

WELWYN HATFIELD BOROUGH COUNCIL
DEVELOPMENT MANAGEMENT COMMITTEE – 25 MAY 2017
REPORT OF THE EXECUTIVE DIRECTOR (PUBLIC PROTECTION, PLANNING
AND GOVERNANCE)

PLANNING APPLICATION VALIDATION CHECKLIST

1 Summary

- 1.1 Members will recall that a Planning Application Validation Checklist was adopted by Development Management Committee on 14 July 2015.
- 1.2 This report reviews the checklist since its most recent adoption in 2015 and follows legislation, section 62 (4A) of the Town and Country Planning Act 1990, guidance within the National Planning Policy Framework and Planning Practice Guidance which requires Local Planning Authorities to only request information that is relevant, necessary and material to the development proposed and to review their validation checklist every 2 years in order to be able to rely on information requirements within their local list.
- 1.3 The list has been updated to take account the continued legislative changes since its last adoption in 2015, the introduction of a number of new prior approval regimes, draft local plan, as well as other legislative changes.
- 1.4 Since the previous report, we have had the benefit of having 2 years with our new IT database. Since its launch we have continued to make efficiency improvements. These improvements now further help our Planning Officers in determining all application types more proficiently and reduces the amount of work required for the Support team, meaning that applications continue to be checked earlier in the process for their validity.
- 1.5 With these considerations in mind, it is recommended that the Local Planning Authority consult on the attached appendix.

2 Recommendation(s)

- 2.1 That Members note and agree, as appropriate:
 - The proposed changes to the validation checklist;
 - The proposed checklist will be subject to consultation for a minimum of 6 weeks (in accordance with government guidance) to statutory consultees, agents, developers and town and parish council's; and
 - A report on the summary of consultation responses will be presented to Development Management Committee, together with an updated checklist, to enable the checklist to be formally adopted.

3 Financial Implication(s)

- 3.1 There are no anticipated financial implications, negative or positive, as a result of the proposed changes to the checklist compared to the current position.

4 Background

- 4.1 The Government introduced on 6 April 2008, a national list of documents and information necessary in order to validate planning applications. Following this, various government reviews have taken place with the National Planning Policy Framework introducing, in March 2012 as well as within legislation inserted under section 62 (4A) of the Town and Country Planning Act 1990 information requirements for determining planning applications. Both detail that information sought “...*must be reasonable having regard, in particular, to the nature and scale of the proposed development; and (b) may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application*”.
- 4.2 It is also possible for an applicant, if a Local Planning Authority, determine that additional information is required in order to validate the application, to dispute this by issuing a notice under article 10A of the Town and Country Planning (Development Management Procedure) (England) Order 2015. There is then a process for both the Local Planning Authority and applicant to go through.
- 4.3 Previous reviews of the validation checklist have sought to limit the amount of information that is sought from developers to ensure that the amount of information meets the above criteria. This has sometimes, however, led to a greater number of conditions being attached to planning permissions than might previously have been the case. Members will recollect that the government has published a consultation outcome in relation to the discharge of condition applications, where they consider in some cases the submission of details takes too long. If they are not dealt with within these timescales there are financial implications for the Local Planning Authority and developer.
- 4.4 Additionally, Councillors will be aware that government are considering imposing legislation requiring planning authorities to agree with an applicant/developer any pre-commencement conditions prior to issuing a decision. This should hopefully result in fewer conditions discharging, although this will increase workloads during the applications consideration.
- 4.5 Previous reviews of the local list(s) adopted took a pragmatic approach and only required, for example, information to be provided off the local list for major and planning (non-householder) application. For other applications, such as certificate of lawfulness and prior approvals only the information from the national list was required in order for a valid application to be received. However, to assist officers in providing pre-application advice and requesting further information, as well as applicants and developers with their developments the following was adopted:

Section 1: National List;

Section 2: Information Requirements, which comprises List 1 to List 5 for the various application types.

each of which prescribed when and what information was required for certain types of developments and land constraints - such as flood risk areas/chalk mining. An applicant was therefore able choose to review this list (or seek pre-application advice where clarity has been provided) and submit it as part of the application in order to speed up the process.

- 4.6 The same approach to the local list has been taken with this review, but has been adapted to take account of legislative changes that have taken place since the previous checklist was adopted, for example with prior approval applications and draft local plan policies.

5 Risk Management Implications

- 5.1 The change in approach to the local lists is considered to be relatively minor whilst ensuring appropriate information can be sought on more recently introduced application types. There is no risk to the authority in terms of its reputation with the changes.

6 Equality and Diversity

- 6.1 I confirm that an updated Equality Impact Assessment (EIA) has been carried out in connection with the proposals that are set out in this report.
- 6.2 This identifies that there is no evidence to show the process would provide inequality to any section of the community as defined under the Equality Act 2010.

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Date	12 May 2017

Background papers to be listed

Welwyn Hatfield Borough Council, Planning Application Validation Checklist, adopted July 2015

Appendix 1

Welwyn Hatfield Borough Council Validation Requirements for Planning Applications **Section 1: National Requirements**

Note: one copy only for ALL applications whether submitted electronically or paper

1a. Application Form

Required for all applications

Guidance on how to fill out these forms can be found at the Planning Portal web site:
www.planningportal.co.uk

1b. Site Location Plan

Required for all applications, except non material amendments and submission of details when it clear from the application which development the proposal relates to

A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads and the north point. In exceptional circumstances plans of other scales may also be required. The site should be outlined in red and any other land owned by the applicant in blue. It should include land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, car parking and open areas around buildings).

Applications which have been submitted with unlicensed Ordnance Survey mapping will be accepted although any possible infringement with copyright laws will be identified to the agent, or applicant where there is not agent.

Site location (1:1250 and 1:2500) and block plans (1:500) may be obtained from the Planning Portal https://www.planningportal.co.uk/homepage/4/buy_a_plan or from Land Registry by calling 0844 8921111.

Policy Driver and where to get more advice:

- Town and Country Planning (Development Management Procedure) (England) Order 2015
- Planning Practice Guidance – https://www.planningportal.co.uk/info/200136/policy_and_legislation

1c. Site Plan/Block Plan

Required for all applications, except non material amendments and submission of details when it clear from the application which development the proposal relates to

The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of North; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries or include a bar scale, drawn both horizontally and vertically.

The following may be required, 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.

Policy Driver and where to get more advice:

- Town and Country Planning (Development Management Procedure) (England) Order 2015
- Planning Practice Guidance – https://www.planningportal.co.uk/info/200136/policy_and_legislation

1d. Ownership certificate (A,B,C or D as applicable)

Required for all applications except for approval of reserved matters, discharge or variation of conditions, tree works, prior approval, lawful development certificates and express consent to display an advertisement must include the appropriate certificate of ownership.

Guidance on how to fill out these forms can be found at the Planning Portal web site: www.planningportal.co.uk/info/200126/applications/59/how_to_apply

One of the ownership certificates must be signed.

(If part of your proposal overhangs or forms a party wall on your neighbours land you are required to submit certificate B) and serve notice on the landowner. 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.

Policy Driver and where to get more advice:

- Town and Country Planning (Development Management Procedure) (England) Order 2015.
- Planning Practice Guidance – https://www.planningportal.co.uk/info/200136/policy_and_legislation

1e. Appropriate Fee

Required for all applications (exemptions)

Most applications attract a fee, set by central Government. Your application must be accompanied by the correct fee; it will not be considered valid if a fee is not

submitted with the forms and plans. Please refer to the planning portal website for details: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>

Please make payments online when submitting applications electronically through the planning portal, or payment will be accepted by either credit or debit card by telephoning 01707 357000 and asking for 'Planning Support', or alternatively submitting cheques and make them payable to 'Welwyn Hatfield Borough Council' and ensure the site address is written on the back of the cheque. Payment by BACS may not be accepted.

There are exemptions when no fee is required, such as re-submission of applications received within a year of the decision date of refusal or withdrawal, and where the applicant has not previously benefited from a free go for that site. The proposal description needs to be similar in nature to the previous application and for those applications providing access or facilities for disabled persons.

If you wish to clarify the fee please contact Development Management before submitting your application.

1f. Design and Access Statement

Required for all major developments and applications within conservation areas which comprise:

- Provision of one or more dwellinghouses
- Building or buildings where the floorspace to be created is 100m² or more

These are required to explain the design concepts and principles which have informed the proposed development, and to demonstrate how context has informed their scheme. An explanation of the approach taken to access and how any consultation on access issues has been taken into account is to be stated.

Policy Driver and where to get more advice:

- The Town and Country Planning (Development Management Procedure) (England) Order 2015
- http://www.legislation.gov.uk/ukxi/2013/2932/pdfs/uksi_20132932_en.pdf

1g. Personal and Sensitive Information

Requested for all application types

It is requested that any personal or sensitive information is removed / redacted from applications/reports etc. prior to their submission. Such information includes signatures, personal phone numbers, personal email addresses and photographs containing images of children and vulnerable adults and vehicle registration numbers.

Applications will not be invalidated if they have such information, however it might lead to a delay in its registration.

1h. Format of Submissions

Requested for those not submitted in full through the Planning Portal

It is requested, when an application and associated plans and documents are not submitted through the Planning Portal that the application should be submitted in the form of 1 hard copy of all plans and documents and 1 electronic copy on CD. Information on the CD shall be divided into 3 folders of information/documentation as follows:

- A. Application form, covering letter, design & access statement and planning statement
- B. All plans
- C. All other relevant documents
 - No bigger than 10Mb (applies to each and all documents/files),
 - No signatures on any document (or if they do have to be included only on one page). Initials are acceptable.
 - No vehicle registration plates and no children in the images. If either is included, they should be redacted.

Where information is submitted both in paper and on CD, please ensure that the information on both correspond with one another. Please ensure that files are not security locked. Please label each document with a clear description as to its contents.

Section 2: Local Information Requirements (Lists 1, 2, 3, 4 and 5)



List 1 Information Requirements for an:

Application for Planning Permission

Application for Outline Planning Permission with Some Matters Reserved

Application of Outline Planning Permission with All Matters Reserved

Application for Planning Permission and Listed Build Consent for Alterations, Extension or Demolition of a Listed Building

Application for Planning Permission and Consent to Display Advertisement(s)

The Council formally adopted a local list for the above applications on **XXX**. The information detailed below is required for the types of developments described under the heading 'Types of applications and when required'. If you are uncertain as to the level of information required, prior to submitting your application, please speak to the duty planning officer. In instances where pre-application advice has been sought, the case officer will advise you of necessary information. If you consider that your proposal does not warrant the information detailed, please note this within your application.

2a. Drawings and Documents

Required for all major applications, which comprise

- 10 or more dwellings, or the site area for residential development is 0.5 hectares or more; or,
- 1000 square metres or more of floor space; or
- Development carried out on a site having an area of 1 hectare or more. (The following requirements do not relate to householder applications on sites of more than 1 hectare)

2b. Existing and proposed floor plans

Required for all applications including change of use

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

2c. Existing and proposed elevations

Required for all applications involving building work, alterations to buildings or display of advertisements

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included, if only to show that this is in fact the case.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.

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.

If your application is for a change of use and no change is proposed to the external elevations a statement must be included to state that no external changes are proposed.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

2d. Existing and proposed sections and floor levels

Required for all applications involving building work, alterations to buildings or display of advertisements when the proposal includes or involves a change in ground levels

All plans to be drawn at a minimum scale of 1:50, or 1:100 showing a cross section(s) through the proposed building(s). Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

2e. Existing and proposed roof plans

Required for all applications involving alterations to the roof layout

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

2f. Landscaping plans

Required for: Examples include: Increase in bedroom numbers; Proposals reducing on-site parking provision; Increase in commercial floorspace; Houses in multiple occupation; Forecourt parking.

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

Plans and elevations

Submit existing and proposed layout plans to scale showing:

- Areas of hard and soft landscaping.
- Location and type of boundary treatment for example gates, walls, fences, railings.
- Location, type and spread of trees on the site and on pavement.
- Existing and proposed changes of levels
- An indication as to how the hard standing will be drained.

2g. Topographical Survey

Required for major applications and sloping sites

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

2h. Adverts

Required for advertisements

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Plans, elevations and sections

Show the following details on drawings:

- submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20.

For those illuminated:

- the method, type and colour of illumination
- is it externally or internally lit?
- type of lighting – spot lights, trough lights, halo illumination?
- the size of the light fittings.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

2i. Outline Planning Permission

Required for outline planning applications. These applications are generally only appropriate for new build developments outside conservation areas and are not appropriate for changes of use, or for proposals which are within or adjacent to a conservation area or involve development to or adjacent to a listed building

Where access is a reserved matter there is a requirement to indicate where access points to the development would be situated.

If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Impact assessment where necessary.

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

The Council reserves the right to request further information in the form of e.g. indicative drawings and other supplementary documents, if it is not possible to determine the application on the reserved matters indicated (Article 5 of the Town

and Country Planning (Development Management Procedure) (England) Order 2015.

Policy Driver and where to get more advice: Town and Country Planning (Development Management Procedure) (England) Order 2015

2j. Plant and Flue Drawings

Required for installation of plant, flues, ventilation, extraction or air conditioning equipment.

Plans, elevations and sections

- Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections
- Show the location of neighbouring windows on drawings cross referenced to the acoustic report

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

2k. Shop Fronts or ATMs

Required for shop fronts

Plans, elevations and sections

- Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy
- If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors
- For proposals including the installation of ATM's, details of height (for disabled access) and details of any illuminated adverts

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

If advertisements are shown on the plans, these may require a combined planning permission and advertisement consent application.

Policy Driver and where to get more advice:

Policies D1 and D2 of the Welwyn Hatfield District Plan 2005. Policies SP 9, SP 10, SADM 11 and SADM 12 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 7.

2l Basements or Excavations

Required for basements or excavations

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan and annotated with either dimensions or with a scale bar (horizontally and vertically).

Plans, elevations and sections

- Existing and proposed sections.
- Show light wells and window dimensions on sections.

If the proposed works to the basement extend to the front and rear of the property show the distance between basement and boundary on plans and section.

Policy Driver and where to get more advice:

Policies D1 and D2 of the Welwyn Hatfield District Plan 2005. Policies SP9, SP10, SADM11 and SADM12 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 7.

2m Parking Plan

Required for all new development which would result in a change in parking requirements or loss of parking provision

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

Plans and elevations

Submit existing and proposed layout plans to scale showing:

- Details of existing and proposed parking provision including disabled and cycle parking
- Areas of hard and soft landscaping,
- An indication as to how the hard standing will be drained,
- Garage provision, to include information showing the garage is large enough to accommodate a vehicle in accordance with the Interim Parking Standards, November 2014

- Guidance -

https://www.planningni.gov.uk/index/policy/supplementary_guidance/spg_other/parking/parking_standards_considerations.htm

Statements and Reports

3a Affordable Housing Statement

Welwyn Hatfield District Plan 2005 - required for proposals of 25 or more new residential units or on sites of 1 hectare or greater.

Draft Local Plan Proposed Submission, August 2016, required for proposals of 11 new dwellings or a site of a site of 0.5 hectares or more.

Submit an affordable housing statement. The statement will need to include:

- The mix of private and affordable units with numbers of habitable rooms and/or bedrooms.
- If you are proposing different levels or types of affordability or tenure for different units you should explain this clearly and fully.
- If you are proposing affordable housing that is not policy compliant, a viability statement will need to be submitted

You should also show the location of the affordable units and the number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans.

Policy Driver and where to get more advice:

Policy H7 (Affordable Housing) of the Welwyn Hatfield District Plan 2005. Policies SP7 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 12.

3b Air Quality Assessment

The Council may require an applicant to submit an Air Quality Assessment for proposals that would:

- Include housing and is within or adjoining an Air Quality Management Area;
- Require an Environmental Statement;
- Require a Transport Assessment;
- Result in increased traffic congestion, or create a change in traffic volumes or vehicle speed;
- Significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc.);
- Include proposals for new car parking (>300 spaces) or coach/ lorry parks; or
- Have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality (including Air Quality Management Areas)

This assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.

Policy Driver and where to get more advice:

Policy R18 of the Welwyn Hatfield District Plan 2005. SP11 and SADM18 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 11. Further advice may be obtained from the Council's Environmental Health Services department.

3c Archaeological Assessment

Required for proposals involve a new building or the disturbance of ground within an Area of Archaeological Significance and/or where the development would have an impact on a site which has, or may have, archaeological interest of over 0.5ha.

For all applications involving the disturbance of ground within an Area of Archaeological Significance as defined in the development plan, or other archaeological notification areas that might be published (including Scheduled Monument data), or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement. This assessment may comprise the results of a desk based assessment and/or the results of an archaeological evaluation of the site.

Policy Driver and where to get more advice:

Policy R29 of the Welwyn Hatfield District Plan 2005. Policy SP11 and SADM15 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 12.

Further information on existing archaeology, as well as other archaeological information and advice can be obtained from the Natural, Historic and Built Environment Team at Hertfordshire County Council.

3d Bin Stores / Recycling Facilities

Required for all new development which would result in the need for new or additional bin storage or recycling facilities

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

Policy Driver and where to get more advice:

Policy R5 of the Welwyn Hatfield District Plan 2005; Houses in Multiple Occupation, Supplementary Planning Document, February 2012. Policy SP10 of the Draft Local Plan Proposed Submission, August 2016.

3e Biodiversity Survey/Report

May be required where your proposed development is part of, or located next to, a site designated for its biodiversity value, where it supports other locally significant habitat interest or may affect protected species or the potential for them.

For sites where protected species are known to exist, you will need to accompany your planning application with a biodiversity survey and report.

For other sites, where protected species are believed to be present and would be affected by the development, a phase 1 survey is recommended is undertaken which should be submitted with the application.

A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:

- details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development.

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include details of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2012 (Regulations)) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved.

Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

Policy Driver and where to get more advice:

Policies SP9, SP10, SP11 and SADM 16 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 11.

It is advisable for applicants to seek advice on the scope of the assessment from the local Natural England office (Natural England Cambridge, Eastbrook, Shaftesbury Road Cambridge CB2 8DR; Tel 0300 060 3787; email: enquiries@naturalengland.org.uk)

Further advice may be found in: Planning Practice Guidance – https://www.planningportal.co.uk/info/200136/policy_and_legislation

Further guidance and the Protected Species Trigger List may be found in Association of Local Government Ecologists (ALGE) document on Validation of Planning Applications – Template for Biodiversity and Geological Conservation, <http://www.alge.org.uk/publications/index.php>; and Publicly Available Specification (PAS) 2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation standards for planning in the UK. Code of Practice. British Standards Institute.

3f Car Parking

Required for all new development which would result in a change in parking requirements or loss of parking provision

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

Details of existing and proposed parking provision on a scaled plan including disabled and cycle parking

Policy Driver and where to get more advice:

Policy M14 of the Welwyn Hatfield District Plan 2005; Supplementary Planning Guidance Parking Standards Adopted January 2004 and Interim Parking Standards, November 2014. Policy SADM12 (And supported by the Parking SPD) of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 4.

3g Chalk Mining

Required for those in Hatfield on University of Hertfordshire, College Lane Campus

When a development is proposed within these areas, it is necessary for a chalk mine risk assessment to be undertaken. Developers should contact Development Management prior to submitting an application to clarify the risk. Details, including the following will be required to undertake the assessment:

- Site Address
- Land use
- Access – types of highway being provided and/or might be affected by the development, for example 'A' roads, major local road, minor, footpaths etc
- Services – provided/impacted upon (electricity, gas, water etc), national supply, local service, industrial level, domestic level, minor drainage and telecoms.

This assessment, undertaken by the planning authority will determine the level of risk as a result of the proposed development.

Where the risk is established to be 'very high' or 'high' a Geophysical Technical Survey' report will be need to be undertaken and submitted with the planning application to enable the consideration of the risk to be undertaken.

Policy Driver and where to get more advice:

National Planning Policy Framework, Section 11

3h Character Analysis and Appraisal

Required for all new build

Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the area. The statement should demonstrate how

your proposal will make a positive contribution to protecting and enhancing the local character of the area.

Policy Driver and where to get more advice:

Policies D1, D2 and RA10 of the Welwyn Hatfield District Plan 2005 and Supplementary Design Guidance 2005. Policies SP9, SP10, SADM11, SADM12 and SADM16 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 7.

3i Contaminated Land Assessment

Required for applications to re-develop or significantly change the use of a piece of land which could potentially be contaminated as a result of current or historic use

Dependent on the site and the end use and the potential for contamination to affect the development proposals, it may be a requirement that a Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application

The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose to human health and controlled waters and whether these can be satisfactorily reduced to an acceptable level.

Policy Driver and where to get more advice:

Policy R2 of the Welwyn Hatfield District Plan. Policy SADM18 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 11. Advice may be obtained from the Council's Environment Health Services section.

3j Cycle Parking

Required for all new build and change of use.

Details of proposed cycle parking including a plan to scale showing location; numbers of stands, elevations of proposed cycle covers and materials to be used

Policy Driver and where to get more advice:

Policy M6 of the Welwyn Hatfield District Plan 2005 and Supplementary Planning Guidance Parking Standards Adopted January 2004. Policies SADM3, SP9 and SP13 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 4.

3k Daylight and Sunlight Assessment

Required for major applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or buildings, including associated gardens or amenity space.

Applications where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development.

A daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.

The information included should be sufficient to determine:

- the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties

The measures that will be taken to mitigate against the expected impact of the proposed development.

Policy Driver and where to get more advice:

Policy D1 of the Welwyn Hatfield District Plan 2005. Supplementary Design Guidance, February 2005. Policies SP9, SP10, SADM11 and SADM12 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 9.

Site Layout Planning for Daylight and Sunlight “A guide to good practice” (BRE) 2011
<http://www.bre.co.uk/>

3l Economic Statement

Required for major developments, excluding householders which are major developments by virtue of the site area

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

This will assist in demonstrating the economic benefits associated with sustainability.

3m Energy Statement

Welwyn Hatfield District Plan 20015 – required for 10 or more dwellings

Draft Local Plan Proposed Submission, August 2016, required for major developments or a non-residential site of 1 hectare or more

Statement to demonstrate how the proposal will maximise energy conservation through means such as renewable energy or low carbon sources

Policy Driver and where to get more advice:

Policy R3 of the Welwyn Hatfield District Plan 2005. Policies SP10 and SADM13 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 10.

Building Futures. <http://www.hertslink.org/buildingfutures/>

3n Environmental Statement

Required for developments that: are listed under Schedule 1 and may be required for developments defined within Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015

You should request a screening opinion before submitting a planning application if the development area is over 5ha or more than 150 dwellings to determine if an EIA is required. Other developments below this threshold may also require a screening opinion. Further guidance is provided within the National Planning Policy Guidance.

The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. e.g. air quality assessment.

Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations.

Policy Driver and where to get more advice:

The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015
National Planning Practice Guidance

3o Financial Viability Assessment

Required form major developments that do not offer planning obligations in accordance with the Council's Supplementary Planning Document on Planning Obligations, February 2012 and Hertfordshire County Council's planning obligation guidance – toolkit for Hertfordshire.

Applicants are required to provide evidence and firm assurances demonstrating the reliability of the submitted financial viability information. This shall take the form of a robust open book appraisal.

Information may be found in the Council's Planning Obligations Supplementary Planning Document, February 2012, Section 4, page 34, paragraph 4.12 'Viability'.

Information may be found in the Council's Planning Obligations Supplementary Planning Document, February 2012, Section 4, paragraph 4.12.

Policy Driver and where to get more advice:

Policies H10 (Affordable Housing) and D9 (Access and Design for People with Disabilities) of the Welwyn Hatfield District Plan 2005. Policies SP7 and SP10 of the

Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 8. Section 106 affordable housing requirements (April 2013, Communities and Local Government).

3p Flood Risk Assessment (FRA)

Required for Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA).

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the Local Planning Authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011

A Strategic Flood Risk Assessment has also been prepared for the Local Planning Authority (May 2009). This identifies a number of areas across the borough that are vulnerable to flooding from sewers, groundwater, overland flow and artificial sources. It is therefore necessary for applicant's to contact the planning department to establish if the location of their development might be affected by any of these sources, and if so, whether a FRA will be required and/or sustainable drainage systems.

Policy Driver and where to get more advice:

TCR7, TCR8, TCR10, TCR11, TCR16, TCR17, TCR19, TCR20, TCR23, TCR24, TCR25, TCR26, TCR27, TCR28 and RA17 of the Welwyn Hatfield District Plan 2005. Policies SADM4, SADM5, SADM20, SADM23, SADM24 and SP25 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Sections 2 and 3.

3q Heritage Statement Appraisal and/or Heritage Impact Statement

Required for all listed building consent applications and / or developments affecting Registered Park & Garden or Locally Listed Park & Garden

You must provide information about:

- the significance of the architectural and historical interest and character of the building or structure or park and garden;
- the principles of and justification for the proposed works; and
- the impact of the proposal on the special interest of the listed building or structure and/ or park and garden, its setting and the setting of adjacent listed buildings.

The information should explain:

- the sources that you have considered;
- the expertise that you have consulted; and
- the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.

The type and amount of detail required will vary according to the particular circumstances of each application.

Policy Driver and where to get more advice:

Policy R28 of the Welwyn Hatfield District Plan 2005

Policy SADM15 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 12.

<https://www.historicengland.org.uk/advice/planning/>

3r Landscape Strategy

Required for all applications, the amount/level of information will vary depending upon the scale of the development as well as its location.

All development proposals should be considered in terms of their landscape / urban context, to ensure that the best possible design solution, responding to the local character, delivering a high quality living environment is achieved.

The type and depth of information required for each development proposal will vary according to the landscape and visual effects of the development, and their significance. In some cases it may be necessary to engage with a landscape professional, with the relevant skills and expertise to consider landscape and visual issues.

A Landscape Strategy should include:

- a landscape statement to demonstrate an understanding of how the proposed development will conserve and enhance local character;
- a site survey and analysis to include information on levels/geology and soils/drainage /ecology/existing vegetation and trees/access and circulation/services/views into, within and out of site/site boundaries/important site features/ any other environmental constraints and opportunities;
- a tree survey / tree protection plan / arboricultural method statement, trees should be considered in line with BS 5837:2012 'trees in relation to design, demolition and construction recommendations';
- for developments that would affect the setting of a designated heritage asset, how this would be preserved and/or enhanced
- a Landscape Masterplan to show:
 - general arrangement of hard and soft landscape, to include new planting and trees, boundary treatments and lighting etc.
 - landscape details (with reference to all relevant British Standards) including hard surfacing material;
 - levels (to include cross sections);
 - specifications;

- construction details;
- planting plan and schedule (including species, tree and plant sizes, numbers and planting densities); and
- management schedule.

Policy Driver and where to get more advice:

Guidance on hiring a landscape professional can be found on the Landscape Institute website http://www.landscapeinstitute.org/registered_practices/
National Planning Policy Framework, Section 11

3s Lighting Assessment

Required for all major applications and those including floodlighting.

Schemes involving floodlighting will provide an assessment that will cover such matters as:

- Light spillage;
- Hours of illumination;
- Light levels;
- Column heights;
- Specification and colour treatment for lamps and luminaires;
- The need for full horizontal cut-off;
- No distraction to the highway;
- Levels of impact on nearby dwellings;
- Use of demountable columns;
- Retention of screening vegetation;
- Use of planting and bunding to contain lighting affects a tree; and
- Where applicable, impact(s) upon biodiversity.

Policy Driver and where to get more advice:

Guidance on hiring a landscape professional can be found on the Landscape Institute website (http://www.landscapeinstitute.org/registered_practices/)
National Planning Policy Framework, Sections 7 and 11

Guidelines for Landscape and Visual Impact Assessment' (Third edition) Landscape Institute and Institute of Environmental Management and Assessment 2013

Policy R20 of the Welwyn Hatfield District Plan 2005

Policies SP11 and SADM18 of the Draft Local Plan Proposed Submission, August 2016.

3t Marketing Assessment (Amenity and Layout)

Required for relevant non policy compliant proposals (e.g. change of use of employment land)

This will need to show that real efforts have been made, without success, to continue the present use or to find compatible alternative uses for the site. The marketing should be carried out by a suitable firm of chartered surveyors or estate agents who have a good knowledge of both property and the local, national, or niche market, as appropriate.

Marketing should then be properly and extensively undertaken, including placing advertisements in all relevant journals, both locally, and/or, if appropriate nationally or via the internet. Professional advice from the selling agent is essential. All enquiries and inspections should be recorded, and a proper audit trail kept, so that it can be demonstrated that every reasonable effort has been made to find a purchaser for the property.

Assuming normal market conditions, the minimum period of active marketing would be 12 months. The emphasis is on active marketing rather than merely placing the property's details on a website after an initial advertising campaign.

Policy Driver and where to get more advice:
Welwyn Hatfield District Plan 2005 – non policy compliant proposals
Policies SP8 and SADM10 of the Draft Local Plan Proposed Submission, August 2016.

3u Noise and vibration assessment

Required for applications with issues of disturbance, or are considered to be noise and/or vibration sensitive development

A Noise and Vibration Impact Assessment which is recommended is prepared by a suitably qualified practitioner is required. The assessment should outline the potential sources of noise and/or vibration generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues.

Policy Driver and where to get more advice:
National Planning Policy Framework
Policy R19 of the Welwyn Hatfield District Plan 2005
Policies SP11 and SADM18 of the Draft Local Plan Proposed Submission, August 2016.
Welwyn Hatfield Council, Environmental Health Department:
e.health@welhat.gov.uk or 01707 357242

3v Open Space Assessment

Required for applications with open space

Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a Local Planning Authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

For applications specifically involving playing fields, the following information is required:
and

- The size of the existing playing field and how much of the playing field is affected by the proposal (in ha or m²);
- Existing site plan, clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1000 scale;
- Proposed site plan, showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown;
- Copy of any relevant correspondence, supporting statement or submission, including when last used, used by whom, in addition to what formal sports provision is being proposed if any), including replacement facilities;
- Any information of alternative sport and recreational provision.

Policy Driver and where to get more advice:

Further guidance from Sport England can be downloaded from their website at www.sportengland.org

3w Planning obligation(s) / Draft Head(s) of Terms

Required for proposals of 10 or more dwellings and major non-residential of all obligations proposed

This could include brief draft heads of terms for a section 106 agreement or unilateral undertaking, as well as include title and solicitor details. Applicants should clarify the Local Planning Authority's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms.

Policy Driver and where to get more advice:

Further advice is available in Circular 1/97: Planning Obligations

Welwyn Hatfield Borough Council -

<http://www.welhat.gov.uk/CHttpHandler.ashx?id=11316&p=0>

HERTS County Council -

<https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/property/planning-obligations-guidance.aspx>

3x Planning Statement and Additional Supporting Information

Required for all major applications

The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.

You should submit information explaining how the proposed development accords with policies in the Local Plan and Supplementary Planning Documents/Guidance and any development briefs.

You should also include details of any pre application consultation you have carried out in accordance with Welwyn Hatfield's Statement of Community Involvement 2013.

The planning statement should also include for all major residential and commercial developments details of how crime prevention has been considered and opportunities to design-in community safety with the proposals. Early contact with the Crime Prevention Design Advisor of Hertfordshire Constabulary is essential to obtain relevant local advice on designing out crime in the built environment.

Policy Driver and where to get more advice:

Guidance by Hertfordshire Constabulary on how to design-in crime prevention

<http://sbd.netescape.co.uk/professionals/details.aspx?forcecode=HERTS>

Guidance may also be found in “Safer Places”

http://www.securedbydesign.com/pdfs/safer_places.pdf and on the Secured by Design website: <http://www.securedbydesign.com/>.

3y Retail Assessment

Required for Retail Impact Assessments are required for any application for a main town centre use (or an extension to a use) which would be in an edge-of-centre or out-of-centre location and which is not in accordance with an up-to-date development plan.

The requirements for an assessment are set out at paragraph 26 of the National Planning Policy Framework

An assessment should include the need for development, whether it is of an appropriate scale, whether there are any sites closer to a centre for the development, whether there are any unacceptable impacts on existing centres and whether the location is accessible.

Policy Driver and where to get more advice:

Policies SP5, SP16 and SP20 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 2.

3z Schedule of Works

Required for structural alterations to a listed building or demolition of a listed building or other heritage asset

Where you are proposing to remove any part of the building/heritage asset including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.

If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principles for the proposal.

Structural plans are required when demolition of a designated heritage asset is proposed on the grounds it is structurally unsound.

The schedule of works is required in addition to the requirements detailed under ‘Heritage Statement’.

Policy Driver and where to get more advice:
National Planning Policy Framework

3zi Site Waste Management Plan.

Required for major applications (excluding householder applications which are majors by virtue of the site area) and those that will have an impact on the generation of waste.

For example conversion to flats, changes of use to bars, restaurants, takeaway food outlets.

A plan indicating the location of bin store and details of the materials; design and type enclosure to be used.

All applications for new residential and commercial development should be accompanied by details of refuse bin storage and proximity to the point of collection.

Policy Driver and where to get more advice:
Policy R5 of the Welwyn Hatfield District Plan.
Policy SP10 of the Draft Local Plan Proposed Submission, August 2016.
National Planning Policy Framework, Section 13.

3zii Statement of Community Involvement (SCI)

Required for all developments

Applicants for larger developments should consult with the local community prior to making a planning application, and to provide details of this consultation.

Policy Driver and where to get more advice:
Further information can be found in Welwyn Hatfield Councils Statement of Community Involvement 2013.

3ziii Statement of Justification

Required for structural alterations to a listed building or demolition of a listed building

If the proposed works would cause substantial harm or total loss of significance to the building, provide a method statement and justification

Policy Driver and where to get more advice:
National Planning Policy Framework

3ziv Structural Survey

Required for a structural survey will be required in the following circumstances:

- The demolition or conversion of listed buildings
- Conversion of buildings in the countryside to any other use (including commercial, tourism and residential), to demonstrate that they are capable of conversion without major alterations or rebuilding

A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building;
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;
- Assessment of repairs necessary to ensure retention of the building;
- Assessment of structural and other alterations necessary to implement the proposed conversion;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed conversion;
- Photographs are often helpful but not essential;
- A schedule of works necessary to preserve the building;
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

Policy Driver and where to get more advice:

Policy RA17 of the Welwyn Hatfield District Plan 2005.

Policy SP25 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework.

3zv Sustainable Urban Drainage Systems and Foul Sewage Assessment

Sustainable urban drainage systems (SuDS) is required to support major applications where developments of ten dwellings or more and equivalent non-residential schemes

Applications will need to be supported by the following information.

Applications will not be made valid without this information:

1. Detailed site layout at an identified scale
2. Topographical survey of the site
3. Plans, drawings and specification of SuDS proposed. This should include detail of hard construction, soft landscaping and planting
4. Calculations of discharge and run-off rates, water storage capacity of the proposals, and demonstration that they meet the requirements of the site
5. Details of any offsite works required, together with necessary consents
6. Management and maintenance plan for all SuDS

Plans and details shall be submitted to ensure that sustainable drainage systems for the management of run-off are put in place, unless demonstrated to be inappropriate.

Applications for development should also demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to adverse amenity impacts for existing or future users in the form of internal and external sewer flooding or pollution of land and water courses.

Appraisals and reports may be required to ascertain whether the proposed development will lead to overloading of existing water and/or waste water

infrastructure. Where there is a capacity constraint, as identified by Thames Water, the developer shall provide a detailed water and/or drainage strategy informing what infrastructure is required, where, when and how it will be delivered.

When 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. 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.

Policy Driver and where to get more advice:

Policies R7 and R9 of the Welwyn Hatfield District Plan 2005

Policies SADM14, SP10 and SADM13 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework. Sections 10 and 11

Hertfordshire County Council, Lead Local Flood Authority

floodandwatermanagement@hertfordshire.gov.uk

<http://www.sustainable-urban-drainage-systems.co.uk/hertfordshire/>

3zvi Transport Statements, Transport Assessments and Green Travel Plans

Required for:

Transport Statement - development affecting a trunk road with between 50 and 80 units

Transport Assessment – 80 or more units

Green Travel Plans – In accordance with Hertfordshire's Travel Plan Guidance for Business and Residential Development

Transport Assessment and Transport Statement

Where a development might have an impact on a trunk road, requirements are set out within Department for Transport Circular 02/2007, Planning and the Strategic Road Network. The guidance can be found at www.highways.gsi.gov.uk

It is recommended that where a development may have an impact on a Trunk Road that the Highways Agency is consulted regarding the preparation of any scoping document as necessary, prior to the submission of an application.

Information required in the assessment will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

A travel plan should outline the way in which the transport implications of new development will be managed in order to ensure that there is the least environmental, social or economic impact. Developers should state how new occupiers of or customers to the development will use alternative means of travel that do not involve private vehicle use. Clear targets should be included to enable the Travel Plan to be monitored and reviewed.

Residential Travel Plans to encourage car sharing or other alternative means of travel other than by private single occupancy trips.

New developments will be expected to encourage cycling through the inclusion of safe cycle routes and parking for cycles. New routes should link with existing or proposed cycle paths. Contributions may be required for off-site facilities. Appropriate secure waterproof storage and changing/shower facilities should be provided within developments. These details should be provided within the application and on plan, as appropriate.

Policy Driver and where to get more advice:

Department of Transport/Communities and Local Government document Guidance on Transport Assessment (March 2007)

Guidance may be found at Department for Transport Circular 02/2007, Planning and the Strategic Road Network. The guidance can be found at

www.highways.gsi.gov.uk

Hertfordshire County Council,

<http://www.hertsdirect.org/services/transtreets/devmanagment/greentravelplans1/>

Policies M2, M3 and M6 of the Welwyn Hatfield District Plan 2005

Policies SADM2, SADM3, SP9, SADM12 & SADM13 of the Draft Local Plan Proposed Submission, August 2016.

3zvii Ventilation / Extraction Equipment

Will be required for all applications relating to the sale or preparation of cooked food, shops requiring extracting equipment and launderettes

Applications will be required to provide details of the method and appearance of measures to deal with ventilation and extraction, including sound power levels of machinery, odour abatement and types of filters to be used. Due to the potential disturbance and loss of amenity to residents within the vicinity, prior to determining the suitability of the equipment and whether any further attenuation works are required, a British Standard 4142:2014 assessment is recommended is carried out. This assessment is designed to evaluate the likelihood of complaints that may arise from the introduction of an industrial type of noise to an area. A suitably competent person is recommended completes this assessment.

Policy Driver and where to get more advice:

Policies SP9 and SADM11 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Sections 7, 11 and 12

Welwyn Hatfield Council, Environmental Health Department,

e.health@welhat.gov.uk or 01707 357242

3zviii Visual Impact Assessment

May required to support an application where there is a potential adverse impact from the visual effects from the proposed development

The following guidance outlines the appropriate methodology for carrying out Landscape and Visual Assessments.
Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Assessment in 2002

Policy Driver and where to get more advice:
Policies D2 and RA10 of the Welwyn Hatfield District Plan 2005.
Policies SP9 and SADM16 of the Draft Local Plan Proposed Submission, August 2016. Welwyn Hatfield Landscape Character Assessment, April 2005.
Supplementary Design Guidance, February 2005. National Planning Policy Framework, Sections 77, 11 and 12.

3zviii Water Usage

For all newly constructed dwellings

Sustainability requirements are to achieve an estimated water consumption of no more than 110 litres/person/day, with water reuse and recycling and rainwater harvesting incorporated wherever feasible to reduce demand on mains water supply.

Policy Driver and where to get more advice:
SADM13 of the Draft Local Plan Proposed Submission, August 2016.

List 2 Local Information Requirements for a:



Householder Application

Householder Application for Planning Permission for Works or Extension to a Dwelling and Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

The Council formally adopted a local list for the above applications on **XXX**. The information detailed below is required for the types of developments described under the heading 'Types of applications and when required'. If you are uncertain as to the level of information required, prior to submitting your application, please speak to a duty planning officer. In instances where pre-application advice has been sought, the case officer will advise you of necessary information. If you consider that your proposal does not warrant the information detailed, please note this within your application.

Information listed within 'Section 1: National Requirements' is required to be submitted with all of the above types of applications. In addition, the Council formally adopted a local list for the above applications on **XXX** in respect to drawings required. The information detailed is required for the types of developments described under the heading 'Types of applications and when required'. If you are uncertain as to the drawings required for your development, prior to submitting your application please speak to a duty planning officer. In instances where pre-application advice has been sought, the case officer will advise you of necessary information. If you consider that your proposal does not warrant the information detailed, please note this within your application.

4a Existing and Proposed Floor Plans

Required for all applications comprising building works or alterations to buildings

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

4b Existing and Proposed Elevations

Required for all applications involving building work or alterations to buildings

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.

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.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

4c Existing and Proposed Sections and Floor Levels

Required for all applications involving building work or alterations to buildings when the proposal includes or involves a change in ground levels

All plans to be drawn at a minimum scale of 1:50, or 1:100, showing a cross section(s) through the proposed building(s). Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

Policy Driver and where to get more advice:

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

4d Parking Plan

Required for all new development which would result in a change in parking requirements or loss of parking provision

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with

either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

Plans and elevations

Submit existing and proposed layout plans to scale showing:

- Details of existing and proposed parking provision on a scaled plan including disabled (where applicable) and cycle parking
- Areas of hard and soft landscaping,
- An indication as to how the hard standing will be drained,
- Garage provision, to include information showing the garage is large enough to accommodate a vehicle in accordance with the Interim Parking Standards, November 2014

Policy Driver and where to get more advice:

Policies M14, D1 and D2 of the Welwyn Hatfield District Plan 2005

Supplementary Planning Guidance Parking Standards Adopted January 2004

Interim Policy for Car Parking Standards and Garage Sizes, August 2014

Policies SP9, SP10, SADM11 and SADM 12 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 4

4e Biodiversity Survey/Report

May be required where your proposed development is part of, or located next to, a site designated for its biodiversity value, where it supports other locally significant habitat interest or may affect protected species or the potential for them.

For sites where protected species are known to exist, you will need to accompany your planning application with a biodiversity survey and report.

For other sites, where protected species are believed to be present and would be affected by the development, a phase 1 survey is recommended is undertaken which should be submitted with the application.

A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:

- details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development.

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include details of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2012 (Regulations)) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved.

Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

Policy Driver and where to get more advice:

Policies SP9, SP10, SP11 and SADM 16 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 11.

BS42020:2013 Biodiversity. Code of practise for planning and development

Planning Practice Guidance, Natural Environment, Planning Portal

It is advisable for applicants to seek advice on the scope of the assessment from the local Natural England office (Natural England Cambridge,

Eastbrook, Shaftesbury Road Cambridge CB2 8DR;

Tel 0300 060 3787; email: enquiries@naturalengland.org.uk)

Further advice may be found in: Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation. DEFRA

Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

Further guidance and the Protected Species Trigger List may be found in

Association of Local Government Ecologists (ALGE) document on Validation of

Planning Applications – Template for Biodiversity and Geological Conservation,

<http://www.alge.org.uk/publications/index.php> ; a 50-year vision for the wildlife and

natural habitats of Hertfordshire – A Local Biodiversity Action Plan, Hertfordshire and

Middlesex Wildlife Trust 1998, rev 2006; and Publicly Available Specification (PAS)

2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation

standards for planning in the UK. Code of Practice. British Standards Institute.

4f Flood Risk Assessment (FRA)

Required for planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA).

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the Local Planning Authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011

A Strategic Flood Risk Assessment has also been prepared for the Local Planning Authority (May 2009). This identifies a number of areas across the borough that are vulnerable to flooding from sewers, groundwater, overland flow and artificial sources. It is therefore necessary for applicant's to contact the planning department to establish if the location of their development might be affected by any of these sources, and if so, whether a FRA will be required and/or sustainable drainage systems.

Policy Driver and where to get more advice:

TCR7, TCR8, TCR10, TCR11, TCR16, TCR17, TCR19, TCR20, TCR23, TCR24, TCR25, TCR26, TCR27, TCR28 and RA17 of the Welwyn Hatfield District Plan 2005. Policies SADM4, SADM5, SADM20, SADM23, SADM24 and SP25 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Sections 2 and 3. National Planning Policy Framework, Sections 2 and 3.

4g Heritage Statement Appraisal and/or Heritage Impact Statement

Required for all listed building consent applications and / or developments affecting Registered Park & Garden or Locally Listed Park & Garden

You must provide information about:

- the significance of the architectural and historical interest and character of the building or structure or park and garden;
- the principles of and justification for the proposed works; and
- the impact of the proposal on the special interest of the listed building or structure and/ or park and garden, its setting and the setting of adjacent listed buildings.

The information should explain:

- the sources that you have considered;
- the expertise that you have consulted; and
- the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.

The type and amount of detail required will vary according to the particular circumstances of each application.

Policy Driver and where to get more advice:

Policy R28 of the Welwyn Hatfield District Plan 2005

Policy SADM15 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 12.

<https://www.historicengland.org.uk/advice/planning/>

4h Schedule of works

Required for structural alterations to a listed building or demolition of a listed building or other heritage asset

Where you are proposing to remove any part of the building/heritage asset including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.

If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principles for the proposal.

Structural plans are required when demolition of a designated heritage asset is proposed on the grounds it is structurally unsound.

4i Statement of Justification

Required for structural alterations to a listed building or demolition of a listed building

If the proposed works would cause substantial harm or total loss of significance to the building, provide a method statement and justification

Policy Driver and where to get more advice:
National Planning Policy Framework

**List 3 Local Information Requirements for an:
Application for Consent to Display an Advert**



**Application for Listed Building Consent for
Alterations, Extensions or Demolition of a Listed Building; and
Application for Listed Building Consent**

Information listed within 'Section 1: National Requirements' is required to be submitted with all of the above types of applications.

The Council has not formally adopted a local list for the above types of application. It is recommended that applicants review the list and submit information that they consider necessary for determining the application. Any additional information required, but not submitted, will be requested by the case officer within 21 days of the council receiving the application. The information requested will be required to be submitted and received within 14 days of the request. To speed up the consideration of your application, please consider whether these are likely to be required and submit them with your application.

5a. Adverts

Required for advertisements

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Plans, elevations and sections

Show the following details on drawings:

- submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20.

For those illuminated:

- the method, type and colour of illumination
- is it externally or internally lit?
- type of lighting – spot lights, trough lights, halo illumination?
- the size of the light fittings.
- Hours of illumination

Statements and reports

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not

Scale' or equivalent. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Policy Driver and where to get more advice:

DCLG circular – Guidance on information requirements and validation

Planning Practice Guidance –

https://www.planningportal.co.uk/info/200136/policy_and_legislation

List 4 Local Information Requirements for an:



An Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in Breach of a Planning Condition

An Application for a Lawful Development Certificate for a Proposed Use or Development

Information listed within 'Section 1: National Requirements' is required to be submitted with all of the above types of applications.

The Council cannot formally adopt a local list for the above types of application. It is recommended, however, that applicants review the list and submit information that they consider necessary for determining the application. Any additional information required, but not submitted, will be requested by the case officer within 21 days of the Council receiving the application. The information requested will be required to be submitted and received within 14 days of the request.

To speed up the consideration of your application, please consider whether these are likely to be required and submit them with your application.

6a Certificate of Lawfulness for a Proposed Development or Use (LDC)

Required for Lawful Development Certificates

Building works for proposed use or development

Submit plans, elevations and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works. Plans should be correctly titled, with individual drawing numbers on each plan and annotated with either dimensions or with a scale bar (horizontally and vertically).

Alterations to the roof including extensions, dormer windows, roof lights:

- Provide a schedule setting out existing and proposed cubic content of the roof space. You also need to show how you reached your calculation.
- If you are proposing to install roof lights please confirm how far they project from the roof slope by marking the measurement on the drawings.
- If you are proposing dormer windows please confirm the distance between the eaves of the original roof and the bottom of the dormer window.
- Annotate your drawings to confirm if you are cladding any part of the extension.

Change of use

Details of the previous lawful use of the building and why it is considered that no planning permission is required.

6b Certificate of Lawfulness for an Existing Use or Development (CLEUD)

An application for a Certificate of Lawfulness is assessed purely on the basis of the evidence submitted in support of it (for example affidavits, receipts, photographs etc.), and on any evidence that the Council may have, such as its own records, or may obtain during processing of the application

Required for Certificate of Lawfulness for Existing Use or Development (CLEUD)

An application for a Certificate of Lawfulness is assessed purely on the basis of the evidence submitted in support of it (for example affidavits, receipts, photographs etc.), and on any evidence that the Council may have, such as its own records, or may obtain during processing of the application

Building works existing use or development

- Submit plans, elevations and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works considered lawful. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

Alterations to the roof including extensions, dormer windows, roof lights:

- Provide a schedule setting out the cubic content of the roof space, including any previous increases in roof space to a dwelling compared to when originally built. You also need to show how you reached your calculation.
- If the application relates to roof lights please confirm how far they project from the roof slope by marking the measurement on the drawings.
- If the application relates to dormer windows please confirm the distance between the eaves of the original roof and the bottom of the dormer window.

Change of use

Details of the use of the building and why it is considered lawful is required.

Evidence

You should explain in your own words why you consider a Lawful Development Certificate should be granted. The evidence necessary to prove your entitlement to a certificate will depend on what is being applied for, but you should always remember that the emphasis is on the applicant to convince the Local Planning Authority that a certificate should be issued. Therefore, the evidence submitted should be clear and convincing. Where some questions of fact are involved, the Local Planning Authority will usually expect to see statements from persons who have a direct knowledge of those facts. It is normal to require such statements in the form of a sworn 'state declaration' and you should seek advice from a Solicitor or Planning Agent as to how this should be set out. In some cases, letters or unsworn statements may be acceptable (for instance if there is some additional documentary evidence backing the statement). Letters may be acceptable if they back a sworn statement, but

statements from owners or applicants which give crucial evidence should always be sworn in the proper form. Any other further evidence that can be provided will assist the application (such as photographs, invoices or documentation indicating the length of time it has been there).

List 5 Local Information Requirements for an:



An Application for Tree Works: subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area

Prior Notification (proposed building, road, excavation/waste material, demolition, telecommunications and fish tank)

Removal or Variation of Condition (s73)

Non material Amendment

Information listed within 'Section 1: National Requirements' is required to be submitted for removal or variation of condition(s) or non-material amendment applications. In the case of applications for tree works and prior notifications /approvals, the form may be substituted by a written description of the development.

The Council has not formally adopted a local list for non-material and removal or variation of condition applications. It is recommended that applicants review the list and submit information that they consider necessary for determining the application. Any additional information required, but not submitted, will be requested by the case officer within 21 days of the Council receiving the application. The information requested will be required to be submitted and received within 14 days of the request. To speed up the consideration of your application, please consider whether these are likely to be required and submit them with your application.

7a Variation/Removal of Condition

Required for Variation/Removal of Condition

The applicant will need to provide sufficient information to enable the Local Planning Authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary.

If you are applying to vary approved plans, they should clearly indicate the full extent of the proposed changes across the site with a supporting statement indicating the changes sought. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

7b Telecoms

Required for all applications including prior approvals (where required by legislation)

The following information will be required for mobile phone masts and associated equipment:

- The frequency characteristics of the emitter;
- The maximum power of the emitter (in watts);
- The orientation of the central axis of the beam, both relative to the horizontal and relative to the ground;
- The maximum power intensity (in watts per square metre) at points on the central axis of the beam, at distances of 50 metres, 100 metres and 200 metres from the emitter; and,
- The angular spreads of the surface of half-maximum intensity of the beam in the vertical and lateral directions

ICNIRP statement - All applications for prior approval of telecommunications permitted development and planning applications for telecommunications development should be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines.

Policy Driver and where to get more advice:

Policy R21 of the Welwyn Hatfield District Plan, 2005.

Policy SP9 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Section 5.

7c Tree Survey / Arboricultural Statement

Required for all applications for proposals that affect protected trees or those trees subject to conservation area consent

You will need to provide information about:

- Species, spread, roots and position of trees,
- Details of the works you propose,
- Why the proposed works are necessary, and
- proposed replacement trees, if necessary

Policy Driver and where to get more advice:

Policy D8 and R17 of the Welwyn Hatfield District Plan 2005.

Policies SP9, SP10, SP11 and SADM16 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 11.

7d Heritage Statement Appraisal and/or Heritage Impact Statement

Required for all listed building consent applications and / or developments affecting Registered Park & Garden or Locally Listed Park & Garden

You must provide information about:

- the significance of the architectural and historical interest and character of the building or structure or park and garden;
- the principles of and justification for the proposed works; and
- the impact of the proposal on the special interest of the listed building or structure and/ or park and garden, its setting and the setting of adjacent listed buildings.

The information should explain:

- the sources that you have considered;
- the expertise that you have consulted; and
- the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.

The type and amount of detail required will vary according to the particular circumstances of each application.

Policy Driver and where to get more advice:

Policy R28 of the Welwyn Hatfield District Plan 2005

Policies SP11 and SADM15 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 12

<https://www.historicengland.org.uk/advice/planning/>

7e Prior Notifications/Approvals

Required for all proposals comprising prior notification or approval

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.

Information as detailed as being required within the Town and Country (General Permitted Development) Order 2015.