



UTTLESFORD DISTRICT COUNCIL – GUIDANCE TO SUBMISSION OF SUPPORTING DOCUMENTS FOR APPLICATIONS

PLANS:

All plans should be numbered, show the scale (metric) and paper size. Documents which have been copied against copyright legislation cannot be accepted

Location Plans – these must be based on an up-to-date map and should be at a scale of 1:1250 or 1:2500 – where possible they should show at least two named road and surrounding buildings. The properties should be numbered or named to ensure the exact location of the site is clear. The application site should be outlined in red and should include all land necessary to carry out the development such as access to the site from the public highway, visibility splays, landscaping, car parking and open areas around the buildings. Other land in the ownership of the application should be outlined in blue.

Block/Site Plans – these should be drawn to a scale of 1:500 or 1:200 and should accurately show:

- (a) The direction north,
- (b) The proposed development in relation to the site boundaries and other buildings on the site, with written dimensions including those to the boundaries.
- (c) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- (b) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- (e) The extent and type of any hard surfacing
- (f) Boundary treatment including walls or fencing where this is proposed
- (g) All rivers, canals, reservoirs and culverts near or adjacent to the proposed development

Existing and proposed elevations- These should be drawn to a scale of 1:50 or 1:100 and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included if only to show that is in fact the case.

Existing and proposed floor plans – These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in details. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those of the proposed development. New buildings

should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels – These should be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed buildings(s). In all cases where a proposal involves a change of ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing 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. This will be required for all applications involving new buildings.

In the case of householder developments, 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.

Roof Plans – These should be at a scale of 1:50 or 1:100 and should include details such as the roofing material, vents and their location.

CERTIFICATES

Ownership Certificates – All applications for planning permission except for the approval of reserved matters must include the appropriate ownership certificate A, B, C or D stating the ownership of the property in accordance with Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. Where the applicant is not the owner a notice to the owners of the application site must be served in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995. A copy of the notice served should be included with the application documents.

Agricultural Holdings Certificate – This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders or express consent to display an advertisement.

SUPPORTING DOCUMENTS

Design and Access Statements - Statements are required with all planning applications (i.e. outline, reserved matters and full applications) unless they relate only to:

- a material change of use;
- engineering or mining;
- alterations to a dwelling house or incidental buildings within its curtilage (unless the dwelling house is a listed building, within a conservation area, Site of Special Scientific Interest (SSSI), Area of Outstanding Natural Beauty (AONB), National Park etc In which case a Design and Access Statement must be submitted. Uttlesford has 35 Conservation Areas and 12 SSSIs but no AONB or National parks.

Design and Access Statements for major developments should demonstrate how crime prevention measures have been incorporated into the design. Further information is available in the publication "Safer Places – the planning system and crime prevention" which is available on the Department of Communities and Local Government's web site www.communities.gov.uk/publications/planningandbuilding/saferplaces

Guidance in preparing a Design and Access Statement can be found on the Council's web site www.uttlesford.gov.uk and on the Commission for Architecture and the Built Environment (CABE) web site www.cabe.org.uk

The statutory requirements for design and access statements are set out in Statutory Instrument 2006 No. 1063 and Statutory Instrument 2006 No.1062.

Circular 01/2006 (DCLG) Guidance on Changes to the Development Control System published in June 2006 also outlines all the changes that occurred

Drainage details

Please provide details of the intended method of both surface water and foul drainage for any new building(s) including extensions and garages.

Surface Water Drainage

The preferred option for the discharge of surface water run off from a development is into the ground within the site boundaries by means of soakaways. This will apply to roof water and run-off from any other impermeable surfaces within the development. The applicant will therefore need to ascertain by means of a percolation test whether ground conditions are suitable.

Should the use of soakaways not be practicable, discharge may be to a drain or an adjacent watercourse. In this case you will be asked to prepare a scheme encompassing sustainable principles in accordance with Part H of the Building Regulations and arrangements for their ongoing maintenance. This scheme is likely to incorporate on-site storage with an attenuated discharge and/or the retention of run-off on site for re-use

Foul Water Drainage

Should your proposal involve non-mains drainage, either a new system or connection to the existing, you will need to complete and submit one copy of Foul Drainage Assessment Form (FDA1) (appendix 2) with your application. It is important that you provide full and accurate information. Failure to do so will delay the processing of your application. Please see the Council's advice on drainage which is available on our web site www.uttlesford.gov.uk . It should be noted that private means of foul effluent disposal is only acceptable when foul mains drainage is unavailable.

Flood Risk Assessment

A Flood Risk Assessment (FRA) is required for:

- All proposals within Flood Risk Zone 2 and 3, as illustrated by the Environment Agency's Flood maps www.environment-agency.gov.uk
- All proposals of 1 hectare or more in Flood Zone 1

Applicants are also advised that Local Planning Authorities are required to apply a Sequential Test and Exception Test to some types of development within Flood Zones 2 and 3. It is strongly recommended that applicants discuss the tests with the Local Planning Authority at the earliest opportunity as planning permission can be refused, irrespective of a Flood Risk assessment, if any aspect of these Tests can not be met.

To determine whether your proposal requires a FRA you need firstly to determine in which "flood risk zone" it is located. This you can do by visiting the Flood Map on the Environment Agency's website or by contacting them on 08708 506506.

Guidance on Flood Risk Assessments is available on the Council's web site www.uttlesford.gov.uk and on the Environment Agency's consultation matrix www.pipernetworking.com/floodrisk

Further Information is also contained in Planning Policy Statement 25

Accessibility Drawing

Any application submitted in respect of new residential development must be accompanied by a design statement, setting out the measures that are included in the proposals for Lifetime Homes, Wheelchair Housing and Accessible Play Space.

Further information can be found in the Council's Adopted Supplementary Planning Document – Accessible Homes and Play space which is available on the Council's web site.

Details of Sustainable Construction

All application involving new buildings should be accompanied by details showing how the development will meet the requirements of the Council's adopted Supplementary Planning Document "Energy Efficiency and Renewable Energy". Further information is also contained in the document "Sustainability standards for new development in Uttlesford". Both documents are available on the Council's web site www.uttlesford.gov.uk

Developers should also incorporate other forms of sustainability into designs such as water efficiency, use of materials and recycling of waste. More information can be found at www.waterwise.org.uk, www.breeam.org, www.planningportal.gov.uk, www.energysavingtrust.org.uk/housingbuildings, www.environment-agency.gov.uk and in National Planning Policy Statement – Planning and Climate Change

Structural Survey

For all applications involving substantial demolition, for replacement dwellings and for the conversion of listed barns a structural survey will be required. A structural Survey is also required for Listed Building applications where any of the existing fabric of the building is to be removed.

Please see the Council's adopted Supplementary Planning Document – Replacement dwellings, or the Council's Guidance on the conversion of rural Buildings

Biodiversity Survey and Report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals have been made for mitigation and/or

compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in National Planning Policy Statement 9- Biodiversity and Geological Conservation.

In cases where bats are likely to be present in a building, in the vicinity of a building, or in cases involving the conversion of any farm outbuildings to commercial, residential or other use, a Bat Survey must be submitted with the application.

In cases where great crested newts are known to be present at a site or the site is within 500 m of a known great crested newt colony, and the proposed works are likely to affect them, a survey is required.

Guidance on both Bat and Newt Surveys are available on the Council's web site www.uttlesford.gov.uk

Please refer to the table – appendix 1 which indicates when surveys are likely to be required for which species and when these can be carried out.

The Essex Biodiversity Project, has produced interactive guidance for planning development with wildlife in mind and sets out in plain English how to do this. The Guide offers advice on taking account of Protected Species, finding a wildlife consultant who can carry out surveys and prepare management plans and designing development projects in ways that incorporate space for wildlife, with ideas and case studies. The Guide is available on line at www.wildlifeandplanningessex.org.uk. Other useful advice and publications are produced by The Institute of Ecology and Environmental Management (www.ieem.org.uk) and Natural England (www.naturalengland.org.uk)

Manufacturer's Specifications and Drawings/Photographs

These should be provided for applications involving the installation of equipment and apparatus such as micro generation equipment, satellite

dishes, gates, extraction equipment from food premises etc, demountable buildings and caravans. In the case of listed building applications also for flues, vents, pipes and sun pipes.

Tree Survey/Arboricultural implications

Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees) information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in BS5837 "Trees in relation to construction – Recommendations"

Where developments are adjacent to waterways landscaping plans should include species chosen to be indigenous and sensitive to the waterside environment, be carefully sited and properly maintained to ensure they would not obstruct the navigation or towpath or threaten the integrity of the waterway wall or any other waterways infrastructure.

Parking and Access Arrangements

Details of existing and proposed car parking provision and access arrangements should be provided. These can be shown on the site layout plan(s).

Planning/Explanatory Statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to the submission. However a separate statement of community involvement may also be appropriate.

Photographs and Photomontages

These provide useful background information and can help show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Daylight/Sunlight Assessment

Any built development where there is a potential adverse impact on the current levels of sunlight/daylight enjoyed by adjoining properties or building(s) including associated gardens, amenity (space or adjoining waterways which form amenity/open space) or boats, then the application should be accompanied by a daylight/sunlight assessment. For guidance refer to BRE guidelines on daylight assessments (www.bretrust.org.uk)

Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

Required where there is a reasonable probability of archaeological remains, whether below or above ground, being present on the site. The need for a Heritage Statement will depend on the scale of the development, as well as the nature of the archaeology. Domestic extensions and alterations will not require such an assessment, except in the case of historic buildings or conservation areas. Where significant ground disturbance occurs, especially in areas which have recorded historic environment assets on the Historic Environment Record (see <http://unlockingessex.essex.gov.uk>), then a field evaluation including trial trenching may be necessary as part of the Heritage Statement.

Heritage Statements must be produced by an appropriately qualified individual. National policy advice is provided in Planning Policy Guidance Note 15 – Planning and the Historic Environment and Planning Policy Guidance Note 16 – Archaeology and Planning. The Historic Environment Branch of Essex County Council can provide further information on the requirements. Please contact heritage.conservation@essexcc.gov.uk

For proposals which include or have affect the setting of Grade 11* or Grade 1 listed building, involve the demolition or partial demolition of a Grade 11 listed building or affect scheduled ancient monuments these should include:

- an assessment of the impact of the works on the significance of the asset
- a statement of justification for the works
- an archaeological assessment or field evaluation and mitigation strategy where important archeological remains exist
- a structural report by an engineer familiar with historic assets, which identifies defects and proposes remedies for proposals which include significant elements of demolition or rebuilding

Where proposals include the total or substantial demolition of a listed building, or any significant part of it, the statement of justification should be based on the following criteria as set out in National Planning Policy Guidance 15:

- the condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from its continued use
- the adequacy of efforts made to retain the building in use, including evidence that the building has been offered on the open market at a realistic price
- merits of alternative proposals for the site

Statements should also take into account the impact on and setting of the historic environment and include a statement of significance of the historical and archaeological interest of the site.

Air Quality Assessment

Applications for sites which fall within 100m of the M11 and 35m of the new A120 will require an Air Quality Assessment.

See the Uttlesford Local Plan Policy ENV13 and proposals map.

Environmental Impact Statement/Assessment

For Applications which fall within Schedule One and Schedule Two of The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999

Lighting Assessment (External)

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area or open countryside, where external lighting is provided or made necessary by the development should be accompanied by details of external lighting including the hours when the lighting will be switched on, a layout plan with beam orientation and a schedule of the equipment in the design. Please refer to "Lighting in the Countryside: Towards Good Practice" which is available from the Department for Communities and Local Government www.communities.gov.uk

Noise Impact /Sound Insulation Assessment

For developments in noise sensitive areas such as those close to major roads, railway lines and Stansted Airport and for those likely to generate noise a Noise Impact Assessment will need to be undertaken.

For further information and guidance see Uttlesford Local plan Policies ENV10 and ENV11 and National Planning Policy Guidance 24

For developments in noise sensitive areas such as those close to major roads, railway lines and Stansted Airport a Sound Insulation Assessment will need to be undertaken. Please refer to National Planning Policy Guidance 24 – Planning and Noise.

Ventilation/Extraction Details

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic characteristics will be required to accompany all applications for the use of premises for purposes within use classes A3 (Restaurants and cafes), A4 (drinking establishments) and A5 (Hot food takeaways). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial, leisure or similar developments where substantial ventilation or extraction equipment is proposed to be installed. For advice contact our Environmental Health Section on 01799 510370

Retail Assessment/Impact Assessment

A retail assessment will be required where a new large retail outlet is to be constructed or where an extension is planned for an existing large retail outlet.

For information and guidance see Uttlesford Local Plan and National Planning Policy Statement 6 and related guidance

Where there is an application for retail development on the edge of or outside of the town centres of Saffron Walden, Great Dunmow, Thaxted or Stansted centres evidence should be provided to show that there are no sequentially preferable sites. Refer to Local Plan policy RS2 and National Planning Policy Statement 6: Planning for Town Centres

Impact assessments are required for all retail and leisure developments over 2,500m² gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should be provided for applications for other main town centre uses when they are in an edge of town or out of centre location and not in accordance with the development plan. Please refer to Planning Policy Statement 6 – Planning for Town Centres

Traffic Statements/Transport Assessment

For developments likely to generate significant amounts of traffic, in excess of 50 passenger car uses during the peak hour, a Transport Assessment will be required. Essex County Council have prepared guidance on Transport Assessments which is available on their web site www.essexcc.gov.uk

Where the development will impact on a trunk road a transport statement will be required for proposals of between 50 and 80 dwellings if the number of dwellings exceeds 80 units a full Transport assessment is required. More information is available on the Highways Agency web site www.highways.gov.uk

Please refer to National Planning Policy Guidance 13 – Transport

For development of waterside sites these should assess the feasibility of using waterways and their towpaths for waterborne freight and passenger transport, cycling and walking.

Travel Plan

For developments likely to involve significant amounts of people travelling to and from the site - commercial developments where there will be 50 or more employees and major housing developments, a Travel Plan will need to be formulated. Please refer to National Planning Policy Guidance 13 – Transport, and the Department of Transport web site www.dft.gov.uk Further information and advice on travel plans is available on Essex County Council's web site www.essexcc.gov.uk

For development of waterside sites these should assess the feasibility of using waterways and their towpaths for waterborne freight and passenger transport, cycling and walking.

Land Contamination Assessment

Where contamination is known or suspected or the proposed use would be particularly vulnerable the applicant should provide, as a minimum, a desktop study identifying the previous uses of the site, potential contaminants and other relevant information. If the desktop study identifies that contamination may be a problem, a full site investigation should be completed and submitted along with a risk assessment and remediation method Statements. Refer to National Planning Policy Statement 23 – Planning and Pollution Control. Further advice on land contamination issues is available under the advice and guidance section in the planning pages on the Council's web site www.uttlesford.gov.uk

Open Space/Playing Field Assessment

If the proposal involves the development of, or impacts on existing open spaces, including waterways, the application should be accompanied by plans showing any areas of existing open space within or adjoining the application site. The applicant must seek to demonstrate through an independent assessment that the land or buildings are surplus to requirements.

Developments for 10 houses or above should demonstrate how they comply with Local Plan requirements and National Planning Guidance.

For applications which affect playing fields the assessment should include:

- The size of the existing playing field and how much of the playing field is affected by the proposal (in hectares or square metres)
- Existing site plan at a 1:1000 scale clearly showing the layout of the winter and summer pitches including safety margins.
- Proposed site plan, showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should be shown.
- Any information of alternative sport and recreational provision.
- Copy of any relevant correspondence, supporting statement or submission, including when last used, used by whom, in addition to what formal sports provision is being proposed (if any), including replacement facilities.

Refer to National Planning Policy Guidance note 17 – Planning for open space, sport and recreation and the Uttlesford Local Plan. Further information and advice is also available from Sports England – www.sportengland.org/east

Regeneration statement

Applications may be accompanied by a statement of any regeneration benefits from the proposed development, including details of any new jobs that might be created or supported, the relative floorspace totals for each proposed use, any community benefits and reference to any regeneration strategies that might lie behind or be supported by the proposal.

Statement of Community Involvement

For large scale developments as recommended by the Statement of Community Involvement which forms part of the Council's Local Development Framework and was adopted in July 2006. This is available on the Council's web site www.uttlesford.gov.uk

Utilities Statement

For major applications a utilities statement should include how an application connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas suppliers, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise, firstly whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands of the development and secondly whether the provision of services on site would give rise to any environmental impacts, for example on 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.

For water and sewerage this statement should include a letter from the utility company stating that the capacity exists within the existing network or confirmation that agreements have been signed for the provision of the necessary infrastructure. It is the responsibility of the applicant to obtain these from the utility companies.

Site Waste Management Plan

Projects of £200,000 in value or above should be supported by site waste management plans identifying the type of material to be demolished and or excavated, opportunities for the reuse and recovery of materials and demonstrating how off-site waste will be minimised and managed. The DTI have published a code of practice – Site Waste Management Plans: guidance for construction contractors and clients which can be viewed at www.constructingexcellance.org.uk

For waterside sites the feasibility of using waterborne freight to transport waste from site should be included.

Stage One Road Safety Audit

For developments which propose changing the highway network, other than simple priority junction for the site access, a safety audit should be submitted which has been carried out by an independent qualified auditor. Please refer to the Institution of Highways and Transport guidance – www.iht.org.uk

Water Wall Survey

For waterside sites on the "offside" (non towpath side) the waterway wall is typically the responsibility of the developer. A survey should be carried out of the condition of the waterway wall and a method statement and schedule of repairs identified. Any heritage features and materials identified should be made available for inspection by British Waterways and where appropriate preserved in-situ or reclaimed and re used elsewhere on site or on a nearby waterway wall. Further information and advice can be obtained from British Waterways – www.britishwaterwayslondon.co.uk

