or buildings currently or previously in use as a community facility. The statement must provide evidence to demonstrate, including evidence of engagement with relevant local community groups and partner organisations, why the facility is no longer required and, as appropriate, how, when and where suitable local replacement facilities will be provided. (INF4)
22	Structural Survey/report	NPPF para 128 Joint Core	Applications for listed building consent where the proposed works have implications for the structural integrity of the listed building or where the proposed works are to address structural issues associated with the building.

		Strategy Policies SD4 and SD8	The survey/report should be prepared by an appropriately qualified engineer familiar with heritage assets.
23	Town Centre Impact Assessment	NPPF para 123 Joint Core Strategy Policy SD2	Developments for town centre uses located outside town and local centres must comply with the sequential test. Applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, are required to provide an impact assessment where the development has a floorspace of 2,500 square metres or more and demonstrate that they would not harm the vitality and viability of centres or planned investment in centres (in accordance with the NPPF). The NPPG provides further guidance.
24	Transport Assessment/Statement	NPPF paras 32-38 Joint Core Strategy Policies SD4, INF1	Required for applications likely to that generate significant amounts of transport movement. A judgment as to whether a development proposal would generate significant amounts of movement will be considered on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility). Further advice is available on: Gloucestershire Manual for Streets
25	Travel Plan	NPPF paras 32-38 Joint Core Strategy Policies SD4, INF1, INF6, INF7	Required for applications likely to that generate significant amounts of transport movement. A judgment as to whether a development proposal would generate significant amounts of movement will be considered on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility).
26	Telecommunications Supporting Statement	NPPF para 45 JCS Policy SD14	All applications proposing telecommunications development, including applications for prior approval under the Town and Country Planning (General Permitted Development) Order. The statement shall provide the necessary evidence to justify the proposed development. This should include: <ul style="list-style-type: none"> the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site for an addition to an existing mast or base station, a statement that self- certifies that the

			<p>cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines</p> <ul style="list-style-type: none"> • for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met
27	Tree Survey/ Arboricultural Assessment	<p>Town and Country Planning Act 1990, Sections 197 and 198 Joint Core Strategy Policies SD4, SD9, INF3</p>	<p>Required for:</p> <ul style="list-style-type: none"> • Proposals affecting trees covered by a tree preservation order • Proposals within a Conservation Area, and trees within or adjacent the site are affected by the application • Sites with trees within or adjacent to the application site which are greater than 75mm in diameter. <p>The tree survey should be undertaken by an arboriculturist and should identify all trees within the application site or on land adjacent to it that could influence or be affected by the development. The survey should include details of the current condition of the trees, trees are to be lost/retained, any works to trees and on the means of protecting trees during construction works.</p> <p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the (2012) BS5837 'Trees in relation to construction - Recommendations' or any subsequent revisions.</p>
28	Ventilation/Extraction Statement	<p>NPPF paras 120 & 123</p> <p>Joint Core Strategy Policy SD14</p>	<p>Required for applications for restaurants, cafes, takeaways, premises selling / serving hot food and any proposals which include a ventilation or extraction system (except householder development)</p> <p>The statement should include:</p> <ul style="list-style-type: none"> • Details of the position and design of ventilation and extraction equipment. • Details of the odour abatement techniques and acoustic noise characteristics. <p>The applicant should take into account the guidance contained in "Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust" (DEFRA 2011) and submit a completed "risk assessment" based on this guidance.</p>

			<p>The applicant should also include details of the calculated noise outputs from the proposed extraction and odour control schemes and an assessment of the likelihood of adjacent residential properties being adversely impacted by noise. This assessment should be undertaken in accordance with BS4142:2014 Method for rating industrial and commercial sound). Once the noise is rated a mitigation design plan shall be provided to address the impact.</p> <p>Further guidance can also be found here:</p> <ul style="list-style-type: none"> • HVCA (Heating and Ventilation Control Association) 'DW/172 For Kitchen Ventilation Systems Guidance' • 'Association of Noise Consultants' www.association-of-noise-consultants.co.uk hold register of qualified (Institute of Acoustics) consultant engineers. (ANC is the trade association for acoustic, noise and vibration consultancy practices in UK)
29	Viability Assessment	<p>NPPF paras 159, 173-177, 205</p> <p>JCS Policies SD11, SD12, INF6, INF7</p>	<p>Required for applications where the proposal does not provide JCS policy requirements for affordable housing and infrastructure.</p> <p>A full, un-redacted viability assessment is required and will be published in full in the same manner as other documents that form part of the application, except in exceptional circumstances where the publication of certain specific information would harm the commercial confidentiality of the developer to no public benefit. Applicants making a case for exceptional circumstances must provide a full justification as to the extent to which disclosure of a specific piece of information would cause an 'adverse effect' and harm to the public interest that is not outweighed by the benefits of disclosure.</p> <p>The residual land valuation methodology should be used in the viability assessment because in this approach, local plan requirements are included alongside other development costs, which are deducted from the gross development value to determine the residual value that is available to pay for land. Guidance on the information to be included in a viability appraisal to support a planning is available on: see document : Guidance on Information to be included in a Viability Assessment for a Planning Application ().</p> <p>The Council is likely to arrange for any viability assessment submitted to be independently appraised at the expense of the applicant.</p>
30	Waste Minimisation Statement	<p>JCS Policy SD3</p> <p>Adopted</p>	<p>Required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more.</p>

		<p>Gloucestershire Waste Core Strategy, Policy WCS2</p> <p>Waste Minimisation in Development Projects SPD</p>	<p>The strategy needs to demonstrate how any waste arising during the demolition, construction and subsequent occupation of the development will be minimised and sustainably managed.</p> <p>Further guidance is available in http://www.gloucestershire.gov.uk/media/5850/adopted-spd-12849.pdf</p>
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