

**LOCAL LIST OF  
INFORMATION  
REQUIREMENTS FOR  
VALIDATION OF  
PLANNING & RELATED  
APPLICATIONS  
SUBMITTED TO THE  
COUNTY COUNCIL**

**January 2016**

## 1. INTRODUCTION

The purpose of this document is to provide users of Oxfordshire County Council's Development Management Service with clear guidance about what information is required when submitting a planning application. The aims of the document are to:

- Ensure submissions are 'fit for purpose' and that all necessary information is provided to enable the application to be determined and the planning permission and conditions to be drafted;
- Speed up the planning application process and make it more efficient by minimising the need for further information to be provided during the application's processing period; and
- Provide applicants with greater certainty of the scope and extent of the information required.

Local authorities are not expected to be prescriptive or over-onerous in the use of the Local List and it is intended that only those items on it which are clearly relevant to an application proposal should be used as reasons for non-validation of an application. Recent legislative changes now provide applicants with a right of appeal where a local authority uses items on the Local List to not validate an application and the applicant considers that the information required is not relevant.

The form and content of planning applications are set out within the Town and Country Planning (Applications) Regulations 1988 (the 1988 Applications Regulations), the Town and Country Planning Act 1990 (the 1990 Act), the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) and within the Department for Communities and Local Government's (DCLG) Guidance on the Information Requirements and validation - March 2010. For the purposes of this document, a planning application is an application for outline or full planning permission, for approval of reserved matters pursuant to an outline permission, an application pursuant to Section 73 of the 1990 Act to carry out a development other than in accordance with conditions previously attached to a planning permission or Section 73A of the 1990 Act for development already carried out. Reference to other applications includes applications for the Non-material amendments to planning permissions, Lawful Development Certificates (either for existing or proposed use or development) and applications for the discharge of conditions attached to planning permissions (details pursuant applications).

### **Standard planning application form: 1APP**

On 6 April 2008 the Government introduced a mandatory, standard application form (known as 1APP) for all types of application for planning permission, apart from applications for the use of land for working mineral deposits. The appropriate 1APP form is available to download from either the County Council's own website or the Planning Portal website. Applicants are positively encouraged to submit their applications with supporting documents on-line

through the Planning Portal website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) as this assists in reducing administrative time and costs of determining the application.

## **Validation checklists**

The Government introduced information requirements for the validation of planning applications in the form of checklists. Validation means what is required to enable the County Council to register and process a planning application through to determination. The validation checklist system consists of a national list and a local list of information requirements adopted by the County Council for that purpose.

### **What is the difference between the national list and the local list?**

The compulsory requirements (the national list) are listed in the **Part One: Statutory national requirements** below. This information must be submitted with all planning applications (unless otherwise indicated in the validation checklist) and is the same throughout the country.

**Part Two: Local Information Requirements** sets out the additional information Oxfordshire County Council might require from applicants if it considers it relevant to the application. This additional checklist is sometimes referred to as the '**Local List**'.

The validation checklist, which should be completed by all applicants, is set out in **Part Three: Validation Checklist**.

If the information that is required in the Validation Checklist is not included with any application for planning permission the Council will declare the application invalid and not register or process it. If this is the case the Council will set out the reasons for declaring the application invalid, in writing, to the applicant.

The validation requirements refer only to the information required to validate the application but the applicant should be aware that the County Planning Authority may still require and request further information where it considers it necessary to determine the application. The validation checklist is not exhaustive and simply aims to cover the most common requirements of applications. Pre-application discussion with a Planning Officer is encouraged.

## **2. PRE-APPLICATION DISCUSSIONS**

The County Council encourages applicants to discuss planning proposals with the Development Management Team before submitting an application. A pre-application advice request form, available in Appendix 6, should be completed by those seeking advice. This approach aids in the delivery of a more efficient service by advising on the likely success of potential development prior to formal submission. The benefits to developers include identifying potential problem areas and information requirements avoiding the submission of an incomplete application and thereby giving the applicant a faster decision once the application is made. The request form can be submitted electronically

or manually. The Council charges a fee for these enquiries and will aim to provide a full written response within 21 working days of receipt unless we agree to extend this timescale. The written response will include identification of the main environmental constraints, relevant planning policies and planning history of the site and the supporting information likely to be required with the application along with contact details for key consultees.

Pre-application discussion between the Council, relevant consultees (subject to availability) and the applicant will establish what information and details from the Local Information Requirements contained in the Validation Checklist should be submitted with a planning application. This can help minimise delays later in processing the application. Such discussions may also identify whether other consents or permits may be required in addition to planning permission. It will also provide an opportunity to highlight pre-application requirements, for example:

- The need for an Environmental Impact Assessment of the proposal under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011;
- Hydrological monitoring as required by the Environment Agency;
- Baseline monitoring of the environment prior to development to allow the accurate assessment of any adverse environmental impact arising from the proposed development. Such information will be essential to the preparation of environmental statements, landscape appraisal and visual impact assessment, noise assessment etc;
- Landscape enhancement, ecological survey and/or archaeological assessment where appropriate; and
- Pre-application public consultation.
- Agree the description of development. The County Planning Authority should not alter the description of development on the application form without written agreement from the applicant

The Environment Agency operates a scheme to charge for planning advice outside its statutory role.

Natural England also operates a Discretionary Advice Service:

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/das/default.aspx>

### 3. VALIDATION PROCESS

The applicant has the option of making a planning application electronically or using a paper copy of the 1APP form. Applicants who choose not to apply on-line will be required to submit a minimum of four complete sets of the completed application form and all the supporting plans and documentation. The County Planning Authority may also request further sets of plans but will not refuse to process the application for this reason. All applications for planning permission however received will be checked against **Statutory national information requirements**.

Where a planning application is received that does not contain the information listed in

**Part One: Statutory national information requirements** the application will be treated as invalid under article 10(5) of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) and the applicant informed in writing with the requirements necessary to validate it. Applicants who want to challenge the invalidity in this case have no right of appeal but may consider a claim for judicial review on legal grounds.

Where a planning application does not include information listed in **Part Two: Local information requirements**, that the Council considers should be provided, then the application will be treated as invalid and the applicant will be informed in writing with an explanation as to what particulars and evidence are required to ensure validation. If the applicant disagrees with the Council's reason(s) for invalidating the application, he/she can serve notice on the Council setting out which particulars or evidence he/she considers are not necessary for the application to be valid with reasons for that view and requesting that the Council waive the requirements. If the Council accepts this then it will notify the applicant in writing that the application is valid (a validation notice). If it does not waive any requirement then it will notify the applicant in writing that the application is not valid (a non-validation notice). The applicant has the right of appeal for the non-determination of a non-validated application after 8, 13 or 16 weeks as appropriate for the application type.

The County Planning Authority will start the process of determining the application as soon as a valid application including the full fee is received. An acknowledgement will be sent giving the date the application was registered and the date by which the decision should be made. A valid application is registered on the day of receipt. If the application is received electronically through the Planning Portal it will be treated as having been delivered at 9am on the next working day after the day it was transmitted.

Where supporting information is subsequently found to be inadequate or its quality is of concern, the time period for determination of 8, 13 or 16 weeks (dependent upon application type) is not stopped whilst additional information is requested from the applicant. Whilst this document contains the authority's *general* requirements for the type of supporting information, the authority may make a further direction specific to any particular application in accordance with regulation 4 of the Applications Regulations 1988. A direction to the applicant to provide further information should only be made when necessary to assist the County Planning Authority in its determination of an application and it must not affect the validity of an application where it has been validated.

Where a fee in respect of an application is paid by cheque which is subsequently dishonoured or an electronic payment which is declined, the start date for processing the application will be re-set to the day immediately after the County Planning Authority is satisfied that the full fee has been received.

#### **4. CONTACTS:**

If you have any enquiries relating to submitting a planning application, please contact us by: -

Telephone: 01865 815084

E-mail: [planning@oxfordshire.gov.uk](mailto:planning@oxfordshire.gov.uk) or write to:

Development Management Team Leader  
Environment and Economy  
Oxfordshire County Council  
Speedwell House  
Speedwell Street  
Oxford  
OX1 1NE

Our Website: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

## **PART ONE: STATUTORY NATIONAL INFORMATION REQUIREMENTS:**

Applicants are encouraged to supply documentation which has been produced electronically in that format. This applies whether the application is made on-line or whether a paper application is made. This facilitates the transfer of information to consultees and for the public to view planning proposals on-line without the need to have to visit the County or District Council Offices. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals. Drawings should avoid the use of unnecessary blocks of colour which all increase the costs of printing.

The national standards for on-line submission of electronic planning documents are as follows:

- Maximum single file size is 5 Mbytes;
- Maximum 25 Mbytes file size (the sum of all document file sizes). Where these maxima are exceeded the information should be submitted off-line using CDROM/DVD;
- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall be saved in a single layer;
- All drawings shall specify the printing page size for which the scale applies;
- All drawings shall be correctly orientated for on-screen display  
All drawings shall include a scale bar and key dimensions; All documents and drawings shall be named in accordance with the Royal Institute of British Architects' naming conventions.
- Scanned documents must be a minimum of 200 dpi resolution for black and white and 100 dpi for colour; All photographs in PDF file format and no larger than 15 cm x 10 cm.

Unless the application is made electronically (on-line through the Planning Portal, by e-mail, on a CD or DVD) the original and **a minimum of 3 additional paper copies** of the following documents are required:

### **i. Application forms:**

The Council's relevant 1APP application form(s) are required and these must be signed and dated with all relevant sections completed. Separate forms are available for applications relating to minerals related development, as this is not yet covered by 1APP. These can be downloaded from the Planning Portal or the County Council's website or obtained by contacting the Development Management team as set out above.

<http://www.oxfordshire.gov.uk/cms/content/forms-planning-applications>

or  
Planning Portal 1 – APP:

<http://www.planningportal.gov.uk/planning/applications/planningapplications>

## ii. Application Fee:

Planning applications and other submissions cannot be processed without payment of the correct fee. The correct fee, as determined in the Town and Country Planning (Fees for Planning Applications) Regulations 1989 (as amended), where one is necessary. A detailed explanation of planning fees is contained in Circular 04/2008 Planning Related Fees or the Planning Portal's fee calculator can be used. Payment by cheque or making an electronic payment for the correct fee amount will be taken as payment of the application fee. Cheques should be made payable to Oxfordshire County Council. If the cheque is subsequently dishonoured or payment refused, the application becomes invalid until such time as the correct fee is received. See validation process above.

The current application fees may be viewed either via the planning portal or the Oxfordshire County Council website:

[http://www.planningportal.gov.uk/uploads/english\\_application\\_fees.pdf](http://www.planningportal.gov.uk/uploads/english_application_fees.pdf)

<http://www.oxfordshire.gov.uk/cms/content/fees-planning-applications>

Planning Policy Drivers or related Guidance

- National Planning Practice Guidance – Fees for Planning Applications

<http://planningguidance.planningportal.gov.uk/blog/guidance/fees-for-planning-applications/>

## iii. Ownership & Agricultural Holding Certificates:

A completed, signed and dated Ownership Certificate A, B, C or D incorporating the Agricultural Holdings Certificate must be submitted as set out under Section 65(5) of the Town and Country Planning Act 1990, and Section 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2010. These certificates are part of the 1APP standard form. The ownership certificate states the ownership of the whole of the application site, including land which gives access to the site from the public highway or where development abuts or simply overhangs the boundary with the adjoining land or property. For this purpose an owner is anyone with a freehold interest or leasehold interest, the unexpired term of which is not less than 7 years.

Where the applicant is the sole owner of the land at the beginning of a period of 21 days before the application is submitted, certificate A is completed. Where this is not the case certificate B should be completed where the names and addresses of the other owners are known. Notice(s) need to be served on every owner of any part of the land to which the application site relates 21 days before the application is submitted. Certificate C should be completed where some but not all of the names and addresses of the other owners are known and certificate D where none of the other owners names or addresses is known. In the case of there being any unknown owners, an advertisement must be placed by the applicant in a local paper for a period of at least 21 days prior

to submission of the application. The applicant will need to specify the steps undertaken to find owners such as Land Registry enquiries.

All agricultural tenants (as defined by the Agricultural Holdings Act 1986) must be notified **prior** to the submission of the application and their names and addresses. If the land does not form part of an Agricultural Holding then this must be confirmed.

#### **iv. Design and Access Statement:**

A Design and Access Statement (DAS) must accompany planning applications for:

- Applications for major development (where the site area is 1 ha or more or the new floorspace to be created would be 1,000 m<sup>2</sup> or more);
- where any part of the development is in a designated area (A Conservation Area or a World Heritage Site) development consisting of—
  - (i) the provision of one or more dwelling houses; or
  - (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

A statement will not be required for:

- (a) permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the 1990 Act;
- (b) permission to extend the time period for commencement of development already the subject of an existing planning permission;
- (c) engineering or mining operations;
- (d) a material change in use of the land or buildings;
- (e) development which is waste development.

The DAS shall—

- (a) explain the design principles and concepts that have been applied to the development;
- (b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- (c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- (d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- (e) explain how any specific issues which might affect access to the development have been addressed.

Further advice is contained in DCLG Guidance on information requirements and validation and also from the Commission for Architecture and the Built Environment (CABE). If crime prevention measures for major development are not addressed in a DAS then these should be addressed in a separate document.

Planning Policy Drivers or related Guidance

The Town and Country Planning (Development Management Procedure) (England) Order 2015  
[http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi\\_20150595\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf)

- National Planning Practice Guidance – National Information Requirements  
[http://planningguidance.planningportal.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/#paragraph\\_029](http://planningguidance.planningportal.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/#paragraph_029)

#### v. Location Plan:

The location of the application site shall be identified on a plan based on an up to date Ordnance Survey Map at a suitable metric scale proportionate to the size of the development.

Plans should be clearly titled, given a unique reference number and dated. The plans should wherever possible show at least two named roads and surrounding buildings and the properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a solid **red** line and include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the buildings). The size of the application site can in some cases determine the fee payable for the application and should be carefully drawn.\*

A **blue** line must be drawn around any other land owned by the applicant, close to or adjoining the application site.\*

*\* These may instead be shown on the Site Plan if the Location Plan scale is not appropriate to accurately show the required detail.*

#### vi. Site Plan:

The site plan should be submitted at a scale of:

- 1:200 or 1:500 for planning applications for most built development;
- 1:1250 or 1:2500 for minerals and waste development or other development over an area of 1 ha or more.

Plans should be clearly titled and given a unique reference number and dated. The plans should accurately show:

- The direction of North;
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.

And the following **unless these would not influence or be affected by**

**the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- All public rights of way crossing or adjoining the site;
- The position of all trees on the site and those on adjacent land;
- The extent and type of any hard surfacing; and .
- Boundary treatment including walls or fencing where this is proposed.

*The Site Plan may also show the red line for the application area and the blue line for land in the applicant's ownership if this can be shown more accurately than would be possible at the location plan's scale.*

**Updates and superseded plans**

If the applicant needs to update or replace a supporting plan or document, the updated or replacement document should be clearly labelled as another version of the document e.g. Revision A and, if submitted through the Planning Portal, the County Planning Authority informed of the title of the replacement document.

## **PART TWO - LOCAL INFORMATION REQUIREMENTS**

### **Other Plans :**

In addition to the location plan and site plan, other plans should be submitted (dependent on the type of application and development proposed) to explain the proposal in detail. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. Where existing buildings and or walls are to be demolished these should also be clearly shown. Drawings should be drawn to an identified scale, clearly and logically titled, show the direction of north and be given a unique reference number and dated.

### **Block Plan**

The plan should be of a scale of 1:100 or 1:200 showing any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); and the position of any building or structure on the other side of such boundaries.

### **Existing and proposed elevations**

All elevations should be submitted drawn to a scale of 1:50 or 1:100 and should show clearly the proposed works in relation to what is already there. Elevations should be clearly titled and given a unique reference number, signed and dated. All sides of the proposal must be shown and orientations labelled. It will not be sufficient to state front, side and rear elevation.

Elevations should indicate the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

### **Existing and Proposed Floor plans**

These should be shown at a scale of 1:50 or 1:100 and be labelled to show the existing and proposed usage. Where buildings or walls are to be demolished these should be clearly shown. New buildings should be shown in relation to adjacent buildings.

### **Existing and Proposed site Sections and finished floor and site levels**

In cases where a proposal involves a change in ground levels or is on a sloping site, drawings at a 1:50, 1:100 or 1:200 scale should be submitted showing a cross section through the proposed building or site to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Drawings should be submitted to show both existing and finished levels. The drawings may take the form of contours, spot levels or cross or long sections as appropriate and should be correlated to Ordnance Survey Datum height or to a clear, permanent and accessible local datum.

## **Roof Plan**

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for floor plans. Details such as roofing materials, vents and their location are typically specified on a roof plan.

**Please note: Plans should not contain the phrase ‘Do not scale’ and if not drawn to scale will not be accepted other than when clearly stated to be solely for illustrative purposes.**

**All plans should be scaled to fit A4 or A3 sized paper (unless agreed with the Planning Officer that larger size paper is appropriate) and must have:**

- a title
- a scale
- a legend
- units of measurement noted
- north arrow if relevant
- a unique reference number.

## **Aftercare and Restoration scheme**

Mineral and waste planning applications need to demonstrate how the site is proposed to be restored. Details should include the type of material with which the site would be infilled, sources and volumes of materials to be used in restoration, working methods, the end use of the site such as agriculture, woodland or habitat creation and the reason for the choice. Should the proposal involve the disturbance of existing agricultural land, details of soil resources and the Agricultural Land Classification will need to be provided as well as a statement of what the intended restored grade the land would be. It will usually include a soil handling strategy indicating the methodology for soil stripping, storage and replacement, and the plant and machinery to be used. A topographical survey showing predevelopment contours and proposed contours will be required. A phasing plan may be required to show how the site would be progressively restored over a period of years following extraction and infilling of the ground. A plan would also be required setting out how the site would be maintained and monitored for a period of 5 years following the final restoration of the site

*NB Established standard practice in Oxfordshire is to have 20 years of long-term management in addition to 5 years of aftercare.*

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 - paragraphs 143 and 144

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/60772/116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60772/116950.pdf)

- Defra Guidance for successful reclamation of mineral and waste sites.

[http://www.sustainableaggregates.com/library/docs/l0276\\_guidance-full.pdf](http://www.sustainableaggregates.com/library/docs/l0276_guidance-full.pdf)

- National Planning Practice Guidance – Restoration and Aftercare of Minerals Sites:  
<http://planningguidance.planningportal.gov.uk/blog/guidance/minerals/restoration-and-aftercare-of-minerals-sites/>

## **Air Quality**

All proposals that have the potential to have an adverse impact on air quality, including impacts on human health and sensitive ecological sites both during the construction phase and the operational phase will require assessment of any adverse effects and the submission of a scheme detailing how the application will limit its impact on the surrounding environment. This will include proposals which will significantly alter the traffic composition in an area such as heavy goods delivery traffic or industrial activities with significant emissions to the atmosphere regulated by Environmental Permit or introduction of a new school or public building close to an existing source of air pollution Any application that has the potential to generate increased dust should include a dust suppression scheme will need to indicate how the applicant will minimise the impact of dust on the surrounding area.

Where the development is proposed inside, or adjacent to, an air quality management area (AQMA), 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 Planning 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.

Air Quality Management Areas are defined by the District Councils and details can be found on their websites.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 - paragraphs 124  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/60772/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60772/2116950.pdf)
- *The APIS website*  
<http://www.apis.ac.uk/>
- National Planning Practice Guidance – How Detailed Does An Air Quality Assessment Need to Be  
<http://planningguidance.planningportal.gov.uk/blog/guidance/air-quality/how-detailed-does-an-air-quality-assessment-need-to-be/>

## **Bioaerosol Assessment**

Applications that involve the handling, storage or treatment of biodegradable waste, particularly composting applications, will need to be accompanied by a bioaerosol Assessment. This will provide a risk assessment to ascertain the potential impacts on neighbouring sensitive properties or other sensitive locations. Bioaerosol assessments should identify sources, pathways and receptors, paying particular attention to sensitive receptors and including

mitigation measures.

Environment Agency - Guidance for developments requiring planning permission and environmental permits  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/297009/LIT\\_7260\\_bba627.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/297009/LIT_7260_bba627.pdf)

## **Biodiversity and Geodiversity Assessment**

The Planning Authority has a duty to consider the conservation of biodiversity when determining a planning application. This is in accordance with relevant policies within the Local Plans/Local Development Frameworks, Oxfordshire's Biodiversity Action Plan and Conservation Target Areas and National Policy Guidance set out in the National Planning Policy Framework and DEFRA Circular 06/2005.

In addition statutory requirements under legislation including the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2010, the Badgers Act 1992, as well as the general biodiversity duty placed on Local Authorities within [Section 40 of the Natural Environment and Rural Communities Act 2006](#) must be taken into account.

Local requirements indicating how biodiversity and/or geodiversity should be considered by planning applications are set out in Appendices 1 to 5 and applicants should ensure that they follow the guidance in the British Standard BS42020 (Biodiversity – Code of Practice for Planning & Development (2013) and in the Oxfordshire Biodiversity & Planning Guidance Document: <https://www.oxfordshire.gov.uk/cms/content/planning-and-biodiversity>] The local requirements are presented so as to assist the applicant to not only answer the questions on the main 1APP form, but also supply the relevant biodiversity and/or geodiversity information that will allow the Planning Authority to validate and determine the application. If impacts to biodiversity and/or geodiversity are indicated by the requirements, and supporting information is NOT supplied to the Planning Authority, then the application will not be validated.

Consideration of the conservation of biodiversity and geodiversity when determining a planning application includes:

- designated sites
- legally protected species
- habitats and species of principal importance for biodiversity (priority species and habitats)
- habitats and species with plans in Oxfordshire's Biodiversity Action Plan and Conservation Target Areas and/or geological features highlighted in a Oxfordshire's Local Geodiversity Action Plan for Lower and Middle Jurassic and the Local Geodiversity Action Plan for the North Wessex Downs AONB.

Where a proposed development is likely to affect such a site, species, habitat or geological feature, the applicant should normally submit a Survey and Assessment. Information and guidance on when a Survey and Assessment is

required to validate an application is provided in Appendices 1 to 4.

Natural England can also advise on such requirements where there is a potential impact on nationally designated sites and/or legally protected species. See the Natural England website ([www.naturalengland.org.uk](http://www.naturalengland.org.uk)) for further advice and relevant contacts.

### **Information required for ecology reports**

Ecology reports submitted as part of a planning application must include a data search from the [Thames Valley Environmental Records Centre \(TVERC\)](#) rather than the NBN Gateway, unless it has previously been agreed with a planning officer that this is not necessary.

Submitting a desk study including data from TVERC will avoid unnecessary and costly delays to processing the planning application and ensures the application complies with the [National Planning Policy Framework](#) and the [NBN Gateways terms & conditions](#).

The authors of ecological survey reports for planning applications should be able to answer 'Yes' to all of the following questions:

- Do you have access to all the records at the highest available resolution?
- Do you have written permission from all the data providers to use their data in this way?
- Did you also contact TVERC to ensure that they have access to records which are not yet on the NBN Gateway?

If you cannot answer 'Yes' to the above questions, the planning application may not be validated.

Any suspected breaches of NBN Gateway terms and conditions will be reported by the local planning authority to the NBN Data Access Officer, who will take appropriate action.

### **Informative – Appropriate Assessment**

Pursuant to the requirements of the Conservation of Habitats and Species Regulations 2010, the Planning Authority may have to carry out an Appropriate Assessment. Appropriate Assessment tests whether a proposal either alone or in combination with other development in proximity of the following sites is likely to have a significant negative impact on:

- Designated or potential Special Protection Areas – a European designation which protects birds;
- Designated or candidate Special Areas of Conservation – a European designation which protects habitats;
- Ramsar or proposed Ramsar sites – a European designation which protects wetlands.

It is recommended that Natural England should be consulted prior to the submission of an application to determine if there is likely to be a significant impact. Appropriate Assessment does not apply to other designations, like Sites of Special Scientific Interest or Areas of Outstanding Natural Beauty.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 109, 117, 118, 119 and 125

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- Planning for Sustainable Waste Management: Companion Guide to Planning Policy Statement 10 - annex A

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7780/150805.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7780/150805.pdf)

- Circular 06/2005 Biodiversity and Geological Conservation – Statutory Obligations and Their Impact Within The Planning System

<https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005>

- National Planning Practice Guidance – Natural Environment:  
<http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment>

- Oxfordshire Biodiversity and Planning Guidance:  
<https://www.oxfordshire.gov.uk/cms/content/planning-and-biodiversity>

- Oxfordshire County Council Natural Environment webpage

<http://www.oxfordshire.gov.uk/cms/public-site/natural-environment>

- Oxfordshire's Biodiversity Action Plan and Conservation Target Areas

<http://www.oxfordshire.gov.uk/cms/content/oxfordshires-biodiversity-action-plan>

- Local Geodiversity Action Plan for Oxfordshire's Lower and Middle Jurassic

[http://www.oxfordshiregt.org/L\\_MJurLGAP.pdf](http://www.oxfordshiregt.org/L_MJurLGAP.pdf)

- Local Geodiversity Action Plan for the North Wessex Downs AONB

[http://www.northwessexdowns.org.uk/uploads/docs/publications/Natural\\_resources\\_publications/NWD\\_LGAP.pdf](http://www.northwessexdowns.org.uk/uploads/docs/publications/Natural_resources_publications/NWD_LGAP.pdf)

- Oxfordshire Landscape and Wildlife Study

<http://owls.oxfordshire.gov.uk/wps/wcm/connect/occ/OWLS/Home/>

- Natural England Standing Advice on Protected Species

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/specieslinks.aspx>

## **Birdstrike Risk Management Plan**

All applications involving mineral extraction or quarrying, landfill, sewage disposal and restoration schemes with major tree planting or nature reserves which would be attractive to birds falling within 13 kilometres of Civil Airports and Ministry of Defence Airfields will need to be accompanied by details of appropriate bird control measures to reduce the risk of birdstrike to aircraft. Further guidance is available from the Civil Aviation Authority.

Planning Policy Drivers and related guidance:

- Wildlife Hazard Management at Aerodromes CAP 772  
<https://www.caa.co.uk/docs/33/CAP%20772Issue1.pdf>

National Planning Policy for Waste  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364759/141015\\_National\\_Planning\\_Policy\\_for\\_Waste.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf)

### **Borehole or Trial Pit Analysis**

For mineral extraction proposals the analysis should identify:

- depth and volume of soils and minerals proposed to be
- extracted mineral type
- position of the winter water table  
and include the results of soakage tests.

### **Daylight/sunlight assessment**

Applications that may give rise to adverse impacts on the levels of daylight enjoyed by surrounding buildings may need to submit a daylight / sunlight assessment.

Planning Policy Drivers and related guidance:

British Standard Code of Practice for daylighting, BS8206 Part 2

### **Proposed/Draft Heads of Terms for Planning obligations**

Planning obligations (or Section 106 agreements) are agreements negotiated between local planning authorities and persons with an interest in a piece of land and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

This could include brief draft heads of terms for an agreement. Applicants should clarify the County Council's potential requirements in pre-application discussions and confirm any planning obligations that they might need to meet.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 203 to 205

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Practice Guidance – Planning Obligations

<http://planningguidance.planningportal.gov.uk/blog/guidance/planning-obligations/>

## **Dust Assessment**

Applications which may give rise to dust emissions have the potential to cause significant nuisance effects and adverse impacts on human health and sensitive ecological sites both during the construction phase and the operational phase. This includes dust particles that can be seen and those too fine to be seen by the human eye. Applicants will need to assess any adverse effects of dust resulting from any development which could generate dust and describe the appropriate controls that will be used to mitigate the impact. This could be a stand-alone dust risk assessment and consequent dust management plan or as part of a wider Air Quality Assessment where there are operational phase effects to be considered.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 143 to 144

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

## **Flood Risk Assessment**

All development should address the potential flood risk from development and the need for the Sequential Test. This test is designed to steer development away from higher risk Flood Zones and involves considering alternatives for development. The Planning Authority determines the Sequential Test and it should be discussed at pre- application stage. The Exception Test also needs to be passed for certain types and locations of development.

Planning applications for development proposals of 1ha/1,000 m<sup>2</sup> of new floor space or greater in Flood Zone 1 and all proposals for new development, which are located in Flood Zones 2 and 3, or other areas where the Environment Agency, Internal Drainage Boards and other bodies have indicated that there may be drainage problems, should be accompanied by a Flood Risk Assessment. This Assessment 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. Modelled flood levels (where available) are obtainable from the Environment Agency through a data request and maps of flood zones can be viewed on their website <http://www.environment-agency.gov.uk/>. In addition National Planning Practice Guidance provides comprehensive guidance in relation to the undertaking of the Sequential and Exception Tests, Flood Risk Assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 94, 99 to 104

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Practice Guidance – Flood Risk

<http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/>

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

- District Council Strategic Flood Risk Assessments

<http://www.cherwell.gov.uk/index.cfm?articleid=4356>  
<http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/evidence-studies/district-flood-risk>

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/new-local-plan-2029/evidence-base/strategi>

- Oxfordshire County Council Preliminary Flood Risk Assessment

<http://www.oxfordshire.gov.uk/cms/content/oxfordshire-preliminary-flood-risk-assessment-pfra>

- Building Regulations Approved Document Part H

<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/parth/>

- CIRIA C522 document Sustainable Drainage Systems – design manual for England and Wales
- CIRIA C624 document – Guidance for FRAs
- CIRIA C697 document - SuDS manual - The Interim Code of Practice for Sustainable Drainage Systems

[http://www.ciria.org/service/Home/AM/ContentManagerNet/HomePages/CIRIA\\_1502\\_20080929T115140HomePage.aspx?Section=Home](http://www.ciria.org/service/Home/AM/ContentManagerNet/HomePages/CIRIA_1502_20080929T115140HomePage.aspx?Section=Home)

## **Foul Sewage and Utilities Statement**

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. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent

other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in **DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297**. Applicants should discuss the specific details required with the relevant utility provider.

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.

An application should indicate how the development 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.

The applicant should demonstrate that :-

- (a) following consultation with the service provider, 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. Written confirmation of this from the service provider should accompany any application;
- (b) proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider and written confirmation of this from the service provider is submitted.

Planning Policy Drivers and related guidance:

- National Planning Practice Guidance - Water supply, wastewater and water quality  
<http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/>

- Approved Document H – Drainage and Waste Disposal 2015 edition

<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/parth/approved>

### **Green Belt Statement**

For applications in the Oxford Green Belt, a statement where a development is inappropriate within the Green Belt will be required including an explanation of how the proposal relates to the purposes of including the site within the Green Belt, how the development impacts on the openness of the Green Belt and the case for any very special circumstances. Planning applications for extensions to buildings or replacement buildings in the Oxford Green Belt need to include volume calculations (measured externally) of the existing building, the proposed extension/replacement building and any previous extensions to the building.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 79 to 92

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

### **Heritage and Archaeological Statements**

For developments affecting the historic environment (Listed Buildings, Conservation Areas, Scheduled Ancient Monuments, Historic Parks and Gardens, World Heritage Sites (Blenheim Palace) other areas of possible archaeological interest) a Heritage and/or Archaeological Statement may be required. The scope and degree of detail necessary in a Heritage and Archaeological Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with the County Council's Historic Environment team before any application is made. The following is a guide to the sort of information that may be required for different types of application.

In the case of designated sites/structures, applicants should be aware of the need for the appropriate consent (Listed Building Consent, Conservation Area Consent or Scheduled Monument Consent) in addition to planning permission. Advice on the need for Listed Building and Conservation Area consent should be sought from the relevant District Council. Advice on the need for Scheduled Monument Consent should be sought from English Heritage.

For both designated and undesignated sites, buildings and structures the following types of assessment may be required. Further advice should be sought from the County Council's Historic Environment team.

**Desk-based assessment:** This will comprise the collation of existing archaeological and historic information about the application site and the production of a report summarising this material. An assessment of the impact of the proposed development on the archaeological site, historic building or other aspects of the historic environment may be required. It should be carried out in accordance with a written brief obtainable from the County Council's

Historic Environment team.

Field evaluation: More detailed investigation of the site or building may be required to complete the assessment of the impact of the proposed development. This is likely to involve on-site investigation such as geophysical survey and the excavation of test pits or trenches. This work must be discussed with the County Council's Historic Environment team in advance and carried out in accordance with a written brief.

For applications adjacent to a listed building or within or adjacent to a conservation area which may affect its setting, an assessment of the impact of the development on the character and appearance of the area may be required.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 126 to 141

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

## **Hydrological Assessment**

Where dewatering of mineral workings is proposed, applicants are strongly advised to consult the Environment Agency and the County Council's Drainage Engineer at an early stage and to involve a qualified Hydrogeologist. Technical information, including the calculation of the extent and volumes of dewatering will be required in order for the Agency and the County Council to assess further investigations. This may include monitoring of the existing water regime for at least 12 months prior to submission of the application in order to ensure that surface and ground water can be safeguarded.

Applicants should indicate the natural water table including its depth, source catchment areas and characteristics. The statement must show that third parties will not be affected by the dewatering. Where investigations show that dewatering will have an impact on public and private water supplies or water bodies or watercourses details of mitigating measures must be included in the application e.g. recharging reservoirs etc.

Details of proposed methods of dewatering and proposed methods of water disposal must be given. Applicants should include proposed measures to control potential pollution to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

NB - All works which affect non-main rivers require approval and licensing by the relevant Councils:-

West Oxfordshire District Council  
South Oxfordshire District Council  
Vale of White Horse District Council  
Oxford City Council  
Oxfordshire County Council (covering Cherwell District Council).

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 143 to 144

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

### **Land Contamination Assessment**

Applications affecting land which is thought to possibly be contaminated through earlier development, may need to be accompanied by a land contamination assessment that should include an extended assessment of contamination. Sufficient information is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Where contamination is known or suspected or the proposed use would be particularly vulnerable (such as schools or near public water supplies), the applicant should provide such information, in the form of a preliminary risk assessment, with the application as is necessary to determine whether the proposed development can proceed. The preliminary risk assessment should comprise the following:

- A desk study;
- Walkover site reconnaissance;
- Conceptual model identifying potential pollution sources, pathways and receptors (pollutant linkages) as a basis for assessing the risks and appraising the options for remediation.

Applications involving development of sites on or within 250 metres of a former landfill site will need to include a risk assessment of landfill gas migration. In addition, long-term monitoring may be required, and this would need to be secured through a legal agreement.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 120 to 121

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- Model Procedures for the Management of Land Contamination – Contaminated Land Report 11

<http://www.environment-agency.gov.uk/research/planning/33740.aspx>

## **Landfill and Mining Waste Applications**

For applications including landfill and/or mining waste, sufficient information should be provided to enable the County Planning Authority to fulfil its requirements under the Waste (England and Wales) Regulations 2011. This information may be provided as part of the Supporting Planning Statement or Environmental Statement.

Planning Policy Drivers and related guidance:

- The Waste (England and Wales) Regulations 2011

<http://www.legislation.gov.uk/ukdsi/2011/9780111506462/contents>

## **Landscape and Visual Impact Assessment**

A Landscape and Visual Impact Assessment will be required for developments within or visible from the Chilterns, Cotswolds and North Wessex Downs Areas of Outstanding Natural Beauty or any other Landscape Area designated in a District Council Core Strategy or Local Plan. Also, any proposal that due to its scale or location is likely to have a significant visual impact will require a Landscape and Visual Impact Assessment of the existing site and surrounding area.

Landscape is defined in accordance with the European Landscape Convention (2000), as “an area, as perceived by people, whose character is the result of the action and interaction of natural and/or human factors’. This includes both urban ‘townscapes’ and rural landscapes.

This Assessment should identify the landscape character and type and the visual receptors and should include photographs and/or photomontages as appropriate. An assessment of the impact of development should be included, identifying the significance of the effects of change resulting from the development, and residual effects taking into account cumulative impacts with other proposed or existing developments and any proposed landscaping or screening features should be included.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 109, 113, 115 to 116

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

- Guidelines for Landscape and Visual Impact Assessment 2013 – The Landscape Institute

<http://www.landscapeinstitute.org/knowledge/GLVIA.php>

- Oxfordshire Landscape and Wildlife Study

<http://owls.oxfordshire.gov.uk/wps/wcm/connect/occ/OWLS/Home/>

- The Chilterns Area of Outstanding Natural Beauty Management Plan

<http://www.chilternsaonb.org/conservation-board/management-plan.html>

- The Cotswolds Area of Outstanding Natural Beauty Management Plan

[http://www.cotswoldsaonb.org.uk/management\\_plan/index.html](http://www.cotswoldsaonb.org.uk/management_plan/index.html)

- The North Wessex Downs Area of Outstanding Natural Beauty Management Plan

<http://www.northwessexdowns.org.uk/About-Us/aonb-management-plan.html>

## **Landscaping Scheme**

The impact a proposal has on the locality is an important consideration for the County Council when determining planning applications. Unless otherwise indicated by the County Council, applications are to be accompanied by landscaping details and include proposals for long-term maintenance and landscape management. It will assist your proposal greatly if the Scheme is clear and specific, and makes reference to suitable methods of ameliorating any potential negative impacts.

Landscaping schemes should include the following:

- (a) proposed finished ground levels or contours; drainage details; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse bins, lighting columns etc);
- (b) planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed numbers/planting densities where appropriate;
- (d) show existing vegetation to be retained together with measures for its protection during the course of construction. Applications for full planning permission (apart from change of use) should preferably be accompanied by a fully detailed scheme, as above; there is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the design and access statement (if one is required).

An indicative landscaping plan. It may be necessary to provide full details of the proposed landscaping scheme at the time of submission (species to be planted, numbers, spacings, size, seeding mix etc) although in appropriate

cases these details could be required under the terms of a condition of a planning permission.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 109, 113, 115 to 116

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

### **Lawful Development Certificate Supporting Information**

These are certificates of lawfulness for either a proposed use or operation/development or an existing use or operation/development. This type of application can also be one where condition(s) on a planning consent have not been complied with and you are wishing to regularise the situation. The burden of proof is firmly with the applicant, and therefore sufficient and precise information should be provided. We will need information specifying the land in question, describing the use, operations or other matter in question and stating under which paragraph of either section 191(1) or 192(1) of the Town and Country Planning Act 1990 the application is being made.

You will need to provide evidence to support your application so that, in the balance of probabilities, your application can be proven. It is important that you collate as much evidence as possible to support your application, and copies of any documents; affidavits etc. can be useful in such cases. You will need to tell us about the use of the land at the time of the application (or, when the land is not in use at the date, the purpose for which it was last used). You will need to provide a statement detailing your interest in the land, the name and address of any other person known to you to have an interest in the land and whether you have notified any such person. If your application relates to a certificate of lawfulness of an existing operation or use, you will need to tell us the date on which the use, operations or other matter in question began or, in the case of operations carried out without planning permission, the date on which operations were substantially completed. If your application is for a use or operation which has not yet commenced, you will need to give reasons for why you believe the use or operation as described in the application is lawful and should be granted a certificate. In the case of applying where a development has taken place without complying with any condition or limitation, you will need to provide sufficient details/evidence to support your claim.

Planning Policy Drivers and related guidance:

- Town and Country Planning Act 1990

<http://www.legislation.gov.uk/ukpga/1990/8/contents>

### **Lighting scheme (including a light pollution assessment)**

Proposals where external lighting would be provided or made necessary by the development, will be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details should include the type of lighting, including details of the height above ground and the power rating of the lighting, the proposed hours of use of the lighting (including the means of control over the hours of illumination) and should be accompanied by drawings to demonstrate the spread of the light and the means of ensuring that the light does not extend beyond the site to the detriment of the amenity of neighbouring properties. The assessment of potential impact should include the impact on any sensitive biodiversity feature where relevant.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 125, 113, 115 to 116

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

### **Noise impact assessment**

Application proposals that raise issues of disturbance to the locality due to the noise they will generate, including to wildlife, or are considered to be a noise sensitive developments that need protection themselves, should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. The statement should normally include the existing ambient noise climate and a survey of both pedestrian and vehicular numbers in and around the premises; assessment of the existing and future noise climate due to the proposed development, indicating any increase in predicted noise levels; assessment of the existing and predicted number of events and their size and scale and finally details of management procedures to reduce the impact of the premises' operation on the locality, including noise from incoming and outgoing vehicles. Developments that may require sound insulation of a building to contain the noise generated within it need to be accompanied by these details. Proper sound insulation can assist to minimise the disturbance experienced by other properties in the area of a proposal. Where development generates no significant noise a technical statement is not required but a statement to that effect in the application's supporting statement may provide sufficient assessment.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 109, 123, 143 to 144

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Practice Guidance  
<http://planningguidance.planningportal.gov.uk/blog/guidance/noise/>
- National Planning Policy for Waste, Appendix B

## **Open Space/playing field assessment**

For development within open spaces or which may result in the loss of an existing playing field, application proposals must be accompanied by plans showing any areas of existing or proposed open space or playing field land within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence, including a needs assessment, must accompany the planning application. Developers will need to consult the local community to demonstrate that their proposals are widely supported by them. Where there would be a loss of playing field, Sport England must be consulted.

Where there is a loss of a playing field details should be provided of the area in hectares of playing field to be lost and area in hectares of replacement playing field land. Plans should be provided to show the locations of these areas. Where replacement playing field provision is proposed details should be provided to compare the quality, accessibility to users and management arrangements.

In respect of a justification to demonstrate that a proposed new playing field facility will be of sufficient benefit to the development of sport as to outweigh the loss of an existing playing field, the following information is likely to be required;

- How the development fits with any existing playing field or school sports provision plan
- Details of existing and proposed management, maintenance and funding of sports facilities
- Details of any community use
- Technical details including surfacing, fencing, floodlighting and access
- Details of the proposed sports to be played on the new facility and the level to which they would be played

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 73, 74, 77 to 144

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

## **Parking Provision**

Most applications will be required to provide details of existing and proposed parking provision and access arrangements. These details can be shown on the site plan. An assessment of the parking requirements of the proposal and how that provision would be accommodated should be provided. The plan should, where necessary, provide details of the existing parking provision and how the requirements of the new development relate to it. Temporary

arrangements during construction for construction workers and materials delivery and storage should also be considered, especially in residential areas where car parking is limited.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 39, 74, 77 to 144

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

### **Photographs and Photomontages**

These can provide useful background information and can help to show how large developments can be satisfactorily integrated within the landscape or street scene. To provide context to a proposal photomontages can be useful for larger applications such as for new school buildings, major mineral or waste developments including landscaping to demonstrate the appearance of a building or area in its current state and photomontages to demonstrate the change. For example, this method could demonstrate the form of a quarry restoration scheme and how it would assimilate into the surrounding landscape. Computer generated images may also be helpful.

### **Rights of Way**

Where a public right of way is affected by proposed development, even temporarily during construction phases, advice should be sought from the County Council's Rights of Way officer as soon as possible to ensure appropriate procedure for stopping up or diversion of the right of way are followed and what alternative arrangements can be made. The route of all rights of way should be shown on drawings.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraph 75

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### **Statement of Community Involvement**

All applications set out in the table below should be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the County Council's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

|                    |  |
|--------------------|--|
| Waste Applications | <ul style="list-style-type: none"><li>• Applications for disposal of degradable wastes with a capacity of 500,000 tonnes or more and/or a disposal life of 10 years or more;</li></ul> |
|--------------------|--|

|                      |  |
|----------------------|--|
|                      | <ul style="list-style-type: none"> <li>• Applications for a waste processing plant having a throughput of 100,000 tpa or more;</li> <li>• Applications for the disposal to land of air pollution control residues (APCRs) from the incineration of waste for periods in excess of five years;</li> <li>• Applications for new developments;</li> </ul> |
| Mineral Applications | <ul style="list-style-type: none"> <li>• Application for a new quarry ;</li> <li>• Applications for extensions of existing quarries of 25 hectares and/or with a production capacity of 250,000 tpa or more;</li> </ul>  |
| Other Applications   | <ul style="list-style-type: none"> <li>• School or other education establishment with six classes per year group on a greenfield site and with significant transport implications;</li> <li>• Road proposal with a length of 2km or more in an urban environment or a length of 5km or more in a rural environment and all bypasses.</li> </ul>        |

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraph 66, 69, 155, 188 to 189

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- The Revised Oxfordshire Statement of Community Involvement 2015 – <https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/environmentandplanning/wasteandrecycling/planning/framework/RevisedOxfordshireStatementCommunityInvolvement2015.pdf>

### **Supporting Planning Statement**

All full planning applications for new development should be accompanied by a Supporting Planning Statement. Information will include additional detail to that set out in the application form and any additional supporting information including an assessment of how the proposed development accords with policies in the development plan, supplementary planning document(s), masterplans or development briefs, national policy and guidance and any other technical guidance which may be of relevance. Unless it is concluded that the development is entirely in accordance with development plan policies, the need for the development should be stated and justification to any departure from

policy, including very special circumstances for the development if it is contrary to Green Belt policies must be provided.

Unless otherwise more appropriately provided separately as a requirement of this List of validation requirements, for mineral and waste management applications, the supporting planning statement should also include:

- Description of the site including any designations;
- Planning history including relevant planning permission reference numbers;
- Reason for the location proposed and what other options and/or locations were considered;
- The type of mineral(s) to be extracted;
- Quantities in tonnes of mineral(s) to be extracted;
- Maximum depth of extraction;
- The projected source and type of waste including the percentage by geographical area;
- How the waste will be treated/handled;
- Capacity of the site;
- Quantity of waste to be disposed of/treated/handled in both tonnes and cubic metres;
- Any ancillary operations for the process of recycling, recovery or pre-treatment of the waste on site;
- Proposed hours of operation;
- Proposed maximum daily vehicle movements;
- Details of all plant and equipment;
- Details of external lighting;
- Site preparation work details;
- Method of working;
- Timescale of the development;
- Soil handling strategy details;
- Proposals for managing dust and litter;
- Predicted noise levels and measures to be taken for their control;
- Proposals for preventing the deposit of mud and debris on the highway;
- Proposals for controlling vermin and birds;
- Existing, pre-settlement and post-settlement levels for mineral extraction/landfill/land-raising sites including depths/heights;
- Proposals for controlling landfill gas and leachate at landfill sites including details of gas flaring and power generation;
- An assessment of likely odour issues and measures to control odour;
- A phasing programme of extraction, waste disposal and restoration in the case of mineral extraction and landfill sites;
- Details of surface water management measures;
- Information with regard to existing and projected staff and visitor numbers;
- Existing and proposed parking arrangements;
- Details of impacts to the amenity of local residents and those using the site and adjacent area and any roads or other transport corridors to be used to serve the site and the measures to be taken if necessary to ameliorate them including the provision of buffer zones;
- Restoration and aftercare proposals including details of the financial provision to be made for this.

For non-mineral and waste developments, the supporting planning statement should also include:

- Description of the site including any designations;
- Planning history including relevant planning permission reference numbers;
- Reason for the location proposed and what other options and/or locations were considered;
- Information with regard to existing and projected pupil numbers for education developments;
- Information with regard to existing and projected staff and visitor numbers;
- Existing and proposed parking arrangements;
- Details of impacts to the amenity of local residents and those using the site and adjacent area and any roads or other transport corridors to be used to serve the site and the measures to be taken if necessary to ameliorate them;

Planning Policy Drivers and related guidance:

National Planning Practice Guidance - Validation Requirements

<http://planningguidance.planningportal.gov.uk/blog/guidance/making-an-application/validation-requirements/>

### **Sustainability Statement**

A sustainability statement will be required for all operational developments, detailing and demonstrating how energy minimisation and carbon dioxide reduction will be incorporated into the development. The statement should also show how the development will be adapted to severe weather events.

All non-domestic built development will be encouraged to achieve Building Research Establishment Environmental Assessment Method (BREEAM) rating 'Very Good' as a minimum standard and also obtain an award under the Civil Engineering Environmental Quality Assessment and Award Scheme (CEEQUAL). BREEAM for buildings sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance. Standards have been developed for the most popular building types e.g. offices, retail developments, education, healthcare buildings etc. BREEAM assessment is a funding requirement for major new school and refurbishment projects. CEEQUAL is the assessment and award scheme for improving sustainability in civil engineering and the public realm. CEEQUAL is applicable to development schemes for waste water treatment, waste transfer and recycling facilities, sports stadia, roads and bridges that would be determined by the County Council usually valued at over £1 million. The scheme assesses performance across 12 areas of environmental and social concern, rewarding designers and constructors which go beyond the legal and environmental minima to achieve environmental and social standards.

The sustainability appraisal must outline the elements of the scheme that address the full range of sustainable development issues. This should include an assessment of the following:

- Water use – particularly where water scarcity is a recognized issue locally, and for major development involving surface or groundwater abstraction;
- Energy efficiency and generation – A statement should specify what the predicted energy demand is for the development, explain how the

development would meet current energy efficiency standards and maximise the use of sustainable/renewable sources, for example CHP and local heat networks, photovoltaic panels, biomass and air/ground source heating, aiming to reduce CO<sup>2</sup> emissions. The statement should also consider the options for energy collaboration with adjoining sites – particularly if a heat network is appropriate;

- Sustainable construction – utilising recycled and locally-sourced, building and landscaping materials;
- Waste management – promoting resource efficiency;
- Adapting to severe weather events, not dealt with elsewhere– e.g. heat waves, locally intense rain storms.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 93 to 99

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

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CEEQUAL website: <http://www.ceequal.com/index.html> and BREEAM website: <http://www.breeam.org>

### **Transport Statement/Assessment**

Where developments (during and after their construction) will have significant transport implications, Transport Statements/Assessments should be prepared. The coverage and detail of the Transport Statement/Assessment should reflect the scale of development and the extent of the transport implications of the proposal. For small schemes, the Transport Statement should simply outline the transport aspects of the application, including parking provision. For major proposals, the Transport Assessment must illustrate accessibility to the site by all modes and the likely split of types of journey 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. These assessments enable local planning authorities better to assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development. Details of proposals for access/egress and the management of construction traffic should be provided. The Council has its own guidance on Transport Assessments/ Transport Statements/ Travel Plans and Travel Statements. It is not currently available on the Council's website but a copy can be supplied on request.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 29 to 36

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

### **Travel Plan**

For development which would lead to new or increased employment and/or new or additional visitor footfall, 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, and a strategy for implementation. For example, in terms of a school it could indicate that any new pupil levels generated by the new proposal will be brought on to the site either by public transport or by hired coaches. In terms of a mineral or waste application this will vary as the applicant will have to indicate the amount of traffic movements that will occur during operating hours. The draft must identify a plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy could also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraph 36

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

Using the planning process to secure Travel Plans: Best Practice Guide

<http://www.dft.gov.uk/pgr/sustainable/travelplans/work/publications>

### **Tree/hedgerow survey / Arboricultural Statement**

Where trees/hedges are present within or around an applications site, the potential impact of development on existing trees/hedges both on the site or adjacent to it needs to be taken into account. Survey information should be provided using BS5837:2012: Trees in relation to design, demolition and construction. A tree survey should be provided and it should include the positions of all trees of 75mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries; the canopy spread of such trees; all shrub masses and hedges; annotation of any trees/shrubs that are to be removed; and any other relevant features of the site such as banks, slopes, walls and fences and water features. Details of the trees should be recorded and the trees should be categorised in accordance with the tree categorisation method set out in BS 5837:2012. Constraints, implications of the development in terms of impact on trees/shrubs, tree protection plan and method statement should all be included. An up to date aerial photograph can be useful.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 109 and 118

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

[077/2116950.pdf](#)

- BS5837:2012 Trees in relation to design, demolition and construction

### **Unstable Land Assessment**

If the proposal is on or adjoining land which is known or suspected to be unstable or potentially unstable this Statement should include reference to this issue. This may include the effects of both natural and man-made underground cavities; unstable slopes; and ground compression. The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.

The assessment should include the physical capability of the land to be developed; possible adverse effects of instability on the development; possible adverse effects of the development on the stability of adjoining land; possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraphs 109, 118, 120, 121, 143 and 166

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Practice Guidance – Land Stability

<http://planningguidance.planningportal.gov.uk/blog/guidance/land-stability/>

- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

### **Ventilation/Extraction Statement**

Details of the position and design of any ventilation and extraction equipment (particularly those to be located at roof level) will be required to accompany all applications where they are proposed. Any application within 100 metres of a landfill site should include details of how landfill gas is to be dealt with.

In developments where an odour nuisance may be an issue (e.g. waste disposal operations), details of odour abatement techniques and acoustic noise characteristics must be included with any planning application.

### **Waste Minimisation Statement**

Where proposed new development involves the demolition or excavation of the site, proposals should be supported by a plan which identifies the volume and type of material to be removed from the site and explores the opportunities for the recovery, reuse of material on the site and how any offsite disposal of waste material will be managed.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework March 2012 paragraph 7

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

**Informative:**

**Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects as stated in the Regulations) to enable the Planning Authority to give proper consideration to the likely environmental effects of a proposed development. The Environmental Statement accompanies but does not in itself form part of the planning application. A Screening Opinion can be obtained from the Council as to whether the development proposed comprises development falling within the scope of the Regulations and whether or not an Environmental Statement will be required. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. You are strongly advised to seek Planning Officer advice on this issue prior to making your application and to seek a formal Scoping Opinion of the information to be included in the Environmental Statement.

Planning Policy Drivers and related guidance:

- The Town and Country Planning (Environmental Impact Assessment) Regulations 2011

<http://www.legislation.gov.uk/ukxi/2011/1824/made>

- National Planning Practice Guidance – Environmental Impact Assessment  
<http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/>

**PART THREE – VALIDATION CHECKLISTS (All information requirements apply countywide)**

**MINERALS DEVELOPMENT**

| <b>Information required</b>              | <b>When required</b>   | <b>Tick</b> | <b>Where the information can be found in the application documents or reason/justification why information has not been submitted</b> |
|--|--|-------------|---|
| <b>National Information Requirements</b> |  |             |   |
| <b>Application Form</b>                  | All applications.  |             |   |
| <b>Correct application fee</b>           | All applications.  |             |   |
| <b>Location Plan</b>                     | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications. |             |   |
| <b>Site Plan</b>                         | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications. |             |   |

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| <b>Ownership/Agricultural Holding Certificates and Notices</b> | All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development.   |   |  |
| <b>Design and Access Statements</b>                            | Those planning applications as set out in the detailed local requirements above.   |   |  |
| <b>Local Information Requirements</b>                          |  |   |  |
| <b>Other Plans</b>   | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.   |   |  |
| <b>Aftercare/restoration scheme</b>                            | All planning applications for mineral extraction.  | . |  |
| <b>Air Quality Impact Assessment</b>                           | All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation. | . |  |

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| <b>Birdstrike Risk Management Plan</b>                 | All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.    | . |  |
| <b>Biodiversity and geological conservation report</b> | Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.        |   |  |
| <b>Borehole or Trial Pit Analysis</b>                  | All planning applications for the extraction of mineral Deposits.   |   |  |
| <b>Daylight/Sunlight Assessment</b>                    | All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings. |   |  |

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| <b>Draft Planning Obligations also known as Legal Agreement / Section 106)</b> | <ul style="list-style-type: none"> <li>• Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, a statement with proposed Heads of Terms for an agreement may be submitted as part of the application.</li> <li>• Where Local Development Framework or Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application.</li> </ul> |  |  |
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| <b>Dust Assessment</b>                      | For all planning applications for minerals developments which generate dust.   |  |  |
| <b>Flood Risk Assessment</b>                | <p>All planning applications for:</p> <ul style="list-style-type: none"> <li>• Development including change of use of 1 hectare or greater or 1000 m<sup>2</sup> of gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3.</li> <li>• Where development proposals may affect watercourses, flood defences or off-site flood mitigation.</li> <li>• Where the proposed development may be subject to other sources of flooding.</li> <li>• Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing.</li> </ul> |  |  |
| <b>Foul Sewage and Utilities Assessment</b> | All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.  |  |  |

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| <b>Green Belt Statement</b>                  | All planning applications for inappropriate development in the Green Belt.  |  |  |
| <b>Heritage and Archaeological Statement</b> | For all planning applications where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Ancient Monument; Historic Park or Garden; Registered Battlefield; Listed Building/ structure or Conservation Area, or the setting of any of these features whether designated or not; Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected; Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre- application advice; Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice; Where a hedge is to be removed or moved or would be affected by the proposal; and Where a proposal involves substantial demolition of an existing building. |  |  |

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| <b>Hydrological Assessment</b>                                | Mineral planning applications where dewatering is proposed or proposals affect the water table.  |  |  |
| <b>Land contamination assessment</b>                          | All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.   |  |  |
| <b>Landscape and Visual Impact Assessment</b>                 | Any planning application that due to its scale or location is likely to have a significant visual impact.  |  |  |
| <b>Landscaping scheme</b>                                     | Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types.  |  |  |
| <b>Lawful Development Certificate Supporting Information</b>  | When an application is made for a Certificate for an existing use or development including when a condition on a planning permission has not been complied with or where the development has never received planning approval or a Certificate that a proposed development does not require specific or further planning permission. |  |  |
| <b>Lighting scheme (including light pollution assessment)</b> | Where planning applications propose external lighting.   |  |  |
| <b>Noise impact assessment</b>                                | All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).  |  |  |

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| <b>Open space/playing field assessment</b> | Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens. Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy. |  |  |
| <b>Parking provision</b>                   | All planning applications involving the provision of parking space.  |  |  |
| <b>Photographs and/or Photomontages</b>    | All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.  |  |  |
| <b>Rights of Way</b>                       | All planning applications where a public right of way traverses or passes close by the application site or involves the temporary diversion or closure of part of a route in order to construct the development.   |  |  |
| <b>Statement of Community Involvement</b>  | All planning applications which meet the definition set out in the section.<br>.   |  |  |
| <b>Supporting Planning Statement</b>       | All planning applications other than section 73/73A applications should include this supporting document.  |  |  |

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| <b>Sustainability/Climate Change Appraisal</b>         | .All planning applications.  |  |  |
| <b>Transport Statement/ Assessment</b>                 | All planning applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.                             |  |  |
| <b>Travel Plan</b>                                     | All planning applications that have the potential for significant traffic and travel-related implications.   |  |  |
| <b>Tree/Hedgerow Survey / Arboricultural Statement</b> | All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.                            |  |  |
| <b>Unstable Land Assessment</b>                        | All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities, unstable slopes and |  |  |
| <b>Ventilation/Extraction Statement</b>                | Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.            |  |  |

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| <b>Waste Minimisation Statement</b> | All planning applications where waste will be generated on site. |  |  |
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**WASTE DEVELOPMENT**

| <b>Information required</b>              | <b>When required</b>   | <b>Tick</b> | <b>Where the information can be found in the application documents or reason/justification why information has not been submitted</b> |
|--|--|-------------|---|
| <b>National Information Requirements</b> |  |             |   |
| <b>Application Form</b>                  | All applications.  |             |   |
| <b>Correct application fee</b>           | All applications.  |             |   |
| <b>Location Plan</b>                     | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications. |             |   |

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| <b>Site Plan</b>   | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.                       |   |  |
| <b>Ownership/Agricultural Holding Certificates and Notices</b> | All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development. |   |  |
| <b>Design and Access Statements</b>                            | Those planning applications as set out in the detailed local requirements above.   |   |  |
| <b>Local Information Requirements</b>                          |  |   |  |
| <b>Other Plans</b>   | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.                       |   |  |
| <b>Aftercare/restoration scheme</b>                            | All planning applications for mineral extraction, landfill or land-raising proposals.  | . |  |

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| <b>Air Quality Impact Assessment</b>                   | All planning applications when the site is within or adjoining an Air Quality Management Area <b>or</b> when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation.. | . |  |
| <b>Birdstrike Risk Management Plan</b>                 | All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.   | . |  |
| <b>Biodiversity and geological conservation report</b> | Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.   |   |  |
| <b>Bioaerosol Assessment</b>                           | Those planning applications when the proposal involves the storage or treatment of biodegradable waste material and is within 250 m of residential properties or other sensitive locations.                                      |   |  |
| <b>Daylight/Sunlight Assessment</b>                    | All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.  |   |  |

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| <p><b>Draft Planning Obligations also known as Legal Agreement / Section 106)</b></p> | <ul style="list-style-type: none"> <li>• Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, a statement with proposed Heads of Terms for an agreement may be submitted as part of the application.</li> <li>• Where Local Development Framework or Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application.</li> </ul>   |  |  |
| <p><b>Dust Assessment</b></p>   | <p>For all planning applications for waste developments which generate dust. involving major construction works.</p>   |  |  |
| <p><b>Flood Risk Assessment</b></p>   | <p>All planning applications for:</p> <ul style="list-style-type: none"> <li>• Development including change of use of 1 hectare or greater or 1000 m<sup>2</sup> of gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3.</li> <li>• Where development proposals may affect watercourses, flood defences or off-site flood mitigation.</li> <li>• Where the proposed development may be subject to other sources of flooding.</li> <li>• Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing.</li> </ul> |  |  |

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| <b>Foul Sewage and Utilities Assessment</b> | All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply. |  |  |
| <b>Green Belt Statement</b>                 | All planning applications for inappropriate development in the Green Belt.  |  |  |

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| <p><b>Heritage and Archaeological Statement</b></p> | <p>For all planning applications where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Ancient Monument; Historic Park or Garden; Registered Battlefield; Listed Building/ structure or Conservation Area, or the setting of any of these features whether designated or not; Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected; Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre- application advice; Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice; Where a hedge is to be removed or moved or would be affected by the proposal; and Where a proposal involves substantial demolition of an existing building.</p> |  | . |
| <p><b>Hydrological Assessment</b></p>               | <p>Waste planning applications where proposals affect the water table.</p>   |  |   |

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| <b>Land contamination assessment</b>                          | All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.   |  |  |
| <b>Landscape and Visual Impact Assessment</b>                 | Any planning application that due to its scale or location is likely to have a significant visual impact.  |  |  |
| <b>Landscaping scheme</b>                                     | Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types.  |  |  |
| <b>Lawful Development Certificate Supporting Information</b>  | When an application is made for a Certificate for an existing use or development including when a condition on a planning permission has not been complied with or where the development has never received planning approval or a Certificate that a proposed development does not require specific or further planning permission. |  |  |
| <b>Lighting scheme (including light pollution assessment)</b> | Where planning applications propose external lighting.   |  |  |
| <b>Noise impact assessment</b>                                | All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).  |  |  |

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| <b>Open space/playing field assessment</b> | Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens. Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy. |  |  |
| <b>Parking provision</b>                   | All planning applications involving the provision of parking space.  |  |  |
| <b>Photographs and/or Photomontages</b>    | All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.  |  |  |
| <b>Rights of Way</b>                       | All planning applications where a public right of way traverses or passes close by the application site or involves the temporary diversion or closure of part of a route in order to construct the development.   |  |  |
| <b>Statement of Community Involvement</b>  | All planning applications.<br>.  |  |  |
| <b>Supporting Planning Statement</b>       | All applications other than section 73/73A applications should include this supporting document.   |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>Sustainability/Climate Change Appraisal</b>         | All planning applications.   |  |  |
| <b>Transport Statement/ Assessment</b>                 | All planning applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.                             |  |  |
| <b>Travel Plan</b>                                     | All planning applications that have the potential for significant traffic and travel-related implications.   |  |  |
| <b>Tree/Hedgerow Survey / Arboricultural Statement</b> | All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.                            |  |  |
| <b>Unstable Land Assessment</b>                        | All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities, unstable slopes and |  |  |
| <b>Ventilation/Extraction Statement</b>                | Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.            |  |  |

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| <b>Waste Minimisation Statement</b> | All planning applications where waste will be generated on site. |  |  |
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**REGULATION 3 (TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992) DEVELOPMENT**

| <b>Information required</b>              | <b>When required</b>   | <b>Tick</b> | <b>Where the information can be found in the application documents or reason/justification why information has not been submitted</b> |
|--|--|-------------|---|
| <b>National Information Requirements</b> |  |             |   |
| <b>Application Form</b>                  | All applications.  | .           |   |
| <b>Correct application fee</b>           | All applications.  |             |   |
| <b>Location Plan</b>                     | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications. |             |   |

|  |  |   |  |
|--|--|---|--|
| <b>Site Plan</b>   | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.                       |   |  |
| <b>Ownership/Agricultural Holding Certificates and Notices</b> | All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development. |   |  |
| <b>Design and Access Statements</b>                            | Those planning applications as set out in the detailed local requirements above.   |   |  |
| <b>Local Information Requirements</b>                          |  |   |  |
| <b>Other Plans</b>   | All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.                       |   |  |
| <b>Aftercare/restoration scheme</b>                            | All planning applications for mineral extraction, landfill or land-raising proposals.  | . |  |

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| <b>Air Quality Impact Assessment</b>                   | All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation. . | . |  |
| <b>Birdstrike Risk Management Plan</b>                 | All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.   | . |  |
| <b>Biodiversity and geological conservation report</b> | Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.   |   |  |
| <b>Bioaerosol Assessment</b>                           | Those planning applications when the proposal involves the storage or treatment of biodegradable waste material and is within 250 m of residential properties or other sensitive locations.                                |   |  |
| <b>Borehole or Trial Pit Analysis</b>                  | All planning applications for the extraction of mineral Deposits.  |   |  |
| <b>Daylight/Sunlight Assessment</b>                    | All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.  |   |  |

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| <p><b>Draft Planning Obligations also known as Legal Agreement / Section 106)</b></p> | <ul style="list-style-type: none"> <li>• Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, a statement with proposed Heads of Terms for an agreement may be submitted as part of the application.</li> <li>• Where Local Development Framework or Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application.</li> </ul>   |  |  |
| <p><b>Dust Assessment</b></p>   | <p>For all planning applications for developments which generate dust. Involving major construction works.</p>   |  |  |
| <p><b>Flood Risk Assessment</b></p>   | <p>All planning applications for:</p> <ul style="list-style-type: none"> <li>• Development including change of use of 1 hectare or greater or 1000 m<sup>2</sup> of gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3.</li> <li>• Where development proposals may affect watercourses, flood defences or off-site flood mitigation.</li> <li>• Where the proposed development may be subject to other sources of flooding.</li> <li>• Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing.</li> </ul> |  |  |

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| <b>Foul Sewage and Utilities Assessment</b> | All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply. |  |  |
| <b>Green Belt Statement</b>                 | All planning applications for inappropriate development in the Green Belt.  |  |  |

|   |  |  |   |
|---|--|--|---|
| <p><b>Heritage and Archaeological Statement</b></p> | <p>For all planning applications where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Ancient Monument; Historic Park or Garden; Registered Battlefield; Listed Building/ structure or Conservation Area, or the setting of any of these features whether designated or not; Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected; Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre- application advice; Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice; Where a hedge is to be removed or moved or would be affected by the proposal; and Where a proposal involves substantial demolition of an existing building.</p> |  | . |
| <p><b>Hydrological Assessment</b></p>               | <p>Planning applications proposals affect the water table.</p>   |  |   |

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| <b>Land contamination assessment</b>                          | All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.   |  |  |
| <b>Landscape and Visual Impact Assessment</b>                 | Any planning application that due to its scale or location is likely to have a significant visual impact.  |  |  |
| <b>Landscaping scheme</b>                                     | Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types.  |  |  |
| <b>Lawful Development Certificate Supporting Information</b>  | When an application is made for a Certificate for an existing use or development including when a condition on a planning permission has not been complied with or where the development has never received planning approval or a Certificate that a proposed development does not require specific or further planning permission. |  |  |
| <b>Lighting scheme (including light pollution assessment)</b> | Where planning applications propose external lighting.   |  |  |
| <b>Noise impact assessment</b>                                | All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).  |  |  |

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| <b>Open space/playing field assessment</b> | Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens. Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy. |  |  |
| <b>Parking provision</b>                   | All planning applications involving the provision of parking space.  |  |  |
| <b>Photographs and/or Photomontages</b>    | All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.  |  |  |
| <b>Rights of Way</b>                       | All planning applications where a public right of way traverses or passes close by the application site or involves the temporary diversion or closure of part of a route in order to construct the development.   |  |  |
| <b>Statement of Community Involvement</b>  | All planning applications.<br>.  |  |  |
| <b>Supporting Planning Statement</b>       | All applications should include this supporting document.  |  |  |

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|--|--|--|--|
| <b>Sustainability/Climate Change Appraisal</b>         | .All planning applications.  |  |  |
| <b>Transport Statement/ Assessment</b>                 | All applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.                                      |  |  |
| <b>Travel Plan</b>                                     | All planning applications that have the potential for significant traffic and travel-related implications.   |  |  |
| <b>Tree/Hedgerow Survey / Arboricultural Statement</b> | All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.                            |  |  |
| <b>Unstable Land Assessment</b>                        | All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities, unstable slopes and |  |  |
| <b>Ventilation/Extraction Statement</b>                | Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.            |  |  |

|                                     |  |  |  |
|-------------------------------------|--|--|--|
| <b>Waste Minimisation Statement</b> | All planning applications where waste will be generated on site. |  |  |
|-------------------------------------|--|--|--|

## Appendices

### Appendix 1 – County Planning Authority Requirements for Biodiversity and Geodiversity

#### A. Surveys

Surveys are required to determine whether notable species, habitats or designated sites may be adversely affected by development. All surveys carried out should be assessed (see 'Assessment' below).

Surveys should be undertaken and prepared by competent persons with suitable ecological qualifications and experience and must be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.

#### ECOLOGICAL SURVEY SEASONS

Key: Optimal Survey Time ■ Possible Survey Time ■

|  | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|--|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| Badgers                                  | ■   | ■   | ■   | ■   | ■   | ■    | ■    | ■   | ■    | ■   | ■   | ■   |
| Bats (Initial Survey)                    | ■   | ■   | ■   | ■   | ■   | ■    | ■    | ■   | ■    | ■   | ■   | ■   |
| Bats (Hibernation Roosts)                | ■   | ■   | ■   |     |     |      |      |     |      |     |     | ■   |
| Bats (Summer Roosts)                     |     |     |     | ■   | ■   | ■    | ■    | ■   | ■    | ■   |     |     |
| Bats (Activity Survey)                   |     |     |     | ■   | ■   | ■    | ■    | ■   | ■    |     |     |     |
| Birds (Breeding)                         |     |     | ■   | ■   | ■   | ■    |      |     |      |     |     |     |
| BIRDS (Over Wintering)                   | ■   | ■   |     |     |     |      |      |     |      |     | ■   | ■   |
| Dormice                                  |     |     |     | ■   | ■   | ■    | ■    | ■   | ■    | ■   |     |     |
| Extended Phase 1 Survey                  | ■   | ■   | ■   | ■   | ■   | ■    | ■    | ■   | ■    | ■   | ■   | ■   |
| Great-Crested Newts (Aquatic survey)     |     |     | ■   | ■   | ■   | ■    |      |     |      |     |     |     |
| Great-Crested Newts (Habitat assessment) | ■   | ■   | ■   | ■   | ■   | ■    | ■    | ■   | ■    | ■   | ■   | ■   |
| Invertebrates                            |     |     |     | ■   | ■   | ■    | ■    | ■   | ■    |     |     |     |
| Otters                                   | ■   | ■   | ■   | ■   | ■   | ■    | ■    | ■   | ■    | ■   | ■   | ■   |
| Reptiles                                 |     |     | ■   | ■   | ■   | ■    |      |     | ■    |     |     |     |
| Water Voles                              |     |     | ■   | ■   | ■   | ■    | ■    | ■   | ■    | ■   |     |     |
| White-Clawed Crayfish                    |     |     |     |     |     |      | ■    | ■   | ■    | ■   |     |     |

|                     |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Habitats/Vegetation |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|

A survey should be informed by the results of a search for ecological and/or geological data. The Thames Valley Environmental Records (TVERC) [Thames Valley Environmental Records Centre \(TVERC\)](#) is the Local Biological Records Centre (Email – [tverc@oxfordshire.gov.uk](mailto:tverc@oxfordshire.gov.uk) or Tel. 01865 815451) who can search for the location of notable species and habitats/sites on or near to a development site. In addition see [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk) - a useful Natural England resource on the distribution of wildlife sites and habitats.

A survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and where appropriate around the site;
- Identify the extent/area/length present;
- Map the distribution on site and/or in the surrounding area shown on an appropriate scale plan.

All surveys must be undertaken to the standards in British Standard 42020 (Biodiversity – Code of Practice for Planning & Development, 2013)

General points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in the diagram above
- Surveys conducted outside of optimal times (diagram above) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Records Centres (see TVERC above) may have useful existing information and records.
- Competent ecologists should carry out ecological surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a

licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies. More information on appropriate ecological survey methods can be found in *Guidance on Survey Methodology* published on the Internet by the Institute of Ecology and Environmental Management available at: [www.cieem.net](http://www.cieem.net). Further details on surveys can also be found on the Natural England website at: [www.naturalengland.org.uk](http://www.naturalengland.org.uk).

## **B. Assessments**

Assessments should identify and describe potential development impacts likely to harm notable species, habitats, features or designated sites, (these should include both direct and indirect effects both during construction and afterwards). Please note that adverse effects should be avoided wherever possible and if unavoidable mitigated or as a last resort compensated. The type of assessment will depend on the scale and size of development and will usually be based on both desk and field surveys. The assessment should be carried out by a suitably qualified and experienced person and should include:

- Evaluation of the biodiversity/geodiversity importance of the site and surrounds
- Assessment of all direct and indirect impacts (including from noise, vibration, dust, pollution, dewatering & any other hydrological impacts) of the proposed development on biodiversity/geodiversity (including a summary of the short-term and long-term impacts)
- How avoidance and/or mitigation and/or compensation measures have been considered and chosen
- Provision of restoration and where possible enhancement details
- Arrangements for appropriate after-care and long-term management

This information might be incorporated into an Environment Statement, if one is necessary under the Environmental Impact Regulations. It is recommended that for biodiversity it is based on the Institute of Ecology and Environmental Management (IEEM) Guidelines for Ecological Impact Assessment in the United Kingdom (2006) available at [http://www.ieem.co.uk/sites/default/files/ieem\\_guidelines\\_2006.pdf](http://www.ieem.co.uk/sites/default/files/ieem_guidelines_2006.pdf)

The County Council looks to encourage proposals that will enhance, restore or add to notable species populations, designated sites, habitats or other biodiversity or geological features. The Assessment should give an indication of likely change in the area (hectares) of habitats/features on the site after development, e.g. whether there will be a net loss or gain.

Please note there may be a need to request further information, which cannot always be anticipated until the application is being considered and consultee responses have been received.

**Appendix 2 – Table A. Local Requirements for Designated Sites, Priority Habitats and Other Features: Criteria (Trigger List) for when a Survey and Assessment is required**

**1. DESIGNATED SITES**

|  |  |
|--|--|
| <b>Internationally designated sites</b>        | Special Protection Area (SPA)<br>Special Area of Conservation (SAC)<br>Ramsar Site |
| <b>Nationally designated sites</b>             | Site of Special Scientific Interest (SSSI)<br>National Nature Reserve (NNR)        |
| <b>Regionally and locally designated sites</b> | Local Wildlife Sites<br>Local Nature Reserve (LNR)                                 |

Check [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk) and/or contact TVERC

|  |               |
|--|---------------|
| <b>Designated Sites likely to be affected by the proposal?</b> | <b>Yes/No</b> |
|--|---------------|

**2. HABITATS OF PRINCIPAL IMPORTANCE FOR BIODIVERSITY** under S.41 of the NERC Act 2006 (also known as Priority Habitats) – In Oxfordshire these habitats include:

- ▶ Eutrophic standing open water (including lakes and canals), mesotrophic lakes and ponds
- ▶ Rivers
- ▶ Fen, marsh & swamp (including reedbeds & rush pastures)
- ▶ Lowland raised bog
- ▶ Lowland beech and yew woodland
- ▶ Wet woodland
- ▶ Lowland mixed deciduous woodland (e.g. ancient woodland)
- ▶ Hedgerows
- ▶ Wood-pasture and parkland
- ▶ Lowland calcareous grassland (e.g. species-rich limestone grasslands)
- ▶ Lowland heathland and/or dry acid grassland
- ▶ Lowland meadows (e.g. species-rich neutral flower meadows)
- ▶ Traditional orchards
- ▶ Open mosaic habitats on previously developed land

*IMPORTANT - this is not an exclusive list for the county and the English List of Habitats of Principal Importance for Biodiversity (available from DEFRA) is the full reference to be used.*

For general information see [www.defra.gov.uk](http://www.defra.gov.uk). For distribution check [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk) and contact TVERC.

|   |               |
|---|---------------|
| <b>Priority Habitats likely to be affected by the proposal?</b> | <b>Yes/No</b> |
|---|---------------|

### 3. OTHER BIODIVERSITY FEATURES

(including those identified by the Local Biodiversity Partnership - see paragraph 84 DEFRA Circular 01/2005))

- ▶ Secondary Woodland and Mature/Veteran Trees
- ▶ Caves, scowles, sink holes and disused tunnels and mines (e.g. roosts for bats)
- ▶ Trees, scrub and structures used for nesting by breeding birds
- ▶ Previously developed land with biodiversity interest (e.g. supporting habitats and notable plants, invertebrates, amphibians or any reptile)
- ▶ Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)
- ▶ Other habitats and features identified in the Oxfordshire's Biodiversity Action Plan & sites within or adjacent to a Conservation Target Area.

Distribution of sites supporting these features might be obtained by contacting TVERC.

| Other Biodiversity Features likely to be affected by the proposal? | Yes/No |
|--|--------|
|--|--------|

#### ***Exceptions When a Full Survey and Assessment May Not Be Required***

*International and National Sites:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

*Regional and Local Sites and Priority Habitats and Other Features:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Planning Authority's Ecologist Planner that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.



|  |      |           |                |                    |        |          |            |         |          |            |        |                       |  |  |
|--|------|-----------|----------------|--------------------|--------|----------|------------|---------|----------|------------|--------|-----------------------|--|--|
| Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.  | •    | •         | •              |                    |        |          |            |         |          |            |        |                       |  |  |
| Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.  | •    |           | •              |                    |        | •        |            | •       |          |            | •      |                       |  |  |
| Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> <li>▪ old and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a girth greater than 1m at chest height;</li> </ul> | •    |           | •              |                    |        |          |            |         |          |            |        |                       |  |  |
| Proposals affecting gravel pits or quarries or scowles and natural cliff faces and rock outcrops with crevices, caves or swallets/sinkholes.   | •    |           | •              |                    |        |          |            |         | •        |            |        |                       |  |  |
| Major proposals within 500m of a pond or minor proposals within 100m of pond<br><br>(Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m <sup>2</sup> floor area or more than 1 hectare)                     |      |           |                | •                  |        |          |            |         |          |            |        |                       |  |  |
| Proposals affecting of rivers, streams, canals, lakes, or other aquatic habitats.  | •    |           | •              |                    | •      |          | •          |         |          | •          | •      | •                     |  |  |
| Proposals affecting:<br><br>=derelict' land (brownfield sites), allotments and railway land  |      |           | •              | •                  |        |          |            | •       | •        | •          |        |                       |  |  |
| Proposed development affecting any buildings, structures, storage or waste piles and other suitable features that protected species may be reasonably likely to inhabit or locations where <u>protected species are known to be present</u> * on site or in the immediate vicinity                     | •    | •         | •              | •                  | •      | •        | •          | •       | •        | •          | •      | •                     |  |  |
|  | Bats | Barn Owls | Breeding Birds | Great Crested Newt | Otters | Dormouse | Water Vole | Badgers | Reptiles | Amphibians | Plants | White-clawed Crayfish |  |  |

\* Confirmed as present by either a data search (for instance from TVERC) or as notified to the developer by the Planning Authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.

***Exceptions for When a Full Protected Species Survey and Assessment May Not Be Required***

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- c. If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant effect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above, e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

## Appendix 4. Local Requirements for Designated Geodiversity Sites and Features: Criteria (Trigger List) for when a Survey and Assessment are Required

### 1. DESIGNATED SITES

**Nationally designated sites**                      Site of Special Scientific Interest (SSSI)  
National Nature Reserves (NNRs)

**Regionally and locally designated sites**    Regionally Important Geological Sites  
(RIGS)  
Local Nature Reserves (LNRs)

Check [www.magic.gov.uk](http://www.magic.gov.uk) for further information.

**Designated Sites likely to be affected by the proposal?**                      **Yes/No**

### 2. OTHER GEOLOGICAL CONSERVATION FEATURES

(based on the Earth Science Conservation Classification)

Presence of these features outside designated sites may need to be checked and the relevant Local Geodiversity Action Plan (where available).

**Exposure or Extensive Sites**

- ▶ Active quarries and pits
- ▶ Disused quarries and pits
- ▶ River and stream sections
- ▶ Inland outcrops
- ▶ Exposure underground mines, tunnels and scowles
- ▶ Extensive buried interest
- ▶ Road, rail and canal cuttings

**Integrity Site**

- ▶ Static (fossil) geomorphological
- ▶ Active process geomorphological
- ▶ Caves
- ▶ Karst (i.e. water dissolved limestone systems)

**Finite Site**

- ▶ Finite mineral, fossil or other geological
- ▶ Mine dumps
- ▶ Finite underground mines and tunnels
- ▶ Finite buried interest

### ***Exceptions When a Full Survey and Assessment May Not Be Required***

*National Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter

confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

*Regional and Local Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Oxfordshire Geology Trust) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

## **Appendix 5 - Guidance – Protected Species**

Please see Natural England's Standing Advice:

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/specieslinks.aspx>

## Appendix 6 Pre application Advice Request Form

1. Contact details of applicant

|  |
|--|
|  |
|--|

2. Address of proposed development (include postcode or grid reference)

|  |
|--|
|  |
|--|

3. Brief description of proposed development

|  |
|--|
|  |
|--|

4. List supporting information provided with this form

|   |  |
|---|--|
| Location Plan   |  |
| Photographs of the site   |  |
| Sketch drawings showing position of height and scale of built development |  |
| Information on the current use of the site                                |  |
| Information on proposed use such as tonnages and vehicle movements        |  |
| Other information (please list)   |  |
|   |  |
|   |  |
|   |  |

5. Any other information

Use the space below to provide any other additional information which is relevant to the proposal, including if you wish the discussions to be confidential setting out the reason for this request. The authority will seek the views of the Highway Authority as good practice and may consult other internal consultees such as the County Ecologist Planner or Archaeologist where relevant.

6. Declaration

I understand that the advice provided by Oxfordshire County Council Development Management team is provided without prejudice to the final decision of the County Planning Authority. Any notes made either at meetings or on site will be kept on file and may be made available to the public subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Signed .....

Date.....

Once completed, the form can be submitted either by email or by post to either of the following: [planning@oxfordshire.gov.uk](mailto:planning@oxfordshire.gov.uk)

Development Management Team Leader  
Environment and Economy  
Oxfordshire County Council  
Speedwell House  
Speedwell Street  
Oxford  
OX1 1NE

Following receipt of an adequately completed pre-application advice request form, an acknowledgement will be given within 5 working days with the name of the officer dealing with your request. A full written response will normally be provided within 21 working days of receipt of the enquiry. If we are unable to meet this target, then you will be notified of the reason for the delay and a new date agreed.