

# VALIDATION CHECKLIST – GLOSSARY OF TERMS – CHELTENHAM BOROUGH

## COUNCIL'S LOCAL REQUIREMENTS

### **Additional Plans and Statements for Major Planning Applications**

Unless you are submitting your application electronically, for major Planning Applications, which are defined as:

1. Residential development comprising 10 or more dwellings or if the number of dwellings is unknown, the site area is 0.5 hectare or more; or
2. any other use where the floorspace proposed is 1,000 square metres or more OR if the site area is one hectare or more;

this Authority will expect at least 5 sets of plans, forms and statements to be submitted, but could require up to 10. Please clarify with an officer prior to submission.

### **Affordable housing statement**

This Authority's Local Plan Policy HS4 (Affordable Housing) requires the provision of 40% affordable housing in residential developments of 15 or more dwellings or residential sites of 0.5 hectares or more. If your application goes over one or both of these thresholds then this authority will require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Provision should be made for wheelchair access where required (refer to the BRE's document *Wheelchair Design Guide*). The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. Applicants are advised to refer to this Authority's Housing Needs Assessment and also to contact this Authority's Housing Enabling Officer for exact requirements on specific sites. Please also refer to the Council's Adopted SPG on Affordable Housing.

### **Air quality assessment**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in Planning Policy Statement 23: *Planning and Pollution Control*. (November 2004).

### **Archaeological Evaluation (desk or field based)**

Cheltenham has significant areas of general archaeological significance including large medieval settlement areas and some areas which have produced archaeological evidence relating to later prehistoric settlement. In accordance with Planning Policy Guidance Note 16, *Archaeology and Planning* (November 1990), it may be necessary for applicants to commission an archaeological evaluation of the implications of developments. This could be a field or desk based assessment, or both. Applicants are advised to contact the Senior Archaeological Officer at the County Council for further advice.

### **Biodiversity survey and report**

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

out in Planning Policy Statement 9: *Biodiversity and Geological Conservation* (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*<sup>1</sup>. Applicants are also advised to contact the Gloucestershire Wildlife Trust for further advice, as well as making reference to Adopted Local Plan Policies NE1, NE2 and NE3 (where necessary). More detailed advice on specific requirements can also be found in the emerging document 'Validation of Planning Applications' by the Association of Local Government Ecologists available through the Natural England website.

## **Community Facilities Assessment**

Adopted Local Plan Policy RC1 (Existing community facilities) states that development that leads to a loss of land or premises which meet the needs of the community will not be permitted unless one of various criteria are met. Should your application include the loss of such a facility (eg community/parish halls, places of worship, public houses or dance venues) then a statement to address the requirements of the policy is very likely to be required.

## **Contextual Plans**

In certain circumstances it will be necessary to supply further contextual information to enable this Authority to assess a development's impact both in terms of urban design and neighbouring amenity. This Authority will require evidence that the neighbouring buildings have been properly and accurately surveyed.

## **Daylight/Sunlight assessment**

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments<sup>2</sup>. Please also refer to Adopted Local Plan Policy CP4 (Safe and sustainable living).

## **Drainage Statement**

With reference to Adopted Local Plan Policy UI3 (Sustainable Drainage Systems) and this Authority's adopted SPG on Sustainable Drainage Systems certain types of applications will be required to provide a drainage statement in accordance with the advice contained within the SPG. In addition, in June and July 2007, Cheltenham suffered substantial flooding events from both surface water run off and fluvial sources. Some developments will be expected to address run off issues (and in some cases in addition to Flood Risk from fluvial sources via the FRA) via the drainage statement and utilities statement.

## **Employment Land Assessment**

Adopted Local Plan Policy EM2 (Safeguarding of Employment Land) seeks to protect existing employment land because of the limited supply of such land within Cheltenham Borough. Should your application involve the loss of land or buildings with an employment use (use class B1, B2, or B8) then you will need to supply a statement that demonstrates compliance with the policy. You should also consider this Authority's Employment Land Review which can be found on this Authority's website under the evidence base for the Local Development Framework.

## **Environmental Impact Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the planning authority before submitting the application.

## **Evidence to accompany applications for town centre retail uses in local shopping centres**

Applications for retail development within the defined boundaries of district and neighbourhood centres are required to provide evidence that any proposal is appropriate in scale and function to the centre. Further evidence is also required by adopted Local Plan Policy RT4 (retail development in local shopping centres).

**Evidence to accompany applications for town centre uses (retail, education, care facilities, leisure, and employment) in edge or out of town locations**

An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and where it is not in accordance with this Authority's development plan. Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in Planning Policy Statement 6: *Planning for Town Centres* (March 2005). Applicants should also make reference to Adopted Local Plan Policies CP1 (Sustainable Development), CP2 (Sequential approach to the location of development), and where appropriate, RT1 (location of retail development) and RT7 (retail development in out of centre locations). Applications for town centre uses within the core commercial area will not be required to provide this evidence, but will require a planning statement (see below).

**Flood risk assessment**

If the proposal meets various criteria an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account.

All development should address the sequential test in PPS25. Development in Flood Zone 1 automatically passes the Sequential Test. For any major development proposed in Flood Zones 2 or 3, the Sequential Test should be applied. The exception test also need to be passed for certain types and locations of development. For more details of the sequential and exception tests see PPS25 paragraphs 16-21 and Annex D.

Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). A Flood Risk Assessment may also be required where drainage problems have been identified or mapped (such as in a strategic flood risk assessment). The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

The FRA should be prepared by a developer in consultation with the local planning authority and Environment Agency. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. Planning Policy Statement 25: *'Development and Flood Risk* (December 2006) provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

**Foul sewerage assessment**

A foul sewerage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers<sup>3</sup>. The use of soakaways will require satisfactory percolation tests to have been undertaken<sup>4</sup>.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

**Heritage Statement (including Historical, archaeological features and Scheduled Ancient**

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. A heritage statement will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential as defined in the local plan (Scheduled Ancient Monument), or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may

<b>Monuments)</b>	survive, as may be specified in pre-application advice. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in Planning Policy Guidance Note 15 <i>'Planning and the Historic Environment'</i> , (September 1995) paragraphs 3.16 to 3.19. For archaeological remains, advice is provided in Planning Policy Guidance Note 16 <i>'Archaeology and Planning'</i> (November 1990) section B, paragraphs 18 to 26. Please also refer to Adopted Local Plan Policies BE1 (Open space in conservation areas), BE2 (Residential character in conservation areas), BE3 (Demolition in Conservation Areas), BE4 (Timing of demolition in conservation areas), BE5 (Boundary enclosures in conservation areas), BE6 (Back lanes in conservation areas), BE7 (parking on forecourts or front gardens in conservation areas), BE8 (Demolition of listed buildings), BE9 (Alteration of listed buildings), BE10 (Boundary enclosures to listed buildings), BE11 (Building of local importance), BE19 (Nationally important archaeological remains), and BE20 (Archaeological remains of local importance). Please also refer to the English Heritage publication, 'A Charter for English Heritage Advisory Services' which includes a guide to the range of information required for consultations with English Heritage.
<b>Impact assessment</b>	Impact assessments are required for all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan. Policy advice can be found in Planning Policy Statement 6: <i>Planning for Town Centres</i> (March 2005).
<b>Individual Convenience Shop Viability Assessment</b>	Adopted Local Plan Policy RT8 (Individual Convenience Shops) states that the change of use of existing shops outside the defined shopping areas will not be permitted unless one of two criteria are met. If there is not another individual convenience shop within 500m of the shop the subject of the application then you will be required to provide evidence that the building or land is no longer viable for the existing use.
<b>Land Contamination assessment</b>	Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Planning Policy Statement 23 <i>'Planning and Pollution Control'</i> (November 2004). Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. Further advice can be obtained from this Authority's contaminated land officer.
<b>Landscaping plan</b>	Some proposals will be required to submit a detailed landscaping plan prior to determination of the application. This will be particularly important for prominent sites or development within sites that have extensive grounds. Further advice is available from officers.
<b>Lighting assessment</b>	Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. <i>'Lighting in the countryside: Towards good practice'</i> (1997) <sup>5</sup> is a valuable guide. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.
<b>Noise impact assessment</b>	Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in Planning Policy Guidance note 24: <i>Planning and Noise</i> (September 1994).
<b>Non-A1 uses in Local Shopping Centres</b>	Adopted Local Plan Policy RT5 (Non-A1 uses in local shopping centres) states that a change of use from A1 retail to other uses on the ground floor of district and neighbourhood centres beyond 20% of the number of units in the centre will not be permitted unless one of a number of criteria are met. Should your application include a change of use of a shop to another use

at ground floor in such a centre (and it will either take it beyond 20% of the number of units being non-A1 or this threshold has already been breached) then you will need to supply an assessment in accordance with the policy.

## **Open Space / Sporting / Allotment assessment**

Planning consent is not normally given for development of existing open spaces, sporting facilities, or allotments which local communities need. For development within open spaces, development which results in the loss of a sporting facility, or within existing allotments, application proposals should be accompanied by plans showing any areas of existing or proposed open space, sporting provision, or allotment space within or adjoining the application site. An applicant for planning permission should seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application. Government planning policy is set out in Planning Policy Guidance note 17: *Planning for open space, sport and recreation* (July 2002). Please also refer to Adopted Local Plan Policies GE1 (Public Green Space), RC2 (Youth and adult outdoor playing facilities), RC3 (Outdoor playing facilities in educational use), RC4 (Casual play space), RC5 (Development of amenity space), and RC10 (allotments).

## **Other Plans**

These include additional plans or drawings which may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development.

## **Parking and Access Arrangements**

Applications may be required to provide details of existing and proposed parking provision and access arrangements. These details could also be shown on a site layout plan.

## **Photographs and Photomontages**

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

## **Planning obligations - Draft Head(s) of Terms**

Planning obligations (or “section 106 agreements”<sup>6</sup>) are agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. This Authorities Local plan and Supplementary Planning Guidance gives details of likely section 106 requirements. At the very least, a statement of the agreed Heads of Terms should therefore be submitted with the application. You are strongly advised to submit a draft agreement to ensure that your application can be determined within the application determination period. Further advice<sup>6</sup> is available in ODPM Circular 05/2005, *Planning Obligations* and the model section 106 agreement, both of which are available on the Communities and Local Government website.<sup>7</sup> This Authority’s website also contains draft agreements which can be downloaded. Officers can also advise on the necessary terms.

## **Planning Statement**

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

## **Renewable Energy and Sustainable Construction Statement**

Planning Policy Statement (PPS): Planning and Climate Change - Supplement to Planning Policy Statement 1 sets out the expectation of the Government for renewable energy and the performance of buildings in reducing carbon emissions. All Major Planning Applications will therefore be required to provide a renewable energy and sustainable construction statement to demonstrate compliance with the PPS in addition to Adopted Local Plan Policy CP1 (sustainable development). Reference should also be made to the Code for Sustainable Homes in Planning Applications involving new dwellings, and an explanation of how the various Levels are met. At the time of issuing this checklist this Authority would normally expect all applications for housing development to achieve at least Code Level 3. For commercial development BREEAM standards will need to be met, and at the time of writing we would normally expect a Very Good rating. Please also refer to the requirement for a Sustainability Checklist.

<b>Regeneration statement</b>	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.
<b>Statement of Community Involvement</b>	Applications may need to be supported by a statement setting out how the applicant has carried out pre-application consultation and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in Chapter 7 of <i>Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004)</i> . Community involvement can also form an important part of the Process element of the Design and Access Statement for all relevant forms of development.
<b>Statement for control of noise and/or suppression of dust during operations</b>	Proposals that result in a noisy or unclean operation may be required to provide details of how the impacts will be mitigated. Proposals next to existing noisy or unclean uses may also be required to provide details of how the impact will be mitigated. Please contact the Public Protection team at Cheltenham Borough Council for further advice.
<b>Structural survey</b>	A structural survey may be required in support of an application if the proposal involves substantial demolition or conversion, for example, barn conversion applications.
<b>Supplementary Condition Compliance Form</b>	This Authority requires additional details to those set out on the national 1APP form when dealing with applications for condition compliance. The supplementary form is available on the web-site and on request.
<b>Sustainability Checklist (South West)</b>	The Checklist is a new, easy-to-use online tool that has been developed by Future Foundations and BRE. Devised specifically to guide the design of new developments by making sense of current policy, the Checklist highlights best practice, complementing Ecohomes and the new Code for Sustainable Homes. The Checklist covers regionally specific sustainability and planning issues, emphasising those of higher priority. It can also be adapted to reflect locally significant concerns. Ecohomes/BREEAM and the Code for Sustainable Homes assess the environmental performance of designs for individual new homes and buildings. The Checklist complements these by looking at issues relevant to the overall development scale, helping developers, local authorities and other interested parties to deliver sustainable communities. The tool identifies a range of sustainability issues covered in the Regional Spatial Strategy for the South West enabling users to assess to what extent a design proposal will deliver on each issue. On receipt of a completed Checklist, this Authority will have a one page graphic overview of the sustainability performance of a planning application. More detail is easily obtainable from within the Checklist if required. The checklist can be found at <a href="http://www.checklistsouthwest.co.uk">www.checklistsouthwest.co.uk</a> and at the time of the adoption of this list the checklist should apply to all major planning applications.
<b>Telecommunications Development – supplementary information</b>	Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the <b><i>Code of Practice on Mobile Network Development (2002)</i></b> .
<b>Transport assessment</b>	Planning Policy Guidance 13 ' <i>Transport</i> ' (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also

give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in *Guidance on Transport Assessment*, published by the Department for Transport (March 2007).

### **(Draft) Travel Plan**

A (draft) travel plan should be submitted alongside planning applications which are likely to have significant transport implications. A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The (draft) travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site. Further advice is available in *Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers* [ODPM and DfT, 2002] and *Making residential travel plans work* [DfT, 2007].

### **Tree survey/Arboricultural implications**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information (including true crown spread dimensions), protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. Applicants may also be required to provide details of service runs, any proposed changes in ground levels, the proposed location of site huts, storage compounds for materials and machinery. Applicants are also referred to the Council's guidance – *Trees on Development Sites*.

### **Utilities Statement**

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

- (a) that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

### **Ventilation/Extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

### **Site Waste Management Plan /**

Proposed new development should be supported by site waste management plans<sup>9</sup> of the type encouraged by the code of practice published by the DTI in 2004 '*Site Waste*

## **Waste Minimisation Statement**

*Management Plans: guidance for construction contractors and clients'* These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

Please also refer to the County Council's Adopted Supplementary Planning Document on Waste Minimisation which requires the submission of further information in certain circumstances.

## **Any other plan/s, information or statement/s as may be reasonably required**

Subject to there being a substantive reason or substantive reasons and depending on particular circumstances, this Authority may request further details which may not be specified above. In this instance, this Authority will request such information in writing and provide a reason for the request. The checklists will also be periodically reviewed following changes to legislation. Substantial changes will result in further consultation, but this is considered unnecessary for minor changes to requirements such as small revisions to local and national policy requirements (which will have been subject to consultation anyway), or alterations to policy numbers or SPD.

### Notes:

- <sup>1</sup> The Association of Local Government Ecologists has developed a good practice template (available at <http://www.alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation.
- <sup>2</sup> For example, Site layout planning for daylight and sunlight: a guide to good practice. BRE Report 209, 1991.
- <sup>3</sup> It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.
- <sup>4</sup> Requirements H3 (rainwater drainage) places means of disposal of storm water in an order of priority that favours drainage by natural infiltration. Technical guidance produced by Communities and Local Government can be found at <http://www.planningportal.gov.uk/england/government/en/4000000000382.html>
- <sup>5</sup> Guidance is available at <http://www.communities.gov.uk/index.asp?id=1144822>
- <sup>6</sup> Agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991
- <sup>7</sup> The Audit Commission has also produced helpful guidance. *Route Map to Improved Planning Obligations: Improving performance on Section 106 agreements* [2006] can be found on the website [www.audit-commission.gov.uk](http://www.audit-commission.gov.uk)
- <sup>8</sup> <http://www.communities.gov.uk/index.asp?id=1500817>
- <sup>9</sup> Defra has issued a consultation paper on whether site waste management plans should become a statutory requirement. Further details on the outcome of the consultation will be available in late 2007.