

**NORTHAMPTON BOROUGH COUNCIL**

**LOCAL VALIDATION REQUIREMENTS**

**COMMITTEE DRAFT 2019**

## Contents

Introduction	3
1. Domestic extensions and outbuildings	4
2. New doors and windows to domestic properties	6
3. New fences/walls/boundary treatments	8
4. Driveways/new vehicular accesses	10
5. Non domestic buildings and extensions / Change of use involving external alterations to buildings	12
6. Change of use – Non Residential – (no external alterations)	18
7. New dwellings / residential uses / Change of use to dwellings / residential uses	21
8. Outline applications	27
9. Floodlighting	32
10. Plant, equipment and machinery	34
11. Advertisements	38
12. Certificates of Lawfulness – Proposed and Existing Uses	39
13. Certificates of Lawfulness – Proposed Developments	39
14. Certificates of Lawfulness – Existing Developments	41
15. Listed Building Consent	43
16. Non Material Amendments	45
17. Prior Notification of Change of Use	46
18. Prior Notification of Larger Home Extensions	47
19. Prior Notification of Demolition	49
20. Prior Notification of the Installation of Telecommunications Apparatus	50
21. Reserved Matters Applications	52
22. Rights of Way Diversions/Stopping Up	53
23. Variation/Removal of Condition	53
24. Works to Trees	54
25. Retrospective Applications	55
<b>Glossary</b>	<b>56</b>

## Introduction

The purpose of validation requirements is to achieve consistency in the decision making process and to make the process of applying for planning permission more straight forward for developers, by providing greater clarity as to the information that needs to be submitted with an application.

The validation of a planning application is essentially a checking process to ensure that the information required to assess a planning application has been submitted at the start of the process. It is important that the necessary information is submitted and the information submitted is accurate, otherwise consideration of the application would be subject to unnecessary delay. Without the required, accurate, information an application will not be validated.

This document is intended to provide a useable manual to assist developers in preparing applications for planning permission and other planning consents, by providing clear information as to what information should be submitted with each application type. In order to do this, the guide has been broken down by application type, with clear reference to the documents/information that is required for each application type. Where items are listed in **Bold** these are defined further in the glossary at the end of the document.

This document has been arranged to allow quick and easy access to the information requirements for the type of application you are submitting.

Developers are encouraged to discuss their proposals with the Council prior to submission. The benefit of this is that additional advice can be provided as to the various criteria described within this document.

If you require further advice on validation requirements, please telephone the Council on 0300 330 7000 or email [planning@northampton.gov.uk](mailto:planning@northampton.gov.uk).

## 1. Domestic extensions and outbuildings

What is needed	Details	When required
Completed application form, ownership certificate, CIL form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties.</li> <li>All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>Identify the position of any buildings (existing and proposed) together with proposed extensions, on the site and adjoining properties</li> <li>Drawn to a scale of 1:500</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>Including a metric scale bar</li> </ul>	All applications
Proposed Elevations	<ul style="list-style-type: none"> <li>Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>Including a metric scale bar</li> </ul>	All applications
Existing Floor Plans	<ul style="list-style-type: none"> <li>Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected</li> </ul>	All applications

	<p>by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</p> <ul style="list-style-type: none"> <li>• Including a metric scale bar</li> </ul>	
Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges or when the proposed development may have an impact on trees within the

	<ul style="list-style-type: none"> <li>• Tree protection measures during the construction process and life of the development</li> </ul>	development site or on adjacent land and/or when trees may adversely affect a proposed development
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a written description and justification of the planning application.	All development within a <b>Conservation Area</b> where the floor space to be created would exceed 100 square metres
Heritage Impact Assessment	A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.	Applications within a <b>Conservation Area</b> and/or affecting a <b>Listed Building or its setting</b>
Flood Risk Assessment	A statement that considers the risk of flooding as a result of the development, alongside the potential flood risk for the site. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood levels with climate change allowances, floor levels of the site, and if lower than flood levels, resilience and resistance/recovery measures, alongside evacuation plans/safe escape routes. The need for such assessments is governed by the size and description of the proposed development and the location of the site relative to its flood risk potential.  See the Glossary for links to further guidance and information.	In Flood Zones 2 or 3.

## 2. New doors and windows to domestic properties

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications

Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a	All development within a <b>Conservation Area</b> where the floor space to

	written description and justification of the planning application.	be created would exceed 100 square metres
Heritage Impact Assessment	A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.	Applications within a <b>Conservation Area</b> and/or affecting a <b>Listed Building or its setting</b>

### 3. New fences/walls/boundary treatments

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> <li>All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>Identify the position of any buildings on the site and adjoining properties together with the position of the proposed boundary treatment</li> <li>Drawn at a scale of 1:500</li> </ul>	All applications



	<ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</li> <li>• Details of any pruning required to facilitate access or for other reasons.</li> <li>• Tree protection measures during the construction process and life of the</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges.

	development	
Heritage Impact Assessment	A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.	Applications within a <b>Conservation Area</b> and/or affecting a <b>Listed Building</b> or its <b>setting</b>

#### 4. Driveways/new vehicular accesses

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> <li>All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>Identify the position of any buildings on the site and adjoining properties together with the position of the proposed vehicular access</li> <li>Drawn to a scale of 1:500</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures,</li> </ul>	All applications

	<p>hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</p> <ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments, clearly indicating the position of the proposed crossover. This plan should also include any other features of note, such as existing trees and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</li> <li>• Details of any pruning required to facilitate access or for other reasons.</li> <li>• Tree protection measures during the construction process and life of the development</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges.
Heritage Impact Assessment	<p>A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.</p>	Applications within a <b>Conservation Area</b> and/or affecting a <b>Listed Building</b> or its setting

**5. Non domestic buildings and extensions**  
**Change of use involving external alterations to buildings**

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> <li>• Drawn to a scale of 1:500</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	All applications involving external alterations
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications involving external alterations

Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Design and Access Statement	<ul style="list-style-type: none"> <li>• Explains the design thinking behind a planning application, and how access will be provided, including access for disabled people. This should include a written description and justification of the planning application.</li> <li>• Photos, maps and drawings may be needed to further illustrate the points made.</li> </ul>	<p><b>Major Applications</b></p> <p>All development within a <b>Conservation Area</b> where the floor space to be created would exceed 100 square metres</p> <p>Applications relating to alterations to <b>Listed Buildings</b></p>
Planning Statement	Identifying the scale and nature of the proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	All applications
Community Involvement Submission	A document summarising how the views of the local community have been sought and	Site of more than 3 hectares

	taken into account in the formulation of development proposals.	Development of more than 1500 square metres
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</li> <li>• Details of any pruning required to facilitate access or for other reasons.</li> <li>• Tree protection measures during the construction process and life of the development</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges.
Biodiversity / Ecology Assessment	<ul style="list-style-type: none"> <li>• The survey should be undertaken within the last available season before the submission of the application and must have been conducted by an appropriately qualified person to industry guidelines and standards. The survey must record which designated sites, protected species, and species or habitats of principal importance are present on or around the site; identify the extent/area/length present; and map their distribution.</li> <li>• The assessment should describe all the potential impacts of the development which are likely to harm designated sites, protected species and species or habitats of principle importance. This should include direct and indirect impacts, for example increased disturbance because of recreation. Using the results of the surveys the assessment must demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. It should also show how a net gain in biodiversity would be achieved. The use of a recognised biodiversity metric to demonstrate net gain is encouraged.</li> </ul>	<b>Major Applications</b>  Development involving land that has not been previously developed
Archaeological Assessment	Include a study of the recorded history and archaeology of a site and be undertaken to	Development within the curtilage of a <b>Listed</b>

	<p>evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals. Applicants should make an initial assessment of whether a site is known or thought likely to contain archaeological remains at an early stage. Information on known archaeological sites can be obtained from the Historic Environment Record (as maintained by Northamptonshire County Council).</p>	<p><b>Building or Scheduled Ancient Monument</b></p> <p>Area designated in the Development Plan as of archaeological significance.</p>
<p>Heritage Impact Assessment</p>	<p>A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.</p>	<p>Applications within a <b>Conservation Area</b> and/or affecting a <b>Listed Building</b> or its setting</p>
<p>Transport Assessment</p>	<ul style="list-style-type: none"> <li>• A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site</li> <li>• Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users</li> <li>• Transport Assessments should be carried out and reported as described in the Department for Transport's 'Guidance on Transport Assessment (GTA)' document. In addition, the Ministry of Housing, Communities and Local Government also provide guidance on preparing Transport Assessments.</li> <li>• Where assessments are required to understand the impact of the proposal on the Strategic Road Network in the area, assessments should also be undertaken in</li> </ul>	<p><b>Major Applications</b></p>

	line with DfT's Circular 02/2013 (The Strategic Road Network and the Delivery of Sustainable Development)	
Travel Plan	<ul style="list-style-type: none"> <li>Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys</li> <li>Should include details of how the success of the plan will be monitored.</li> </ul>	<b>Major Applications</b>
Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	<p>Development involving uses falling with Classes B2 and B8 and <b>Major Applications</b> falling within Classes A1 to A5 of the <b>Use Classes Order</b></p> <p>Wind turbines, wind farms</p> <p>Where music is to be played externally</p> <p>Motor sport activities.</p>
Odour Attenuation Plan	Assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with information on any proposed abatement system.	<p>Developments involving any of the following:</p> <p>Cooking of food</p> <p>Paint spraying or coating processes</p> <p>The installation of a furnace / incinerator</p> <p>Composting.</p> <p>Storage and handling of dusty materials.</p> <p>Manufacture of perfumes, flavourings etc.</p> <p>Slaughterhouses</p> <p>The accommodation of animals</p>
Marketing Information	Details showing how long a building has been vacant, how the property has been marketed and any interest from prospective occupiers	<b>Town Centre Uses</b> when proposed in an out of <b>Centre</b> location.
Sequential Assessment	Details whether any suitable in <b>Centre</b> sites are available to accommodate the proposed development	When more than 1000m <sup>2</sup> of floorspace of a <b>Town Centre Use</b> is proposed in an out of <b>Centre</b> location



Impact Assessment	Should assess impact of out of <b>Centre</b> proposals on the established <b>Centres</b> in terms of diversion of trade	When more than 1000m <sup>2</sup> of floorspace of <b>A Town Centre Use</b> is proposed in an out of <b>Centre</b> location
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Buildings of more than 15m in height
Flood Risk Assessment / Drainage Strategy	<p>A statement that considers the risk of flooding as a result of the development, alongside the potential flood risk for the site. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood levels with climate change allowances, floor levels of the site, and if lower than flood levels, resilience and resistance/recovery measures, alongside evacuation plans/safe escape routes.</p> <p>The need for such assessments is governed by the size and description of the proposed development and the location of the site relative to its flood risk potential.</p> <p>See the Glossary for links to further guidance and information.</p> <p>A drainage assessment should identify opportunities to reduce the probability and consequences of flooding.</p>	<p>Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency</p> <p>Developments within Flood Zone 2 or 3.</p> <p>For all major developments</p>
Contamination Assessment	This should establish previous uses of the land, or adjacent sites, and to identify potential sources and scale of contamination, including that occurring naturally, receptors that could be risks to human health, surface or grounds waters, buildings and ecology. The assessment should also include an assessment of any remedial options and a proposed course of action.	<p>For all <b>Major Applications</b></p> <p>For development on land that is, or was most recently, used for commercial or industrial purposes, for schools</p>

Air Quality Assessment	<ul style="list-style-type: none"> <li>Assesses the likelihood of a deterioration of amenity at nearby premises due to air quality issues.</li> <li>The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring data.</li> </ul> <p>This data is required for verifying the modelling study and must be collected over a sufficient period of time</p>	<b>Major Applications</b> within <b>Air Quality Management Areas</b>
------------------------	--	---

**6. Change of Use- Non Residential (no external alterations)**

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> <li>All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>Identify the position of any buildings on the site and adjoining properties</li> <li>Drawn to a scale of 1:500</li> <li>Including a North point</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• Including a metric scale bar</li> </ul>	
Planning Statement	Identifying the scale and nature of the proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	All applications
Transport Assessment	<ul style="list-style-type: none"> <li>• A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site</li> <li>• Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users</li> <li>• Transport Assessments should be carried out and reported as described in the Department for Transport's 'Guidance on Transport Assessment (GTA)' document. In addition, the Ministry of Housing, Communities and Local Government also provide guidance on preparing Transport Assessments.</li> <li>• Where assessments are required to understand the impact of the proposal on the Strategic Road Network in the area, assessments should also be undertaken in line with DfT's Circular 02/2013 (The Strategic Road Network and the Delivery of Sustainable Development)</li> </ul>	<b>Major Applications</b>
Travel Plan	<ul style="list-style-type: none"> <li>• Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys</li> <li>• Should include details of how the success of the plan will be monitored.</li> </ul>	<b>Major Applications</b>
Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	Development involving uses falling with Classes B2 and B8 and <b>Major Applications</b> falling within Classes A1 to A5

		<p>of the <b>Use Classes Order</b></p> <p>Wind turbines, wind farms</p> <p>Where music is to be played externally</p> <p>Motor sport activities.</p>
Odour Attenuation Plan	Assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with information on any proposed abatement system.	<p>Developments involving any of the following:</p> <p>Cooking of food</p> <p>Paint spraying or coating processes</p> <p>The installation of a furnace / incinerator</p> <p>Composting.</p> <p>Storage and handling of dusty materials.</p> <p>Manufacture of perfumes, flavourings etc. Slaughterhouses</p> <p>The accommodation of animals</p>
Marketing Information	Details showing how long a building has been vacant, how the property has been marketed and any interest from prospective occupiers	<b>Town Centre Uses</b> when proposed in an out of <b>Centre</b> location
Sequential Assessment	Details whether any suitable in <b>Centre</b> sites are available to accommodate the proposed development	When more than 1000m <sup>2</sup> of floorspace of a <b>Town Centre Use</b> is proposed in an out of <b>Centre</b> location
Impact Assessment	Should assess impact of out of <b>Centre</b> proposals on the established <b>Centres</b> in terms of diversion of trade	When more than 1000m <sup>2</sup> of floorspace of a <b>Town Centre Use</b> is proposed in an out of <b>Centre</b> location`
Flood Risk Assessment / Drainage Strategy	<p>A statement that considers the risk of flooding arising from the development, in addition to the development being flooded. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood reduction measures.</p> <p>The need for such assessments is governed by the size and description of the proposed</p>	<p>Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency</p> <p>Developments within Flood Zone 2 or 3.</p>

	<p>development and the location of the site relative to its flood risk potential.</p> <p>See the Glossary for links to further guidance and information.</p> <p>A drainage assessment should identify opportunities to reduce the probability and consequences of flooding.</p>	<p>For all <b>Major Applications</b></p>
Contamination Assessment	<p>This should establish previous uses of the land, or adjacent sites, and to identify potential sources and scale of contamination, including that occurring naturally, receptors that could be risks to human health, surface or groundwaters, buildings and ecology. The assessment should also include an assessment of any remedial options and a proposed course of action.</p>	<p>For all <b>Major Applications</b></p> <p>For development on land that is, or was most recently, used for commercial or industrial purposes, for schools</p>
Air Quality Assessment	<ul style="list-style-type: none"> <li>Assesses the likelihood of a deterioration of amenity at nearby premises due to air quality issues.</li> <li>The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring data.</li> </ul> <p>This data is required for verifying the modelling study and must be collected over a sufficient period of time</p>	<p><b>Major Applications</b> within <b>Air Quality Management Areas</b></p>

7. **New dwellings/Residential Uses**  
**Changes of use to dwellings/Residential Uses**

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> <li>All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	All applications involving external alterations
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications involving external alterations
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and</li> </ul>	All applications

	<p>adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</p> <ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Design and Access Statement	<ul style="list-style-type: none"> <li>• Explains the design thinking behind a planning application, and how access will be provided, including access for disabled people. This should include a written description and justification of the planning application.</li> <li>• Photos, maps and drawings may be needed to further illustrate the points made.</li> </ul>	<p><b>Major Applications</b></p> <p>All development within a <b>Conservation Area</b> for the provision of one or more dwellinghouses or where the floor space to be created would exceed 100 square metres</p> <p>Applications relating to alterations to <b>Listed Buildings</b></p>
Community Involvement Submission	A document summarising how the views of the local community have been sought and taken into account in the formulation of development proposals.	<p>Site of more than 3 hectares</p> <p>Development of more than 100 dwellings</p>
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</li> <li>• Details of any pruning required to facilitate access or for other reasons.</li> <li>• Tree protection measures during the construction process and life of the development</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges.
Planning Statement	Identifying the scale and nature of the proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	All applications

<p>Biodiversity / Ecology Assessment</p>	<ul style="list-style-type: none"> <li>• The survey should be undertaken within the last available season before the submission of the application and must have been conducted by an appropriately qualified person to industry guidelines and standards. The survey must record which designated sites, protected species, and species or habitats of principal importance are present on or around the site; identify the extent/area/length present; and map their distribution.</li> <li>• The assessment should describe all the potential impacts of the development which are likely to harm designated sites, protected species and species or habitats of principle importance. This should include direct and indirect impacts, for example increased disturbance because of recreation. Using the results of the surveys the assessment must demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. It should also show how a net gain in biodiversity would be achieved. The use of a recognised biodiversity metric to demonstrate net gain is encouraged.</li> </ul>	<p><b>Major Applications</b></p> <p><b>Development involving land that has not been previously developed</b></p>
<p>Archaeological Assessment</p>	<p>Include a study of the recorded history and archaeology of a site and be undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals. Applicants should make an initial assessment of whether a site is known or thought likely to contain archaeological remains at an early stage. Information on known archaeological sites can be obtained from the Historic Environment Record (as maintained by Northamptonshire County Council).</p>	<p>Development within the curtilage of a <b>Listed Building</b> or <b>Scheduled Ancient Monument</b></p> <p>Area designated in the Development Plan as of archaeological significance.</p>
<p>Heritage Impact Assessment</p>	<p>A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should</p>	<p>Applications within a <b>Conservation Area</b> and/or affecting a <b>Listed Building</b> or its <b>setting</b></p>



	also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.	
Air Quality Assessment	<ul style="list-style-type: none"> <li>Assesses the likelihood of a deterioration of amenity at nearby premises due to air quality issues.</li> <li>The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring data.</li> <li>This data is required for verifying the modelling study and must be collected over a sufficient period of time</li> </ul>	When in excess of 10 dwellings and proposed within <b>Air Quality Management Areas</b>
Noise Level Assessment	An assessment of the existing noise levels within the vicinity of the site; for example, those generated from nearby commercial premises, roads or railways.	When residential accommodation is proposed within <b>Allocated Commercial Areas</b> or adjacent to <b>Major Roads</b> and railway lines
Transport Assessment	<ul style="list-style-type: none"> <li>A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site</li> <li>Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users</li> <li>Transport Assessments should be carried out and reported as described in the Department for Transport's 'Guidance on Transport Assessment (GTA)' document. In addition, the Ministry of Housing, Communities and Local Government also provide guidance on preparing Transport Assessments.</li> <li>Where assessments are required to understand the impact of the proposal on the Strategic Road Network in the area, assessments should also be undertaken in line with DfT's Circular 02/2013 (The</li> </ul>	<b>Major Applications</b>

	<p>Strategic Road Network and the Delivery of Sustainable Development)</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
Travel Plan	<ul style="list-style-type: none"> <li>• Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys</li> <li>• Should include details of how the success of the plan will be monitored.</li> </ul>	<b>Major Applications</b>
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Buildings of more than 15m in height
Parking Beat Survey	An assessment of the availability of on street parking spaces within the street on which the application site is located and neighbouring streets.	Houses in Multiple Occupation, where less than one parking space per resident is proposed.
Flood Risk Assessment / Drainage Strategy	<p>A statement that considers the risk of flooding as a result of the development, alongside the potential flood risk for the site. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood levels with climate change allowances, floor levels of the site, and if lower than flood levels, resilience and resistance/recovery measures, alongside evacuation plans/safe escape routes.</p> <p>The need for such assessments is governed by the size and description of the proposed development and the location of the site relative to its flood risk potential.</p> <p>See the Glossary for links to further guidance and information.</p> <p>A drainage assessment should identify opportunities to reduce the probability and consequences of flooding.</p>	<p>Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency</p> <p>Developments within Flood Zone 2 or 3.</p> <p>For all <b>Major Applications</b></p>
Contamination Assessment	This should establish previous uses of the land, or adjacent sites, and to identify potential sources and scale of contamination, including that occurring naturally, receptors that could be risks to human health, surface or groundwaters, buildings and ecology. The assessment	<p>For all <b>Major Applications</b></p> <p>For development on land that is, or was most recently, used for</p>

	should also include an assessment of any remedial options and a proposed course of action.	commercial or industrial purposes
--	--	-----------------------------------

## 8. Outline applications

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> <li>All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Indicative parameters	Depending on which matters are to be reserved for future consideration indicative parameters covering the use of the site (such as identifying distinct areas for differing types of development); the amount of development (for instance, the number of units); layout; scale parameters (including upper and lower limits for the height, width and length of each building); and access points. Including a North point on plans and a metric scale bar on plans and elevations.	All applications
Air Quality Assessment	<ul style="list-style-type: none"> <li>Assesses the likelihood of a deterioration of amenity at nearby premises due to air quality issues.</li> <li>The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring</li> </ul>	When in excess of 10 dwellings and proposed within <b>Air Quality Management Areas</b>

	<p>data.</p> <ul style="list-style-type: none"> <li>This data is required for verifying the modelling study and must be collected over a sufficient period of time</li> </ul>	
Archaeological Assessment	<p>Include a study of the recorded history and archaeology of a site and be undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals. Applicants should make an initial assessment of whether a site is known or thought likely to contain archaeological remains at an early stage. Information on known archaeological sites can be obtained from the Historic Environment Record (as maintained by Northamptonshire County Council).</p>	<p>Development within the curtilage of a <b>Listed Building</b> or <b>Scheduled Ancient Monument</b></p> <p>Area designated in the Development Plan as of archaeological significance.</p>
Heritage Impact Assessment	<p>A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.</p>	<p>Applications within a <b>Conservation Area</b> and/or affecting a <b>Listed Building</b> or its <b>setting</b></p>
Biodiversity / Ecology Assessment	<ul style="list-style-type: none"> <li>The survey should be undertaken within the last available season before the submission of the application and must have been conducted by an appropriately qualified person to industry guidelines and standards. The survey must record which designated sites, protected species, and species or habitats of principal importance are present on or around the site; identify the extent/area/length present; and map their distribution.</li> <li>The assessment should describe all the potential impacts of the development which are likely to harm designated sites, protected species and species or habitats of principle importance. This should include direct and indirect impacts, for example increased disturbance because of recreation. Using the results of the surveys the assessment must</li> </ul>	<p><b>Major Applications</b></p> <p>Development involving land that has not been previously developed</p>

	demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. It should also show how a net gain in biodiversity would be achieved. The use of a recognised biodiversity metric to demonstrate net gain is encouraged.	
Design and Access Statement	<ul style="list-style-type: none"> <li>Explains the design thinking behind a planning application, and how access will be provided, including access for disabled people. This should include a written description and justification of the planning application.</li> <li>Photos, maps and drawings may be needed to further illustrate the points made.</li> </ul>	<p><b>Major Applications</b></p> <p>All development within a <b>Conservation Area</b> for the provision of one or more dwellinghouses or where the floor space to be created would exceed 100 square metres</p> <p>Applications relating to alterations to <b>Listed Buildings</b></p>
Planning Statement	Identifying the scale and nature of the proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	All applications
Community Involvement Submission	A document summarising how the views of the local community have been sought and taken into account in the formulation of development proposals.	<p>Site of more than 3 hectares</p> <p>Development of more than 1500 square metres</p> <p>More than 100 dwellings</p>
Transport Assessment	<ul style="list-style-type: none"> <li>A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site</li> <li>Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public</li> </ul>	<b>Major Applications</b>

	<p>transport users</p> <ul style="list-style-type: none"> <li>• Transport Assessments should be carried out and reported as described in the Department for Transport's 'Guidance on Transport Assessment (GTA)' document. In addition, the Ministry of Housing, Communities and Local Government also provide guidance on preparing Transport Assessments.</li> <li>• Where assessments are required to understand the impact of the proposal on the Strategic Road Network in the area, assessments should also be undertaken in line with DfT's Circular 02/2013 (The Strategic Road Network and the Delivery of Sustainable Development)</li> </ul>	
Travel Plan	<ul style="list-style-type: none"> <li>• Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys</li> <li>• Should include details of how the success of the plan will be monitored.</li> </ul>	<b>Major Applications</b>
Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	<p>Development involving uses falling with Classes B2 and B8 of the <b>Use Classes Order</b></p> <p>Wind turbines, wind farms</p> <p>Where music is to be played externally</p> <p>Motor sport activities.</p>
Noise Level Assessment	An assessment of the existing noise levels within the vicinity of the site; for example, those generated from nearby commercial premises, roads or railways.	When residential accommodation is proposed within <b>Allocated Commercial Areas</b> or adjacent to <b>Major Roads</b> and railway lines
Odour Attenuation Plan	Assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with information on any proposed abatement system.	Developments involving any of the following: Cooking of food Paint spraying or coating processes The installation of a furnace / incinerator

		Composting. Storage and handling of dusty materials. Manufacture of perfumes, flavourings etc. Slaughterhouses The accommodation of animals
Marketing Information	Details showing how long a building has been vacant, how the property has been marketed and any interest from prospective occupiers	<b>Town Centre Uses</b> when proposed in an out of <b>Centre</b> location
Sequential Assessment	Details whether any suitable in <b>Centre</b> sites are available to accommodate the proposed development	When more than 1000m <sup>2</sup> of floorspace of a <b>Town Centre Use</b> is proposed in an out of <b>Centre</b> location
Impact Assessment	Should assess impact of out of <b>Centre</b> proposals on the established <b>Centres</b> in terms of diversion of trade	When more than 1000m <sup>2</sup> of floorspace of a <b>Town Centre Use</b> is proposed in an out of <b>Centre</b> location
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Buildings of more than 15m in height
Flood Risk Assessment / Drainage Strategy	<p>A statement that considers the risk of flooding as a result of the development, alongside the potential flood risk for the site. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood levels with climate change allowances, floor levels of the site, and if lower than flood levels, resilience and resistance/recovery measures, alongside evacuation plans/safe escape routes.</p> <p>The need for such assessments is governed by the size and description of the proposed development and the location of the site relative to its flood risk potential.</p> <p>See the Glossary for links to further guidance and information.</p> <p>A drainage assessment should identify opportunities to reduce the probability and consequences of flooding.</p>	<p>Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency</p> <p>Developments within Flood Zone 2 or 3.</p> <p>For all <b>Major Applications</b></p>

Contamination Assessment	This should establish previous uses of the land, or adjacent sites, and to identify potential sources and scale of contamination. including that occurring naturally, receptors that could be risks to human health, surface or grounds waters, buildings and ecology. The assessment should also include an assessment of any remedial options and a proposed course of action.	For all <b>Major Applications</b>  For development on land that is, or was most recently, used for commercial or industrial purposes, for <b>Residential Uses and schools</b>

## 9. Floodlighting

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should</li> </ul>	All applications



	<p>show the development in situ</p> <ul style="list-style-type: none"> <li>• Including a metric scale bar</li> </ul>	
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees , both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Lighting Assessment	An assessment carried out in accordance with CIE guidance or suitable equivalent and detail the level of illumination and glare that would emanate from a proposal, including identifying mitigation where appropriate	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</li> <li>• Details of any pruning required to facilitate access or for other reasons.</li> <li>• Tree protection measures during the construction process and life of the development</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges.
Heritage Impact	A written statement that assesses the	Applications within a

Assessment	significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.	<b>Conservation Area</b> and/or affecting a <b>Listed Building or its setting</b>
Biodiversity / Ecology Assessment	<ul style="list-style-type: none"> <li>The survey should be undertaken within the last available season before the submission of the application and must have been conducted by an appropriately qualified person to industry guidelines and standards. The survey must record which designated sites, protected species, and species or habitats of principal importance are present on or around the site; identify the extent/area/length present; and map their distribution.</li> </ul> <p>The assessment should describe all the potential impacts of the development which are likely to harm designated sites, protected species and species or habitats of principle importance. This should include direct and indirect impacts, for example increased disturbance because of recreation. Using the results of the surveys the assessment must demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. It should also show how a net gain in biodiversity would be achieved. The use of a recognised biodiversity metric to demonstrate net gain is encouraged.</p>	<b>Major Applications</b>  Development involving land that has not been previously developed

## 10. Plant, equipment and machinery

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	When making alterations to an existing building
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</li> <li>• Including a metric scale bar</li> </ul>	When marking alterations to an existing building
Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications

Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</li> <li>• Details of any pruning required to facilitate access or for other reasons.</li> <li>• Tree protection measures during the construction process and life of the development</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges.
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a written description and justification of the planning application.	All development within a <b>Conservation Area</b> where the floor space to be created would exceed 100 square metres
Heritage Impact Assessment	A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a	Applications within a <b>Conservation Area</b> and/or affecting a

	description of the building or buildings affected by the proposal (including any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.	Listed Building or its setting
Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	All application
Community Involvement Submission	A document summarising how the views of the local community have been sought and taken into account in the formulation of development proposals.	Site of more than 3 hectares  Development of more than 1500 square metres
Biodiversity / Ecology Assessment	<ul style="list-style-type: none"> <li>The survey should be undertaken within the last available season before the submission of the application and must have been conducted by an appropriately qualified person to industry guidelines and standards. The survey must record which designated sites, protected species, and species or habitats of principal importance are present on or around the site; identify the extent/area/length present; and map their distribution.</li> <li>The assessment should describe all the potential impacts of the development which are likely to harm designated sites, protected species and species or habitats of principle importance. This should include direct and indirect impacts, for example increased disturbance because of recreation. Using the results of the surveys the assessment must demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. It should also show how a net gain in biodiversity would be achieved. The use of a recognised biodiversity metric to demonstrate net gain is encouraged. .</li> </ul>	<b>Major Applications</b>  Development involving land that has not been previously developed
Archaeological	Include a study of the recorded history and	Development within the

Assessment	archaeology of a site and be undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals.	curtilage of a <b>Listed Building</b> or <b>Scheduled Ancient Monument</b>  Area designated in the Development Plan as of archaeological significance.
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Proposed buildings or structures of more than 15m in height

## 11. Advertisements

What is needed	Details	When required
Completed application form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council. <b>N.B. The form must include proposed lighting levels.</b>	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> <li>Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>Including a metric scale bar</li> </ul>	Any application where the advertisement is to be attached to a building
Proposed Elevations and Sections	<ul style="list-style-type: none"> <li>Drawn to a scale of 1:50 or 1:100 and including all new elevations and sections through the signage. These should show the proposed signage in situ</li> <li>Including a metric scale bar</li> </ul>	All applications
Proposed Layout Plan	<ul style="list-style-type: none"> <li>Showing the location within the site of all proposed signage</li> </ul>	All Applications

	<ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
--	---	--

## 12. Certificate of Lawfulness – Proposed and Existing Uses

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Evidence	Should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required or evidence of when the development was constructed or the use commenced, covering the relevant period of time.	All applications

## 13. Certificate of Lawfulness – Proposed Developments (e.g. buildings)

What is needed	Details	When required
Completed application form, ownership certificate <b>CIL form</b> and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Evidence	Should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required or evidence of when the development was constructed or the use commenced, covering the relevant period of time.	All applications
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</li> <li>• Including a metric scale bar</li> </ul>	All applications



Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications

#### 14. Certificate of Lawfulness – Existing Developments (e.g. buildings)

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway marked by a red line and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Evidence	Should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required or evidence of when the development was constructed or the use commenced.	All applications
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications

## 15. Listed Building Consent

What is needed	Details	When required
Completed application form and ownership certificate	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	All applications when external alterations proposed
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications when external alterations proposed
Existing Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be</li> </ul>	All applications when internal alterations are

	<p>affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</p> <ul style="list-style-type: none"> <li>• Including a metric scale bar</li> </ul>	proposed
Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications when internal alterations are proposed
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications when extensions are proposed
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a written description and justification of the planning application.	All applications
Heritage Impact Assessment	A written statement that assesses the significance of any heritage asset that may be impacted by the development. This includes a description of the building or buildings affected by the proposal (including	All applications

	any curtilage structures), the setting of the heritage assets and the character and appearance of conservation areas. This should also include an analysis of the impact that the proposal may have on the asset's significance, identify any harm, and provide justification for any harm.	
Method Statement	A statement identifying the works that are to be carried out, the order in which they are to be undertaken the techniques that are to be used and any restoration.	All applications where demolition is proposed
Site Photographs	Photographs to show the building and its features as existing	For works to Grade I Grade II* buildings, or demolition of any <b>Listed Building</b> .

## 16. Non Material Amendments

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Statement of Changes	Written statement setting out clearly the changes proposed from the previously approved application, to which amendments are proposed	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications when external alterations proposed
Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications when internal alterations are proposed

## 17. Prior Notification of Change of Use

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for</li> </ul>	All applications

	<p>large sites)</p> <ul style="list-style-type: none"> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Existing Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications

#### 18. Prior Notification of Larger Home Extensions

What is needed	Details	When required
Completed application form, ownership certificate <b>CIL form</b> and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Elevations	<ul style="list-style-type: none"> <li>• Show all relevant elevations and drawn to a scale of 1:50 or 1:100</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Elevations	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures</li> <li>• Including a metric scale bar</li> </ul>	All applications
Proposed Floor Plans	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> </ul>	All applications



	<ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications

#### 19. Prior Notification of Demolition

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Method Statement	A statement identifying the works that are to be carried out, the order in which they are to be undertaken, including the techniques that are to be used, details of impact mitigation measures and of site restoration.	All applications

Site Notice Copy	<p>The site notice should be dated and include details of the applicant, identify the building to be demolished (a plan may be included location on larger sites) and contact details of Northampton Borough Council.</p> <p><i>N.B. The Site Notice must be posted on the site by the applicants, a copy of this and confirmation that this has been done must be provided with the application.</i></p>	All applications
------------------	---	------------------

## 20. Prior Notification of the Installation of Telecommunications Apparatus

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Proposed Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
ICNIRP Declaration	A declaration that confirms that the proposed development complies with the requirements of the International Commission on Non-Ionizing Radiation.	All applications
Justification Statement	This should outline the reasons or need for the development/amendment/works, including plans, where relevant. In addition, an assessment of alternative sites should be included.	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> <li>• This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species</li> <li>• Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</li> <li>• Details of any pruning required to facilitate access or for other reasons.</li> <li>• Tree protection measures during the construction process and life of the development</li> </ul>	When works will take place within <b>Root Protection Areas</b> /canopy or result in the removal of trees or hedges.

## 21. Reserved Matters Applications

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Block Plan	<ul style="list-style-type: none"> <li>• Identify the position of any buildings on the site and adjoining properties</li> <li>• Drawn to a scale of 1:500</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications
Any Matter not covered by Outline Application	As described in previous sections	All applications

## 22. Rights of Way Diversion/Stopping Up

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> <li>All boundaries and access from the highway marked by a red line and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Site Plan	<ul style="list-style-type: none"> <li>Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include the proposed and existing routes (If applicable).</li> <li>Including a North point</li> <li>Including a metric scale bar</li> </ul>	All applications
Justification Statement	This should outline the reasons or need for the proposed diversion/stopping up, including plans, where relevant.	All applications

## 23. Variation/Removal of Condition

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>Up to date and identify the location of the application site and all adjoining properties</li> </ul>	All applications

	<ul style="list-style-type: none"> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	
Technical Information	This should set out the reasons why the variation/removal is sought, and include revised plans and technical reports as relevant to the proposal and background evidence where appropriate.	All applications

**24. Works to trees (Tree Preservation Order Applications and Conservation Area Notifications)**

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> <li>• Up to date and identify the location of the application site and all adjoining properties</li> <li>• All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant.</li> <li>• Drawn to a scale of 1:1250 (or 1:2500 for large sites)</li> <li>• Including at least two named streets (unless there are not two differently named streets within the vicinity).</li> <li>• Including a North point</li> <li>• Including a metric scale bar</li> </ul>	All applications

Justification Statement	This should outline the works proposed and the reasons or need for the works, including plans, where relevant. In addition, an assessment of alternative sites should be included.	All applications
Existing Site Plan	<ul style="list-style-type: none"> <li>• Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.</li> <li>• Including a metric scale bar</li> </ul>	All applications
Specification of Tree Works	A clear and precise specification in line with BS 3998:2010 Tree work – Recommendations	All applications
Reasons for undertaking the works	Clear justification as to why the work is considered necessary	TPO applications

## 25. Retrospective Applications

Requirements for retrospective applications will be the same as for those made in advance of the development or change of use. Where existing and proposed plans are referred to these should be “as existing prior to development” and “as built”.

## Glossary

**Air Quality Management Areas:** These areas are those where issues with air quality have been identified and typically will be around **Major Road** junctions. For an up to date list please visit the Environmental Health pages of the Council's website ([http://www.northampton.gov.uk/info/200075/pollution/1083/air\\_quality\\_review](http://www.northampton.gov.uk/info/200075/pollution/1083/air_quality_review)) or contact Environmental Health.

**Allocated Commercial Areas:** These are areas that have been allocated for being the location for the majority of commercial and industrial uses that are not appropriate for location in other locations, such as residential areas or places such as the town centre. These are currently mapped in the Northampton Local Plan ([http://www.northampton.gov.uk/info/200205/planning\\_for\\_the\\_future/1449/northampton\\_local\\_plan\\_proposals\\_maps](http://www.northampton.gov.uk/info/200205/planning_for_the_future/1449/northampton_local_plan_proposals_maps)). Further guidance can be obtained by contacting the Planning Department.

**Conservation Area:** These are areas specially designated for protection and enhancement, following consultation with local residents and property owners, because of their distinctive character and appearance. For an up to date list, please visit the Council's website ([http://www.northampton.gov.uk/info/200207/building\\_conservation\\_and\\_trees/1446/conservation-home](http://www.northampton.gov.uk/info/200207/building_conservation_and_trees/1446/conservation-home)) or contact the Planning department.

**Drainage Assessment:** This should be in line with Lead Local Flood Authority's Local Standards and Guidance for Surface Water Drainage in Northamptonshire Document. A copy of the same can be found at : <https://www.floodtoolkit.com/wp-content/uploads/2016/11/Local-Standards-for-Publication-v1-1-August-2016.pdf>

The Drainage for all new development especially within the Upper Nene catchment (including: all branches and arms of the Nene, upstream of Billing Aquadrome, and all tributaries such as Wootton Brook, Dallington Brook and Bugbrooke Brook) must be designed for a flood with a capacity for the 0.5% (1 in 200 yr) annual probability of occurring in any one year, including an appropriate allowance for climate change as per the new guidance published on 19th February 2016.

**Flood Risk Assessment:** Further information on Flood Risk Assessments, and Flood Zones is available on gov.uk and Northampton Borough Council websites, using the following links:

- The 'Environment Agency - Flood Map for Planning' available at: <https://flood-map-for-planning.service.gov.uk/>
- Guidance on flood risk assessment for planning applications - when you need to do a flood risk assessment as part of your planning application, how to complete one and how it's processed available at: <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>
- Northampton Borough Council Planning: Flooding and Water available at: [https://www.northampton.gov.uk/info/200205/planning\\_for\\_the\\_future/1739/planning-for-the-future--documents-studies-and-publications/](https://www.northampton.gov.uk/info/200205/planning_for_the_future/1739/planning-for-the-future--documents-studies-and-publications/)

Check the Environment Agency website on <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications> for more detail on when a Flood Risk Assessment is required, clarification as to whether a site falls within a flood zone and what to include in the Assessments.



**Listed Building:** A listed building is a building, object or structure that has been judged to be of national historical or architectural interest. It is included on a register entitled the "List of Buildings of Special Architectural or Historic Interest". When a building is listed, **the whole building is protected**, including the interior, as well as any object or structure fixed to the building. Ancillary buildings or structures erected before July 1948 within the curtilage of the building (including boundary walls) are also included in the listing. For a list of current Listed Buildings, please visit the Council's website ([http://www.northampton.gov.uk/info/200207/building\\_conservation\\_and\\_trees/1499/schedule\\_of\\_listed\\_buildings\\_in\\_northampton](http://www.northampton.gov.uk/info/200207/building_conservation_and_trees/1499/schedule_of_listed_buildings_in_northampton)) or contact the Planning Department.

**Major Application:** These comprise proposals of: 10 or more dwellings; residential development on a site of 0.5 hectares or more where the numbers are unknown; development involving building(s) with a floorspace of 1,000 square metres or more; and any development on a site of 1 hectare or more

**Major Roads:** These are the M1, A43, A45, A4500, A508, A5076 and A5123.

**Centres:** These are the town centre, Far Cotton, Kettering Road (Kingsley), St James End, Weston Favell and Wellingborough Road (Abington). Maps showing the extent of these centres can be found in the West Northamptonshire Joint Core Strategy (<http://www.westnorthamptonshirejpu.org/connect.ti/website/view?objectId=2737424>); the Northampton Central Area Action Plan ([http://www.northampton.gov.uk/info/200205/planning\\_for\\_the\\_future/1748/central\\_area\\_action\\_plan\\_caap](http://www.northampton.gov.uk/info/200205/planning_for_the_future/1748/central_area_action_plan_caap)) and the Northampton Local Plan ([http://www.northampton.gov.uk/info/200205/planning\\_for\\_the\\_future/1449/northampton\\_local\\_plan\\_proposals\\_maps](http://www.northampton.gov.uk/info/200205/planning_for_the_future/1449/northampton_local_plan_proposals_maps)). Further guidance can be obtained by contacting the Planning Department.

**Root Protection Area:** The area around the base of a tree that contains sufficient root volume to ensure the future well being of the tree in the event of nearby soil disturbance as a result of proposed development.

**Residential Uses** – Developments falling in Use Class C1, C2, C3, C4, Sui Generis Houses in Multiple Occupation and Student Accommodation.

**Scheduled Ancient Monument:** Scheduling is the selection, for protection, of nationally important archaeological sites. Scheduled Ancient Monuments are not always visible above ground and identified by a number of criteria, including period, rarity, condition and vulnerability. For a list of current Scheduled Ancient Monuments, please visit the [Council's website](#) or contact the Planning Department.

**Town Centre Uses:** These are outlined in the National Planning Policy Framework and include 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)

**Use Classes Order:** This is the Town and Country Planning (Use Classes) Order 1987 (as amended). This document places a variety of different uses into classes, depending on their nature. As an example, retail outlets, hairdressers, undertakers, travel agencies, post offices and dry cleaners are all classed as being shops (Class A1).