

PLANNING APPLICATIONS

VALIDATION

INFORMATION REQUIREMENTS

**CHECKLISTS &
GUIDANCE**

September 2016

READING BOROUGH COUNCIL

PLANNING APPLICATION VALIDATION INFORMATION REQUIREMENTS

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO 2015) sets out that for a planning application to be valid:

- it should be submitted using the appropriate planning application form (1APP available from the Planning Portal websites.
- the form should be completed on line, the correct fee paid and information provided to meet national information requirements, and
- it should include additional information as required by the local planning authority and specified by the local planning authority on their local list of information requirements.

The DMPO 2015 requires local planning authorities to review their local lists, if they have them, at least every 2 years to ensure that the requirements remain robust and justified. In addition the Growth and Infrastructure Act 2013 makes clear that local planning authority information requirements must be reasonable by having regard to the nature and scale of the proposed development and the information required must be a material consideration in the determination of the application.

Customers were asked to comment on the previous local list document and officers have reviewed it against changes in regulations and procedures. Most customers wanted the list simplified and suggested that typical examples or worked scenarios be given, which we have tried to do. The main change is that for householders we will no longer invalidate an application if Part 2 local list requirements are not met, although we will advise you if your site is in an area where a Bat survey might be needed. There is still a checklist for use with householder applications and a list of the things that might be required with advice on these on pages 6 & 7. Seek pre-application advice if more help is needed.

This edition of our local list of information requirements will apply to all applications for planning permission, apart from householder applications, made after 31st August 2016.

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Process for validating applications

Planning applications should be submitted on line on the Planning Portal website www.planningportal.gov.uk. This will speed up the registration and validation process for your application.

Applications will be checked on receipt to make sure the Part 1 requirements are met. Applications that meet Part 1 will be allocated to a case officer who will check if any Part 2 requirements apply.

Applications that pass Part 1 & Part 2 checks will be validated with the start date given as the first working day after the application is received.

For those applications that fail either checks applicants (or their agents) will be notified by email or phone and given 28 days to provide the required information. If the information, or a notice challenging the need for the information, is not provided by the applicant within 28 days the application will be disposed of or can be collected from the Civic Offices. Fees paid may be refunded. The start date will commence when all required information is received.

Using the checklist

Please include a completed checklist with your application as this will help us to check and validate the application more quickly. The checklist alerts you to information that may be required and allows you to confirm whether or not the information is provided with your application. Space is provided for you to explain why information is not included and in many cases “not relevant” or “not applicable” would do. In more complicated cases you may need to provide more justification which you could provide as an addendum to the check list (it is downloadable) or as part of a planning statement.

What can you do if your application is deemed to be not valid?

You may challenge a request for information from the local list by submitting a notice, under article 12 (DMPO 2015), stating why you consider that the information is not necessary for a planning decision to be made. We (the local planning authority) must then either confirm that (i) we no longer require the information by issuing a “validation notice” or (ii) that we maintain there is a need for the information by issuing a “non-validation notice”. These notices must be served before the end of the relevant determination period for the type of application. In practice it is more likely that a “validation notice” will be issued but in these cases, especially if pre-planning application advice has not been sought, the applicant risks having the application refused for failing to provide the information.

Notwithstanding the published information requirements for validating planning applications, there will be occasions when further information is requested during the determination process, for example where requested by consultees or to overcome planning objections. In any event, to avoid the risk of an application being refused planning permission for failure to provide sufficient relevant information, agents and applicants are advised to seek guidance at pre-application stage regarding information requirements.

PLANNING APPLICATION VALIDATION REQUIREMENTS

PART 1 - Mandatory National Information Requirements

ALL APPLICATIONS

Description of information required

Application form

Application forms & guidance is available on the Planning Portal website www.planningportal.gov.uk.

All sections need be completed and guidance on doing this is provided on the website.

Combined Ownership Certificates and Agricultural Land Declaration

This requires the applicant to certify that 21 days before the date of the application nobody other than the applicant was the owner of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding. If you are not the owner you must serve notice on the owner in accordance with Article 13 of the DMPO 2015. Certificates are not required for Reserved Matters applications, renewals of temporary planning permission; non-material amendments; agreement/variation of conditions or for express consent to display an advertisement, listed building consent and conservation area consent.

Site location plan

The plan must show the current site outlined in red at a metric scale of 1:1250 or 1:2500 with a north point shown. Any other adjacent land owned by the applicant must be outlined in blue. The site location plan should also include nearby properties, their postal numbers and at least two named roads.

Site block plan

The plan should be based on an up to date survey and show the proposal in relation to site boundaries, other buildings and trees on or adjacent to the site and drawn to a metric scale of 1:200 or 1:500 with a north point shown.

Correct fee

See the Planning Portal for a useful fee calculator: www.planningportal.gov.uk Day one of the time period from application valid to decision begins the next working day after the application is valid. That is when all required information and the correct fee (where applicable) has been received.

Design and Access Statement

The current statutory requirements for DAS are set out in Article 9 of the DMPO 2015.

See Appendix 3 for more information.

Completed Community Infrastructure Levy Form

The Council introduced a Community Infrastructure Levy (CIL) on 1st April 2015. This means that applications determined since then are potentially liable to pay CIL. In order to calculate CIL liability, certain vital information needs to be submitted. On the Planning Portal website there is a form that must be completed (http://www.planningportal.gov.uk/uploads/1a_pp/forms/cil_questions.pdf) for the following types of application:

- Full planning applications (excluding householder)
- Hybrid full/outline planning applications
- Reserved matters applications
- Lawful development certificates (existing and proposed)
- Section 73 (variation of condition) applications

See Appendix 4 for more information

Sustainable Drainage System Proposals (SUDS)

Applies to all Major planning applications. The proposal should provide:

- Detailed designs for the drainage system including (components, levels, volumes of storage)
- Infiltration tests of the existing ground.
- Design calculations to show that the runoff from the site post development is no greater than the existing runoff from the site for a 1 in 100 year, 6 hour rainfall event, that no flooding occurs anywhere on site for a 1 in 30 year rainfall event and no flooding occurs in any building (including basement) or any utility plant susceptible to water during a 1 in 100 year rainfall event.
- Connection details to existing watercourse and drainage networks if infiltration methods are not used together with acceptance of these connections from the relevant approving body (EA, LFA, Canal and River trust, Sewage undertaker)

OUTLINE PLANNING APPLICATIONS

The mandatory requirements are set out in the DMPO 2015. The applicant should be notified within one month from the receipt of the application if the local planning authority considers that to enable a decision to be reached some matters cannot be left to a reserved matters application.

PART 2 - LOCAL LIST OF INFORMATION REQUIREMENTS

a) STANDARD PLANNING APPLICATION CHECKLIST (please use it)

National Requirement List		Must be provided to be valid
Completed standard application form		Y
Location Plan (scale of 1:1250 or 1:2500)		Y
Site Plan/Block plan (scale of 1:100 or 1:200)		Y
Completed Ownership (Article 13) Certificate		Y
Design and Access Statement if a Major Planning Application or in designated area		Y
CIL information form		Y
SUDS details if a Major application		Y
The appropriate planning application fee		Y
Local Requirement List	Included ? Y or N	If not included - Why? Explain in Planning Statement if reason is more than "not relevant".
☐ Affordable Housing Statement	N	not relevant
☐ Air Quality Assessment	N	see planning statement
☐ Archaeological Assessment	Y/N	see heritage statement
☐ Contaminated Land Survey	N	see planning statement
☐ Daylight/Sunlight assessment	Y	separate report
☐ Ecological survey & reports	N	scoped out
☐ Energy and Sustainability Statement	Y	see planning and D&A
☐ Environmental Impact Statement	N	non statutory see planning
☐ External Lighting	N	not relevant
☐ Flood Risk Assessment	Y	see drainage and planning
☐ Heads of Terms proposals	N	not requested (yet)
☐ Heritage Statement	Y	in planning doc
☐ Landscape principles	Y	
☐ Levels survey information	Y	
☐ Materials details	Y	
☐ Noise & Vibration Impact Assessment	N	see planning
☐ Existing & Proposed plans	Y	
☐ Planning Statement	Y	
☐ Town Centre/Retail/Leisure Uses Impact Assessment	N	not relevant-reducing retail
☐ Transport Assessment	N	refer to Access in D&A
☐ Travel Plan	Y	in student accom mgt plan
☐ Tree Survey	Y	
☐ Utilities Surveys and proposals	N	relates to existing provisions
☐ Vehicle Parking & Waste collection details	Y	refer to D&A
☐ Ventilation/Extraction details	N	conditions if reqd
☐ Viability Assessment & Report	N	not relevant

Guidance on these information requirements follow in Part 3.

b) HOUSEHOLDER PLANNING APPLICATION CHECKLIST (please use it)

National Requirement List		Must be provided to be valid
Completed householder application form (help is provided on the planning portal website)		
Location Plan showing where the site is by outlining the site in red (scale of 1:1250 or 1:2500)		
Existing and Proposed Block Plan (scale 1:500); Existing and Proposed Floor Plans & Elevations (normally to scale of 1:50 or 1:100).		If any plans are produced at greater than A3 paper size then 1 paper copy of plan(s) must be provided to Planning Department, Civic Offices, Bridge Street, Reading RG1 2LU
Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal.		
The appropriate fee (help is on the planning portal website).		
Local List We will no longer invalidate an application if items on the list below are not provided. However, should the information prove to be relevant to making a decision (see the following advice) the application may be refused planning permission if the additional information cannot be provided and comments made within the statutory time limit of 8 weeks.	Included ✓	If not included - Why? Explain in Planning Statement if reason is more than "not relevant".
☐ Biodiversity survey & ecological reports		
☐ Daylight/Sunlight assessment		
☐ Heritage Statement		
☐ Tree surveys		
☐ Levels survey information		
☐ Materials details		
☐ Planning Policy Statement		
☐ Vehicle Parking		

c) HOUSEHOLDER PLANNING APPLICATIONS INFORMATION ADVICE

Biodiversity survey & ecological reports

You can check if your property lies in or close to an area designated as being of ecological value on our Proposals Map. If your proposal involves demolition of buildings or changes to the roof you may need a survey to find out if bats are present. Details of the information required or further clarification can be provided by our natural environment staff.

Daylight/Sunlight assessment

It is possible to gauge if loss of light will be a concern to neighbours by indicating where north lies on the block plan and using a 45 degree angle drawn on the proposed plan to see how much of the neighbour's property falls inside the 45 degree line. Where this occurs you may need to instruct a surveyor to carry out a "daylight, vertical sky component, sunlight availability and shadow study" as set out in Site Layout Planning for Daylight and Sunlight "A guide to good practice" (BRE) 2011.

Heritage Statement

This will be required for applications which affect a statutory listed building, a locally listed building or for proposals in conservation areas or the setting of these heritage assets. The degree of detail necessary in a Heritage Statement will vary according to each application, but it is expected that these documents will contain sufficient detail to understand the history, character and significance of the building, site or area concerned (the 'heritage asset'); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed and demonstrate that the Historic Environment Record has been consulted. For buildings or sites of high significance it is recommended that the statement be prepared by an architectural historian or accredited conservation architect.

Tree surveys

Householder applications involving development within fifteen metres of any tree(s) (on or off-site) should indicate the position, spread and Root Protection Areas of the tree(s) on the application plans. Tree Surveys to be carried out as set out in the current BS5837.

Levels survey information

Where an application site itself and its relationship with a neighbouring site is affected by a change in ground level sections should be provided to demonstrate the extent of the change in levels, the effect that this has on how a development will appear and details, where necessary, of any retaining structures or mitigation proposed.

Materials details

Completing the question on the standard planning application form with "to match existing" or adding a list of proposed materials to the proposed elevation plan will normally be sufficient. For sites involving or adjacent to Listed Buildings or in conservations areas a more detailed schedule of works or samples may be required.

Vehicle Parking

Details of existing and proposed parking details and number of existing and proposed bedrooms required for proposals where existing parking would be lost or altered.

Planning Statement

It is useful if you can provide a brief statement to describe how your proposal has been developed in the context of current adopted policies and guidance and explain how the application meets the relevant requirements. A statement that comments on all relevant topics in this list would be a sensible and acceptable approach and is unlikely to be longer than 2 pages.

PART 3 - GUIDANCE ON INFORMATION REQUIREMENTS

For each item on the local requirement list the following guidance is given:

- When the additional information or a statement on the topic is required,
- Guidance on what the information submitted should cover,
- The policy justification for requiring the information,

Please note that the guidance given is generalised and often the scope and standard of the information required will depend upon the individual site and the proposal. Our pre-planning application service now includes an option to have application submissions checked before formal submission. Please also note that this list is not exhaustive and there may be sites or proposals where additional information made be needed before the planning application can be determined.

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LOCAL LIST - DETAILS OF INFORMATION REQUIREMENTS

1. Affordable Housing Statement

When required:

All developments proposing new dwellings (not HMO.s) and larger employment developments (where the net increase is in excess of 2,500 sq.m) likely to impact on the housing market must include an affordable housing statement demonstrating how the proposal addresses the relevant policy requirements. The statement should include draft heads of terms for the provision of affordable housing to be secured by a S106 legal agreement if planning permission is to be granted.

Guidance

An Affordable Housing Statement should specify what is being proposed with regard to affordable housing and should provide justification for the amount and type proposed. A typical Affordable Housing statement should include details of the following:

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

If the level of affordable housing proposed on site or contribution towards off-site provision is less than required by policy this needs to be fully justified and will normally require a viability assessment (see item 28 below).

Policy

National Planning Policy Framework:

Core Strategy Document (2008 & altered 2015)

CS13: Impact of Employment Development

CS16: Affordable Housing

Sites and Detailed Policies Document (2012 & altered 2015)

DM6: Affordable Housing.

Supplementary Planning Documents:

Planning Obligations under S106 (2015 and future amendments) & Affordable Housing SPD (July 2013).

2. Air Quality Statement

When required:

Policy DM19 of the Sites and Detailed Policies Document states that:

Where a development would introduce sensitive uses (such as residential, schools and nurseries, hospitals, care facilities) into, or intensify such uses within, an Air Quality Management Area, detrimental effects on that use will be mitigated. Mitigation measures should be detailed in any planning application.

Guidance

Indicators of where a proposed development is likely to need an air quality statement are where it would:

- lead to an increase in congestion or HGV movements
- include significant amounts of car parking
- emit dust
- introduce “sensitive receptors” eg. dwellings, schools, hospitals, into an area of poor air quality

For information on whether an Air Quality statement should be submitted with your proposal you are advised to seek pre-planning application advice.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS34 – Pollution and water Resources

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM19 – Air Quality

Air Quality Management Areas in Reading, 2009

3. Archaeological Assessment

When required

Statements will be required for all proposals involving the disturbance of ground within an Area of Archaeological Potential as defined on the Sites and Detailed Policies Document Proposals Map (October 2012)

Guidance

Given the archaeological evidence for Reading dating back as early as the Palaeolithic (or Old Stone Age) period, Reading is rich in archaeological interest. It contains two Scheduled Ancient Monuments (Reading Abbey and the High Bridge), a wealth of unscheduled monuments and, potentially, considerable as yet undiscovered and unrecorded archaeology. There is considerable potential for works associated with development to uncover new finds, which will be of great value in understanding the history and development of the area.

National planning policy emphasises the need to carry out an appropriate desk-based assessment and where necessary, a field evaluation where an application site includes, or has the potential to include heritage assets with archaeological interest. The

information should include plans showing historic features, listed buildings & structures, historic parks & gardens, historic battlefields & scheduled ancient monuments, an analysis of significance of archaeological, history & character of building/structure, principles of and justification for proposed work. This will ensure that an informed decision can be made and, if planning permission is granted, ensure that appropriate measures are put in place to manage the investigation, recording, analysis and preservation of the remains or otherwise mitigate the effect of the development on matters of archaeological interest.

Areas where there is particular recognised archaeological potential are shown on the Proposals Map. However, it is important to recognise that there is a potential for archaeological finds almost anywhere in the Borough.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS33: Protection and Enhancement of the Historic Environment

Sites and Detailed Policies Document - Proposals Map 2012.

<http://reading.addresscave.com/app/exploreit/default.aspx>

4. Contaminated Land Survey & Report

When required

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

Guidance

This information is required to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. A desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination. In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages. For applications involving the decommissioning of underground storage tanks, a method statement for decommissioning of tanks in line with APEA Guidance.

Policy

Core Strategy Document (2008 & altered 2015)

Policy – CS34: Pollution and water resources

Policy – CS35: Flooding

5. Daylight/Sunlight Assessment

When required

Statements will be required in support of all applications involving:

- buildings exceeding four storeys in height where adjoining other developed land or public open spaces,
- where proposed buildings or extensions could lead to overshadowing of other proposed buildings or spaces within the same development site,
- where the application site is itself subject to significant shading from adjoining buildings or trees.

Guidance

To assess the impact of proposals on adjoining properties, including associated gardens or amenity space in respect of loss of daylight and sunlight a “daylight, vertical sky component, sunlight availability and shadow study” should be undertaken and assessed against the criteria set out in the BRE document. The information included should be sufficient to determine: the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties the measures that will be taken to mitigate the expected impact of the proposed development.

In some cases the Council has to seek consultant advice to review daylight/sunlight assessments, which can take time and costs the Council money. For those sites where daylighting is going to be an issue you are advised to seek pre-planning application advice. For those applications submitted without first doing pre-app the Council will seek payment towards the costs of seeking consultant advice.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS7: Design and the Public Realm

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM4: Safeguarding Amenities

Policy DM9: House extensions and ancillary accommodation

6. Ecological Survey & Report

When required

An ecological survey report will be required for applications that could directly or indirectly potentially impact on rare, protected, invasive or notable species or habitats and/or on Local Wildlife Sites or Green Links. This includes all major applications and some smaller applications, particularly those within or close to Local Wildlife Sites, green links or those that will impact upon garden or overgrown land.

Proposals that involve the demolition of buildings or alterations to roofs or lofts will often need to be accompanied by a bat survey.

Proposals that involve the removal of trees, scrub, hedgerows or alter water courses will need to supply information on species present and potential impacts and the mitigation

for such impacts. Statements and surveys will also be required in respect of sites with known protected or priority species and habitats as identified in the UK and the Reading Biodiversity Action Plan

Guidance

Unless otherwise agreed by the council all major applications will need to be accompanied by an ecological report (normally in the format of an Ecological Impact Assessment). Many smaller applications will also need to be accompanied by an ecological report and applicants are advised to contact the council's ecologist for guidance on the need for and scope of the report. Surveys and reporting will need to be undertaken by appropriately qualified, experienced and where necessary licensed ecologists who are members of an appropriate institution such as the Chartered Institute of Ecological and Environmental Managers (CIEEM) - for a list of appropriately qualified ecologists please refer to the CIEEM website - <http://www.cieem.net/>. Reports and surveys should be carried out in accordance with nationally recognised guidance.

Where proposals involve demolition of buildings or significant alterations to roofs or loft spaces the application will need to be accompanied by a bat survey report. Alternatively you can submit a statement including photos stating why it is considered that a bat survey report is not required for consideration by the council's ecologist. Bat surveys will need to be carried-out by appropriately qualified ecologists and surveys and reporting will need to be in accordance with National Guidance.

In relation to protected species, in accordance with planning policy (para 99 of ODPM Circular 06/2005 was not revoked by the NPPF) the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, will need to be established before the application is determined. Where the proposals will have an adverse impact upon European Protected Species, the applicant will need to demonstrate how the three tests of the Conservation of Habitats and Species Regulations 2010, would be met so that the council can have confidence that a licence for development works affecting the species in question will be obtained. In such instances the applicant is advised to submit a draft "reasoned statement" which forms part of the application that the applicant would need to submit to Natural England to obtain the licence.

Where a development is likely to have ecological impacts you are encouraged to seek pre-application advice. This is because, due to the seasonality of ecological surveys, if it is found that ecological surveys are required to determine the presence or absence of a species this may either delay the determination of the application or lead to its refusal for failing to provide the relevant information.

Policy

National Planning Policy Framework in particular paragraphs 7, 109 and 118

Core Strategy Document (2008 & altered 2015)

Policy CS36: Biodiversity and Geology

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM17: Green Network

Legislation

The 1981 Wildlife and Countryside Act as amended

The 1992 Wildlife Protection of Badgers Act

The Conservation of Habitats and Species Regulations 2010

The Natural Environment and Rural Communities Act 2006 – in particular the duty on local authorities to have due regard for biodiversity when undertaking their functions

7. Energy Efficiency statements

When Required

All Major planning applications should include a statement on this topic.

Guidance

An Energy Statement should demonstrate how the energy related aspects of the proposed development will meet the requirement of policy CS1 of the Core Strategy and policy DM2 of the Sites and Detailed Policies Document.

The Energy Statement should include a calculation of the carbon emissions for a development in accordance with the relevant BREEAM Standard.

Policy DM2 requires that any development of more than 20 dwellings and/ or non-residential development of over 1,000 sq m will be required to consider the inclusion of a CHP plant, or biomass-fuelled heating scheme, or other form of decentralised energy provision, within the site, unless it can be demonstrated that the scheme is not suitable or feasible for this form of energy provision.

Where there is existing decentralised energy provision, including a CHP plant or a district energy network present within the vicinity of an application site, further developments of over 10 dwellings or non-residential development of 1,000 sqm will be expected to link into the existing decentralised energy network or demonstrate why this is not feasible.

Where the development meets the DM2 trigger as set out above, it will be expected that the Energy Statement appropriately addresses the decentralised energy requirement.

Decentralised energy is a term used in the NPPF to denote 'Local renewable energy and local low-carbon energy usually but not always on a relatively small scale encompassing a diverse range of technologies'. A decentralised energy generating system provides a more sustainable energy solution that helps to combat climate change and provides future generations with more security over energy provision than a centralised energy

system. The NPPF actively promotes bringing forward decentralised energy, with an expectation that new development will comply with adopted Local Plan policies on local requirements for decentralised energy. The NPPF also refers to identifying opportunities for energy supply for development to be drawn from a decentralised, renewable or low carbon supply system and for co-locating potential heat customers and suppliers.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS1: Sustainable Construction and Design

Policy CS2: Waste Minimisation

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM1: Adaptation to Climate Change

Policy DM2: Decentralised Energy

Supplementary Planning Document “Sustainable Design and Construction” (2011)

8. Environmental Impact Assessment

When Required

Required for developments that:

- are listed under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011; or
- are listed under schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 and are likely to have significant effects on the environment by reason of its nature, size or location.

Guidance

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (SI 1999 No.1824) sets out the circumstances in which an EIA is required. You should request a screening opinion before submitting a planning application if the development meets the criteria as set out under Schedule 2 of the EIA regulations.

Where an Environmental Statement is required (either because the development falls under Schedule 1 or, for development falling under Schedule 2, a screening opinion has determined that an Environmental Statement is needed) the Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. e.g. air quality assessment, transport assessment etc. an application can be made to the Local Planning Authority for a Scoping Opinion which sets out the Local Authority’s opinion as to the information to be provided in an environmental statement.

Policy

Town & Country Planning (Environmental Impact Assessments) Regulations 2011 (as amended).

9. External lighting details

When Required

All proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, Local Wildlife Site, green link or watercourse where external lighting would be provided or made necessary by the development

Guidance

Details should include the following as relevant:

- hours of operation;
- an isolux contour map showing light spillage to 1 lux;
- light levels;
- column heights; layout plan with beam orientation,
- a schedule of equipment
- a description of the measures such as hoods and cowls that have been provided to avoid glare;
- impact on nearby dwellings or roads and use of planting to mitigate effect .

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS7: Design and the Public Realm

Policy CS36 - Biodiversity and Geology

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM4: Safeguarding Amenity

Policy DM17: Green network

10. Flood Risk-Assessment

When required

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater area in Flood Zone 1 and for all proposals for new development in Flood Zones 2, 3a and 3b as designated by the Environment Agency.

Householders see “Standing advice for householders” on Environment Agency website

Guidance

A Flood Risk Assessment should address the issue of flood risk to both property and people. It should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. This will include sequential and exception tests for major developments in zones 2 & 3. It should identify opportunities to design surface water

management systems (Sustainable Drainage Systems) and address the requirement for safe access to and from the development in areas at risk of flooding. Guidance on the sequential approach and the exception test is provided in the National Planning Policy Framework.

Policy

NPPF

Core Strategy Document (2008 & altered 2015)

Policy CS35: Flooding

11. Heads of Terms Proposals - S106 Legal Agreements

When required

Applications for planning permission where the planning policies or the Planning Obligations SPD indicates that financial contributions would be sought for off-site works or provision is to be made on site (affordable housing or play space for example) or where the LPA have indicated at pre application stage that a section 106 agreement would be necessary.

Guidance

The planning obligations SPD also gives an indication of the contributions relevant to different types of development. For all relevant development draft heads of terms will be required along with:

- confirmation that the applicant owns all the land where “development” is proposed and if not, who does, and have they agreed to be a “party” to the agreement?
- a copy of the title deeds to the land
- confirmation if the land where “development” is proposed is subject to a mortgage
- the name and address of the applicant’s solicitors.
- confirmation in writing that the applicant agrees to pay the Council’s reasonable legal costs whether or not the matter proceeds or is completed plus our standard S106 monitoring fee.

Applicants will obtain further information on the items that might need to be included in a legal agreement and the level of contributions involved by submitting an application for pre-application advice.

Information on Viability appraisals in support of levels of contributions proposed is given in item 26 below.

The Council introduced the Community Infrastructure Levy on 1st April 2015. This means that the use of S106 will be scaled back although it will still cover affordable housing and any site-specific requirements or requirements specifically excluded from CIL. A new version of the Section 106 SPD has been adopted to operate alongside CIL, and this includes further information on what will still be covered by S106 and how this will be sought.

Policy

Core Strategy Document (2008, altered 2015)

Policy CS9: Infrastructure, Services, Resources and Amenities

Policy CS13: Impact of employment Development

Policy CS16: Affordable Housing

Sites and Detailed Policies Document (2012, altered 2015)

Policy DM3: Infrastructure Planning

Policy DM6: Affordable Housing

Planning Obligations SPD

12. Heritage Statement (including Conservation Area Appraisals)

When Required

Any application which affects a 'heritage asset' or its setting or for proposals in conservation areas.

Guidance

Designated Heritage Assets are Listed Buildings, Conservation Areas, Registered Historic Parks and Gardens, Scheduled Ancient Monuments and locally listed buildings. A Heritage Statement may also be requested if the Council identifies a building or site as a 'non-designated heritage asset' of architectural, historic, archaeological or artistic interest during the pre-application or application process.

The scope and degree of detail necessary in a Heritage Statement or Conservation Area Appraisal will vary according to each application, but it is expected that these documents will contain sufficient detail to understand the history, character and significance of the building, site or area concerned (the 'heritage asset'); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed and demonstrate that the Historic Environment Record has been consulted. For buildings or sites of high significance it is recommended that the statement be prepared by an architectural historian or accredited conservation architect.

Policy

National Planning Policy Framework para. 128:

Core Strategy Document (2008 & altered 2015)

Policy CS33: Protection and Enhancement of the Historic Environment

13. Landscape Principles

When Required

For major and minor planning applications for all new development proposals that include external space. A statement of landscape principles would be required as a minimum with the requirement for further details forming part of a planning condition.

Also see Tree Survey information requirements (item 23 page 27)

Guidance

Landscape principles should demonstrate to the council that a high quality and wildlife friendly landscaping scheme can be provided within the context of the development. As such the council will require details of existing and proposed planting to be submitted with the application. The details required will depend on the nature of the application but as a minimum the applicant should provide outline details of the proposed landscaping scheme. Particular consideration should be given to the following:

- (a) proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, structures and ancillary objects (refuse bins, lighting columns etc);
- (b) proposed and existing functional services above and below ground (e.g drainage, power, communications cables, pipelines etc. indicating lines, manholes etc.);
- (c) native and or wildlife friendly species, including large canopy trees and species likely to be resilient to the effects of climate change
- (d) the use of sustainable drainage systems and surface water to irrigate new landscaping
- (e) boundary treatments to ensure that hedgehogs and other wildlife can traverse the site

Landscape principles should seek to retain existing trees and other vegetation, where practicable, and provide details of how they can be protected during the construction of the development. Plans should clearly show which trees or landscape features are to be retained and which are proposed to go.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS7: Design and the Public Realm

Policy CS38: Trees, Hedges and Woodlands

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM18: Tree Planting

14. Materials details

When required

All major and minor and householder planning applications involving new development visible from the public realm.

Guidance

In many cases completing the question on the standard planning application form with “to match existing” or a list of proposed materials will be sufficient. However, for sites involving or adjacent to Listed Buildings or in conservations areas a more detailed schedule will be required. You will be advised by the case officer if samples are needed before a decision is made.

Policy Background**Core Strategy 2008 & altered 2015**

Policy CS7: Design and the Public Realm

Policy CS33: Protection and enhancement of the historic Environment

Sites and Detailed Policies Document 2012 & altered 2015

Policy DM9: House conversions and ancillary accommodation

15. Noise & Vibration Impact Assessment**When required**

Potentially noise generating developments (ie pubs, clubs, takeaways, child care nurseries & schools, industrial/commercial uses, recreation) in the vicinity of existing noise sensitive developments - residential, schools and hospitals; or

. Noise sensitive uses in the vicinity of existing noise generating uses, classified roads, railways or in areas with an existing noisy environment such as the city centre; or

. Mixed use applications comprising both noise generating and noise sensitive uses; or

. Commercial applications including extractor or cooling units in the vicinity of noise sensitive uses.

Guidance

Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures. Advice should be sought from the council's Public Protection Service for individual requirements. (BS4142). The assessment should include information about: the sound power level and the likely resultant noise level of equipment at the site boundary for all noise-producing machinery such as extract ventilation systems, refrigeration equipment etc. that is likely to be installed; where any noise-generating plant or equipment will be located and installed so as to reduce noise impacts on neighbouring properties; delivery times and opening hours for commercial premises within noise sensitive areas; details of waste collection for example pubs/clubs where glass collection could be noisy.

Proposed developments immediately adjoining (including below or above) residential premises should provide full details of sound insulation measures, position and design of entrances/exits plus car parking. For pubs and clubs, consideration of location provided for smokers to prevent noise impact from patrons outside the premises.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS34 – Pollution and water Resources

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM4 – Safeguarding Amenity

16. Open Space Statement

When Required

- Any application within or adjacent to an area of open space,
- Applications for new residential development of 10 dwellings or more.

Guidance

- For developments that would result in the loss of open space, given the policy presumption that seeks to protect existing areas of open space, it needs to be clearly demonstrated that replacement open space to a similar standard can be provided close by or that improvements can be made to the remaining open space of a sufficient standard to outweigh the loss of the open space.
- For developments close to an area of open space it needs to be demonstrated how the character of the open space and public enjoyment of it will not be harmed.
- For Major planning applications in or adjacent to an area of open space applications an independent assessment of the open space is needed and, if necessary, an evaluation of whether the existing open space is surplus to local requirements with plans showing any areas of existing or proposed open space within or adjoining the application site

Where open space and/or associated facilities are proposed to be provided on-site or off-site the application must define them and provide a statement that includes:

- Maintenance specification for the works
- How the facility will be initially installed and maintained to that specification for at least 10 years

Policy

National Planning Policy Framework paragraphs 73, 74, 77

Core Strategy Document (2008 & altered 2015)

Policy CS28 – Loss of Open Space

Policy CS29 – Provision of Open Space

Policy CS30 – Access to Open Space

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM16 – Provision of Open Space

17. Planning Statement

When Required

Statements will be required in support of all “major”, “minor” or “other” applications to explain how the proposal relates in policy terms to national planning guidance, the Development plan and adopted Supplementary Planning Guidance.

On all Minor applications the Statement should also include reference to items previously included in Design & Access Statements.

Guidance

Providing a statement to demonstrate how the proposal has been considered in the light of the context of the site and relevant development plan policies will be helpful to the case officer and consultees when considering your proposal.

With the removal of the requirement for Design and Access Statements for all but major applications or minor applications in designated areas Reading Borough Council is concerned that the standard of applications submitted will drop if they are presented without any explanation for the proposal, its design or context. Having this information up front when the planning application is submitted will help the case officer and those consulted on it when considering the merits of the application. By addressing key concerns it is the applicant's opportunity to reduce objections and thus save time. The Council considers it reasonable to request that this sort of information is submitted.

Policy Background

NPPF

Core Strategy Document (2008 & altered 2015)

Sites and Detailed Policies document (2012 & altered 2015)

Supplementary Planning Guidance

18. Plans and drawings

When Required

For all applications for new development we will require plans and drawings to illustrate accurately and to a recognised metric scale what the proposed development will look like and how it differs from the existing situation.

If any plans are produced at greater than A3 paper size then 1 paper copy of plan(s) must be provided to Planning Department, Civic Offices, Bridge Street, Reading RG1 2LU

Guidance

In addition to the statutory requirement for location and site (block) plans we will require:

- Plans to be drawn to scale, disclaimers are not accepted, and scale bar provided
- Drawings to be accurately labelled and referenced to aid identification
- Drawings will be scanned and placed on website for public viewing so need to be of sufficient quality to allow the drawing to be viewed and understood.
- Full (not part) elevations – all existing and proposed to be shown at a metric scale of 1:50 or 1:100 (if not retrospective)

- Full (not part) Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- Floor plans to evidence the stated CIL floorspace figures (if applicable, see Appendix 4 for more details)
- Sections & levels – Plans should show existing and proposed site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.
- Street scenes – to provide context for major developments and minor in-fill developments plans should show buildings on either side of the site.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS7: Design and the Public Realm

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM4: Safeguarding Amenities

Policy DM9: House extensions and ancillary accommodation

19. Superfast Broadband Strategy Statement

When Required

A Superfast Broadband Strategy Statement (SBSS) is required to be submitted for all proposals of housing development with over 50 units.

Guidance

SBSS documents should outline how the developer has considered facilitating the proposed development with Superfast Broadband (24Mbps+) and what discussions they may have had with the Operators in advance of submitting a formal planning application.

Policy

Chapter 5 of the NPPF (Supporting high quality communications infrastructure).

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM21: Telecommunications Development

20. Sustainability Statement.

When Required

All development will need to demonstrate how it has been designed to incorporate

measures to adapt to climate change in accordance with policy DM1 of the Sites and Detailed Policies Document and a more formal Sustainability Statement is required for all major development.

Guidance

In Reading Borough, the requirements of the Sustainability Statements should follow, as appropriate, one or both of the sustainability checklists at Appendix 5 of the adopted Revised Sustainable Design and Construction SPD.

The Sustainability Statement should focus on the questions posed in the relevant checklist. Completion of a Sustainability Statement helps to demonstrate the applicant's commitment to Sustainable Design and Construction and meeting the requirements of policies CS1 and CS2 of the Core Strategy.

The Sustainability Statement should also include a section demonstrating how the application has met the requirements of policy DM1 of the Sites and Detailed Policies document. Policy DM1 requires that all developments should seek to demonstrate how they have been designed to incorporate measures to adapt to climate change and sets out that:

- New buildings shall be orientated to maximise the opportunities for both natural heating and ventilation and reducing exposure to wind and other elements;
- Proposals involving both new and existing buildings shall demonstrate how they have been designed to maximise resistance and resilience to climate change for example by including measures such as solar shading, heating and ventilation of the building and appropriately coloured materials in areas exposed to direct sunlight, green and brown roofs, etc.;
- Use of trees and other planting, where appropriate as part of a landscape scheme, to provide shading of amenity areas, buildings and streets, designed with plants that are carefully selected, managed and adaptable to meet the predicted changed climatic conditions; and

All development shall minimise the impact of surface water runoff from the development in the design of the drainage system. To demonstrate the extent to which the proposal has taken account of the need to minimise the consumption of energy and resources (including water), and maximise the use of sustainable or renewable resources.

Also see Energy information requirements (item 7 page 14)

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS1: Sustainable Construction and Design

Policy CS2: Waste Minimisation

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM1: Adaptation to Climate Change

Policy DM2: Decentralised Energy

Adopted Supplementary Planning Document "Sustainable Design and Construction" July 2011.

21. Town Centre Uses - Sequential test approach and Impact assessments

When required

The main town centre uses are defined in the glossary of the NPPF as:

Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Paragraph 24 of the NPPF requires a sequential approach to site selection, whilst paragraph 26 requires an impact assessment. The requirement for a Sequential Test applies to all applications for main town centre uses as defined in the NPPF (no minimum threshold applies) but in accordance with Reading's adopted policy DM14 an Impact Assessment is required only for developments that would exceed 1,000 sq m (gross) of new or additional main town centre use floorspace.

Guidance

Sequential approach

For proposals for main town centre uses as defined in the Glossary of the NPPF you will need to submit a sequential approach if:

- For Class A1 retail, the site is outside the Primary Shopping Area and the District and Local Centres shown on the Proposals Map; **and**
- For B1 office, the site is outside the Office Core and the District and Local Centres shown on the Proposals Map and the A33 Corridor; **and**
- For main town centre uses other than A1 retail and B1 offices, the site is outside the Central Core and the District and Local Centres shown on the Proposals Map; **and**
- The proposal is not in line with an allocation within an up-to-date development plan.

The purpose of the sequential approach, as set out in paragraph 24 of the National Planning Policy Framework. Is that "Local planning authorities should apply a sequential test to planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Plan. They should require applications for main town centre uses to be located in town centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered. When considering edge of centre and out of centre proposals, preference should be given to accessible sites that are well connected to the town centre. Applicants and local planning authorities should demonstrate flexibility on issues such as format and scale".

Impact assessment

For proposals for main town centre uses as defined in the Glossary of the NPPF you will need to submit an impact assessment if

- The proposal would exceed 1,000 sq m (gross) of new or additional floorspace for

- main town centre uses as defined in the Glossary of the NPPF; **and**
- For A1 retail, the site is outside the Primary Shopping Area and the District and Local Centres shown on the Proposals Map; **and**
- For B1 office, the site is outside the Office Core and the District and Local Centres shown on the Proposals Map and the A33 Corridor; **and**
- For main town centre uses other than A1 retail and B1 offices, the site is outside the Central Core and the District and Local Centres shown on the Proposals Map; **and**
- The proposal is not in line with an allocation within an up-to-date development plan.

The purpose of the impact assessment is set out in paragraph 26 of the National Planning Policy Framework. The assessment should consider:

- “the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.”

In Reading ensuring that centres within areas of deprivation are not adversely affected is of particular local importance. Assessments should also justify the scale of the development, explain why the site has been chosen and confirm the accessibility of the site by a choice of transport modes. More tailored advice can be provided as part of a pre-application response.

Policy

NPPF

Reading Central Area Action Plan

Policy RC6: Definition of the Centre

Policy RC7: Leisure, Culture and Tourism in the Centre

Policy RC8: Drinking Establishments

Policy RC10: Active Frontages

Policy RC11: Small shop units

Core Strategy Document (2008 & altered 2015)

Policy CS25: Scale and location of Retail, Leisure and Culture

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM13: Vitality and Viability of Smaller Centres.

Policy DM14: Impact of Main Town Centre Uses

22. Transport Assessments, Transport Statements & Travel Plans

When Required

All Major Applications and larger Minor and Other applications that will have an impact by increasing transport demand will be required to provide a transport assessment to measure those impacts and propose measures to mitigate them.

For smaller schemes (development that is expected to generate relatively low numbers of trips or traffic flows and thus has relatively small transport implications) a Transport Statement (TS) will be sufficient to outline the transport aspects of the application.

Guidance

National Planning Policy Framework Section 4 states that all developments which generate significant amounts of movement should be supported by a Transport Statement (TA) or a Transport Assessment (TS). The thresholds for the requirement for a Transport Statement / Assessment will be as those set out in Appendix B of the Department for Transport Guidance for Transport Assessments (March 2007). These documents will allow the transport implications of proposed developments to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome. The TA will include an analysis of all existing and proposed trips by all modes of travel generated by the site. The TA should illustrate accessibility to the site by all modes, and the likely modal split of journeys to and from the site. The TA should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

For a development that has relatively small transport impacts, a Transport Statement would be required which would contain a similar assessment of the existing and proposed conditions as a TA however, a detailed analysis of impact on the wider network would not be required.

A Travel Plan should be submitted in order to outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use. The Travel Plan should include details of targets and arrangements for monitoring.

Policy

National Planning Policy Framework

Core Strategy Document (2008 & altered 2015)

Policy CS22: Transport assessments

Policy CS23: Sustainable Travel and Travel Plans

Policy CS24: Car/Cycle Parking

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM12: Access, Traffic and Highway Related Matters

23. Tree Surveys

When Required

Tree survey information will be required on all development sites, apart from change of use not involving works, where there are trees within the site or adjacent to it, including street trees.

For householder applications, any proposals involving development within fifteen metres of any tree(s) (on or off-site) should indicate the position, spread and Root Protection

Areas of the tree(s) on the application plans.

Guidance

The council will need to be satisfied that important trees and vegetation can be retained and that a high quality and wildlife friendly landscaping scheme can be provided within the context of the development. As such the council will require details of existing and proposed planting to be submitted with the application. The details required will depend on the nature of the application.

Tree Surveys should be carried out in accordance with BS5837:2012 Trees in relation to design, demolition and construction – recommendations (or any subsequent replacement BS). Minimum information should include (this should be prepared by a suitably qualified and experienced arboriculturalist):

- . Tree retention/removal plan.
- . Retained trees and root protection areas (RPA's) shown on proposed layout.
- . Arboricultural Implications Assessment.
- . Location of new tree planting
- Existing and proposed finished levels
- . Tree protection plan
- . Arboricultural method statement (where applicable). Including details for all special engineering within the Root Protection Area (as determined by the Arboricultural Implications Assessment)
- Position of existing and proposed services

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS38: Trees, Hedges and Woodlands

24. Utilities Statement

When required

Statements will be required to accompany all Major (including Outline) applications for housing development or business, industrial, storage, retail or leisure floorspace, or developments for other uses which are of a similar scale; and for other non-householder developments on sites containing significant tree cover or within an area of Archaeological Potential.

Guidance

Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal systems. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

Utilities statements should demonstrate:

- (a) that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.
- (d)** That surface water run-off has been minimised, that the drainage system is sustainable and has been designed in accordance with national guidance on sustainable drainage systems (see SuDS above).

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS24: Car /Cycle Parking

Policy CS34: Pollution and Water Resources

Policy CS35: Flooding

Policy CS36: Biodiversity

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM12: Access, Traffic and Highway Related Matters

25. Vehicle (Car & Cycle) Parking and Servicing (including waste storage and collection) Details

When Required

All (non-householder) applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.

For major applications, applicants will be required to justify proposals which exceed the Council's maximum/required parking standards.

In the case of householder applications, details of existing and proposed parking details and number of existing and proposed bedrooms may be required for proposals where existing parking would be lost or altered.

Guidance

Details to be provided of car parking layouts, loading areas and arrangements for manoeuvring for all vehicles likely to make use of the development and tracking diagrams may be required. A description should be provided of existing transport conditions, how the development would affect those conditions and measures proposed to overcome any problems.

The location of proposed cycle parking should be shown on a plan and details of the number of stands, elevations of proposed cycle covers and materials to be used.

A plan indicating the location of bin store and details of the materials; design and type of enclosure to be used. The plan should include elevations with dimensions.

Policy

Para 103 of the NPPF

Core Strategy Document (2008 & altered 2015)

Policy CS34: Pollution and Water Resources

Policy CS35: Flooding

Policy CS36: Biodiversity

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM12: Access, Traffic and Highway Related Matters

26. Vent/Flue & Ventilation Details

When required

Applications for the use of premises for purposes within the following use class:

A3 (Restaurant and Cafes)

A4 (Drinking Establishments)

A5 (Hot Food Take-Away)

May also be required for B1 (general business), B2 (general industrial) and other commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying, leisure uses etc where substantial ventilation or extraction equipment is proposed to be installed

Guidance

The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use. Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system. Elevation drawings showing the size, location and external appearance of plant and equipment will be required.

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. Details of active odour control systems where proposed. Odour control methods to limit the odour from waste, location of waste storage.

Policy

Core Strategy Document (2008 & altered 2015)

Policy CS34: Pollution and Water Resources

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM4: Safeguarding Amenity

27. Viability Appraisal

When Required

For all minor, other or major applications where on site works or affordable housing is required in accordance with adopted policy or where a financial contribution towards off-site works or affordable housing provision is required in accordance with adopted policy but the applicant cannot meet the level of provision set out in the policies or SPD.s

Guidance

In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable the Council will require the applicant to submit a residual valuation with **all** the following information:

- Existing Use Value supported by an independent valuation;
- Land acquisition price and the basis of its purchase;
- Salient terms of acquisition (e.g. subject to planning, soils, ground conditions survey, etc.);
- Purchase process (e.g. private treaty, open market bid, auction, etc.);
- Purchase costs including legal and agents fees;
- Estimated sales values with independent supporting evidence including schedule of unit sizes;
- Marketing/disposal costs and fees
- Estimated construction costs supported by Tender costs or QS schedule to include a specified contingency, contract related fees and itemised/defined 'abnormals';
- Itemised preliminary costs;
- Professional fees presented under each respective heading;
- S106/CIL costs as advised by the LPA;
- Financing rate + evidence of financing terms/details (e.g. debt/equity ratio, etc.);
- Estimated profit together with contextual information appropriate to the developers target returns
- Value/cost of the affordable housing provision, where relevant, together with tenure assumptions and calculation of any commuted sum.

The information will be submitted in a hard copy and digital form.

Valuations using standard viability models such as HCA, RICS, Three Dragons, etc., will be acceptable providing they provide all the above information and are supported by an appropriate cashflow analysis.

This information will be provided to the Local Planning Authority in its entirety and will be considered as confidential. However, applicants should note that any submitted information could be the subject to a request for information under the Freedom of Information Act and the Environmental Information Regulations. In the event of such a request, the Council will ask the applicant to be prepared to provide a clear statement as to why any information submitted to the Council should be exempt from disclosure under the Act. However, it will ultimately be for the Council to decide whether such a disclosure of information should be made in the public interest.

As the consideration of viability appraisals by the Council often involves negotiation and can be time consuming we advise that applications where viability is going to be an issue should be submitted as a pre-planning application enquiry. Applicants who submit planning applications without doing pre-app but rely on a viability appraisal to justify not complying with policy will be required to pay the Council's costs for considering the document.

Policy

NPPF & NPPG

Core Strategy Document (2008 & altered 2015)

Policy CS9: Infrastructure, Services, Resources and Amenities

Policy CS13: Impact of employment Development

Policy CS16: Affordable Housing

Sites and Detailed Policies Document (2012 & altered 2015)

Policy DM3:Infrastructure Planning

Policy DM6: Affordable Housing

Affordable Housing SPD (2013)

EXAMPLES OF LOCAL LIST INFORMATION REQUIREMENTS

Type of application	Information item needed
Householder application for planning permission for works or extension to a dwelling.	See pages 6 & 7 for checklist and guidance
Full planning permission for minor residential development (less than 10)	Items 1 - 14; 17, 18, 20; 22-25 & 27
Full planning permission for major residential development (10 or more or sites of 0.5 ha or more)	Items 1 - 20; 22 - 25 & 27
Full planning permission for minor non-residential development (less than 1,000 sq.m or sites less than 1 ha)	Items 2 - 15, 17, 18, 20 - 26
Full planning permission for major non-residential development (1,000 sq.m plus or on sites 1 ha or more)	Items 1 - 18, 20 - 26 inclusive
LBC for alterations, extension or demolition of a Listed Building	Items 12, 14, 17 & 18
Application for Conservation Area Consent for demolition in a Conservation Area	Items 12, 14, 17 & 18
Application for outline planning permission with all or some matters reserved	Items 1 - 27 (inclusive) unless the item is a reserved matter, eg landscaping or materials
Application for approval of reserved matters following outline approval	Will be set out in the Outline decision notice

We have provided some example scenarios at appendix 2 to illustrate when items of information might be required.

Pre-application advice is also available if you are still not clear which items of information listed apply to your proposal or how to provide it.

TYPICAL SCENARIOS

Application type	Scenario	Information required
Householder application for planning permission for works or extension to a dwelling.	Modern house not listed or in conservation area. No trees on site and ground level between application site and neighbours. Parking not changing.	18. Brief planning policy statement 19. Plans and drawings
Householder application for planning permission for works or extension to a dwelling.	Older house in a conservation area near the river. Works require some demolition. Some trees on site and ground is higher than the neighbouring site. Access to parking changing.	7. Ecological report on potential for bats 11. Flood risk assessment using EA standing advice form. 13. Heritage Statement to explain how proposal fits in with character of area. 18. Brief planning policy statement 19. Plans and drawings 24. Tree survey
Change of use from office use to A3 (restaurant), A4 (public house), or A5 (take-away) use	Property in suburban location – the site is outside the Central Core and the District and Local Centres as shown on the Proposals Map.	12. Heads of terms proposal (might require transport infrastructure contributions) 18. Planning policy statement 19. Plans and drawings 21. Sustainability statement 22. Town Centre uses – sequential test required 26. Vehicle parking 27. Vent/flue details
Major residential development of 55 dwellings	Undeveloped site adjacent to settlement boundary and major road. Contains a listed building.	All items listed might be needed apart from: 22 (town centre uses) & 27 (vent/flue & ventilation details).

DESIGN & ACCESS STATEMENTS

When Required

The national requirements are that Design and Access Statements should be submitted for Major applications and applications in designated areas consisting of one or more houses or buildings with more than 100 square metres in floor space.

Guidance

Article 9 of the General Development Procedure Order 2015 sets out the requirements for such statements. Broadly, the statements should explain the design principles and concepts that have been applied to the development, the context of the development and how issues relating to access (including access for disabled people) to the development have been dealt with. For all but outline planning applications (see below) the Statement should address the following aspects:

- Amount of development;
- Layout;
- Scale;
- Landscaping; and
- Appearance.

The statement should describe the steps taken to appraise the context of the development including changes of levels within the site and explain how the design of the development takes that context into account.

The Council requires the statement to demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places. In this respect, regard should be had to the ODPM publication "Safer Places – the Planning System and Crime Prevention".

In relation to relevant applications for planning permission (and/or listed building consent) within, or affecting the setting of, a conservation area, the statement should address how the proposal has taken account of the need to preserve and/or enhance the character and/or appearance of the conservation area.

With relevant applications for outline planning permission the statement will be required to explain and justify, as a minimum, the access principles that will be applied to the site. Additional information on the proposed use, amount of development, scale parameters, design and landscaping may be requested by officers within 1 month of the application being validated if this information is considered necessary to reach an informed decision. In these cases applicants will be asked to agree to an extension of time (to go beyond the standard 13 weeks) to allow for the additional information to be consulted on and assessed.

Statements accompanying applications for approval of reserved matters should demonstrate that the principles and concepts set out in the Design and Access Statement at outline stage have been adhered to in the preparation of the details the subject of the reserved matters application.

Design and Access Statements will be required for the variation or removal of conditions on Major applications as is necessary to deal with the any design or access issues arising from the proposed release/variation of the relevant condition.

COMMUNITY INFRASTRUCTURE LEVY

When Required

A completed CIL Planning Application Additional Information Requirement Form is required for all of the following types of application, even if the development proposed would not need to pay the Community Infrastructure Levy (CIL) under current regulations due to its size or the type of development proposed:

- Full planning applications (excluding householder)¹
- Hybrid full/outline planning applications
- Reserved matters applications
- Lawful development certificates (existing and proposed)
- Section 73 (variation of condition) applications

Guidance

CIL was introduced in Reading from 1st April 2015 and almost all applications determined after this date will be liable to pay CIL where it is relevant.

The Community Infrastructure Levy - Planning Application Additional Information Requirements Form is available on the Planning Portal website, via the following link: <https://www.planningportal.co.uk> and search 'Community Infrastructure Levy'

The Planning Portal also includes guidance notes on filling out the form, available on the following link:

<https://www.planningportal.co.uk> and search 'Community Infrastructure Levy'

There will be a significant number of applications where an Additional Information Requirement form should be submitted, but where there will be no liability for CIL. This will be the case for almost all changes of use without any additional floorspace, for example. However, it is still necessary to complete the form so that a declaration of this is made and on record.

It is of vital importance that the information provided, particularly in the floorspace schedules in Questions 6 and 7, is accurate and that applicants show their methodology for how they have calculated increases in floorspace, as this will be the basis for calculating the CIL liability. Floorspace figures should be for Gross Internal Area, which is the internal area of the building, and should include rooms, circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, ancillary floorspace (e.g. underground parking). Detailed figures for non-residential floorspace will be taken from the main planning application form, and it is also vital that this is accurate.

Further information

The Council's Community Infrastructure Levy Charging Schedule was approved on 27th January 2015 and came into force on 1st April 2015. It sets out the charges that are due on various types of development. It is available on our website:

¹ There is a potential liability to pay CIL for householder applications involving new floorspace. However, it would need to be over 100 sq m. Even over 100 sq m, many proposals would be subject to a self-build exemption. For this reason, although there may be occasional householder developments that will need to pay CIL, it is considered unreasonable to require all householder applications to be accompanied by the form as a validation requirement. This will instead need to be managed between applicant and case officer during the application process.

<http://www.reading.gov.uk/planningadvice> section Community Infrastructure Levy Charging Schedule

The Council operates an Instalments Policy for paying CIL; Guidance for Applicants and Developers is also available on our website.

A variety of other forms that deal with aspects of CIL throughout the process are available on the Planning Portal website. This includes forms for assuming liability to pay CIL, as well as forms for applying for relief from paying CIL. These are not Validation requirements, as they can be submitted throughout the process, although it is advisable that they are submitted as early in the process as possible.

<https://www.planningportal.co.uk> and search '*Community Infrastructure Levy*'