



Local Validation List for County Matter Planning Applications

Regulation 3 (County Council)
Developments

Contents

- Introduction..... 1**
 - Preface3
 - What is 'Regulation 3' development?4
 - Pre-application.....5
 - How to Apply.....5
 - Validation of Applications.....6
 - Processing the Application6
 - Legal Agreements7
 - Summary8
 - Further Guidance8

- Application Types..... 9**

- Validation Requirements for County Council (Regulation 3) Applications 13**
 - Outline or Full Planning Permission (including Change of Use).....15
 - Planning Permission for Development Already Undertaken15
 - Application for Removal or Variation of a Condition19
 - Application for Approval of Reserved Matters following Outline Approval21
 - Application for Listed Building Consent22
 - Application for Prior Notification of Proposed Demolition25
 - Application for Approval of Details Reserved by Condition26
 - Application for Non-Material Amendment.....27

- Guidance on Local Requirements 29**

- Appendix A – Validation Checklist..... 43**

Introduction

Preface

This document is a proposed revision to Northamptonshire County Council's existing Local List Requirements for Regulation 3 (County Council) developments. A separate version addresses Minerals and Waste developments. When adopted, this list will be used in conjunction with the national list to determine whether a submitted Regulation 3 planning application is valid.

The document is intended to provide prospective applicants with up-to-date guidance on the required content for planning applications, to make sure they are valid for registration and to allow the Local Authority to be able to reach an informed view or decision on the proposal. It is recognised that information requests must be justified and proportionate to the nature and scale of the development proposal in question, and therefore each item on the list will not be necessary for every application.

The need for a Local List is set out in national policy. In 2008 an amendment to the [Town and Country Planning \(General Development Procedure\) Order 1995](#) introduced a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts. This has been carried forward into [Article 11](#) of the [Town and Country Planning \(Development Management Procedure\) Order 2015](#) (DMPO 2015). The standard '1APP' form is now available online via the Planning Portal for waste developments and certain types of minerals applications only; forms for **full** mineral developments are available on the [County Council's website](#). The National List requires basic, but key information to be submitted by applicants – such as the standard application form supported by location, layout and block plans and, where appropriate, elevation plans. Submission of the correct fee and appropriate certificates also form part of the National List.

It is stated in the [National Planning Policy Framework](#) (NPPF) that Local Lists should be reviewed and republished on a frequent basis and subsequent regulations stipulate that a Local Authority's Local List requirements will only apply to an application if they were published within 2 years of the date of the application. In November 2016 the government issued revised guidance on information requirements and validation of planning applications which can be found on the government's online Planning Practice Guidance.

This document has been revised to take account of these requirements, as well as other changes in national, regional and local planning policy as applicable to Northamptonshire.

What is 'Regulation 3' development?

County Councils and District Councils are both Planning Authorities in their own right. As Local Authorities, they still need planning consent to carry out most types of development, and normally they have to apply through their own Planning service. However, such applications must be handled by different Committees and be treated no more fairly or unfairly than any private planning application. These powers are governed by Planning Legislation, and in particular, the Town and Country Planning General Regulations 1992 (SI No.1492).

Regulation 3 of this Legislation enables the Council to make such planning applications, as long as the development is to be carried out by (or on behalf of) the Council. The development may be on land in the Council's ownership or on any other land. Thus a Regulation 3 Application can also be made where the promoter is the landowner (e.g. a Diocesan or Foundation School). However, NCC would need to have some significant interest in the proposal (usually as the overarching Local Education Authority), so there are some circumstances where the Regulation 3 process is not appropriate, e.g.:

- Where the County Council's interest is clearly insignificant (e.g. not the landowner, developer, funder, promoter, insurer or maintainer of the development)
- Land ownership is not in itself significant enough to make an application Regulation 3 development. Hence development of and at Academies, Free Schools and Grant Maintained Schools are normally excluded.
- The application is for non-statutory use (e.g. a non-curricular use on a school site, such as use of the site for boot fairs)
- A private nursery facility, an independently run sports club, an independently managed after-school club, etc. (but not 'clubs' run by staff as a supplement to the curriculum)
- A commercial facility, such as a privately operated sports centre, where the County Council's interest is only as the landowner.

However, note that Regulation 3 consents are for the benefit of the applicant only rather than the land (unlike most other planning permissions).

Pre-application

Pre-application help and advice is available from the Development Control team, and is strongly encouraged – particularly for major and more complex developments. Submission of an indicative scheme including location and layout will be required before a response or meeting is arranged to enable preliminary work to be carried out by the Officer. Pre-application discussions can help to confirm the scope of the information required in the application, address whether the proposal may need to be amended to comply with the Council's policies in the Development Plan, and to seek a view on whether planning permission is likely to be acceptable in principle. The advice given is without prejudice to the final recommendation on the proposal, which will be made in the light of consultation responses and detailed consideration of the application.

It may be necessary in relation to the preparation of supporting information for some applications for applicant to carry out pre-application consultation with technical consultees – for example, the Environment Agency, Natural England, Northamptonshire County Council Highways, the Lead Local Flood Authority, the County Archaeological Adviser, Historic England or the District/Borough Environmental Protection Officer as appropriate. Please be aware that in certain circumstances, some organisations may charge for such advice. It is expected that such consultation will automatically be part of the pre-application process for all major applications and that applicants for other application types will carry out such consultation where particular technical issues are identified at the pre-application stage.

All applicants, but particularly those bringing forward major development schemes, are encouraged to carry out public consultation with appropriate sections of the public (e.g. neighbours directly affected, Parish/Town Councils or specific interest groups) in accordance with the Council's published [‘Statement of Community Involvement’](#).

How to Apply

Applications for County Council development should be made using the 1APP form through the [Planning Portal](#) website. All supporting documents and plans should be submitted in PDF format, be named appropriately, including revision dates and numbers where required and any plan submitted electronically should be scaled to a maximum of A3 where possible.

For major and more complex applications, hard copies of application documentation may be required. Applicants should seek advice from the Development Control team prior to submission to clarify the number of copies of the application required to carry out necessary consultations.

Where development is likely to have significant effects on the environment, an application must be accompanied by an Environmental Statement, as stipulated in the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#) (or ‘The EIA Regulations’). The Development Control Team can advise on the process to establish whether an application requires Environmental Impact Assessment.

Validation of Applications

The Council will not register or validate an application if it is incomplete: for example if all information listed in the appropriate validation criteria is not provided in a complete form, and/or it is not accompanied by the correct fee. The Council will however, on occasion, use its discretion to ensure a proportionate approach. Where the applicant considers that the information is not required in any particular case this should be clearly set out within the application.

Under the provisions of [Regulation 4](#) of the [Town and Country Planning \(Applications\) Regulations 1988](#) the Council also has power in the course of dealing with an application to require an applicant to supply any further information, plans and drawings necessary to enable them to determine the application. Applicants should note that a validated application can be refused on the basis of inadequate information. This is more likely to happen when the information submitted is judged to be of insufficient quality.

Where there is a dispute about validation then an applicant can serve notice under [Article 12](#) of the DMPO 2015 compelling a Planning Authority to validate the application, or formally declare the application is invalid.

Processing the Application

Applications will be advertised and consultations undertaken to enable comments to be made on the proposed development. The opportunity to make significant changes to an application, after validation, is limited. Minor Regulation 3 developments have an 8 week target determination from validation and major applications 13 weeks. If an application is accompanied with an EIA the target is 16 weeks. Significant changes, i.e. revised plans which require re-consultation, may not be accepted, because the re-consultation may not be able to be carried out and a decision made inside the 8, 13 or 16 week target.

Applicants may, however, be able to make changes to the proposals and plans to address issues raised by Officers and consultees, if time permits during the process of consideration. In every case the submission of revised details must be accompanied by a written explanation and schedule clearly setting out the proposed changes. Fresh drawings or modifications that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, the Council may ask for a fresh application.

Where an application has been validated but needs significant alteration to make it acceptable, or if pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted which may result in a recommendation of refusal. The applicant may, however, withdraw and submit a new application for a revised scheme before a decision is made. There is normally no fee for the first such resubmission subject to certain conditions of the regulations being met.

Legal Agreements

These are legal undertakings under [Section 106](#) of the [Town and Country Planning Act 1990](#) and either take the form of a Planning Agreement between the applicant, the Council and possibly other parties, or alternatively a Unilateral Undertaking made by the applicant alone.

For Minerals and Waste developments, matters which cannot be covered by planning conditions include: highway improvements and maintenance, and community benefits. Whenever possible, conditions will be used in preference to planning obligations, but there are circumstances where they are unavoidable.

Unilateral Undertakings and Planning Agreements should be substantially drafted during the preparation of the application or, where possible, should be included as part of the formal submission of the application. As a minimum, draft Heads of Terms outlining the key contents of a proposed Planning Obligation, where one is deemed likely to be necessary should be submitted with the application.

Where Undertakings or Agreements are not completed in time to allow approval of a development within the target timescale and the delay lies with the applicant, planning permission is likely to be refused on the grounds of failure to make the application acceptable through the completion of a necessary obligation.

Summary

In summary the key elements for submitting and validation of applications are:

- Compile a **full** application before formal submission;
- Consult the Local Planning Authority and key consultees before formal submission;
- “Front load” the application process by taking into account the views of other parties who will be involved in commenting on and considering the application;
- Significant alterations to applications cannot be made after registration/validation;
- The Council will make decisions in most cases within the relevant target of 8, 13 or 16 weeks. Applicants/agents will be advised as soon as practicable if any application is to be recommended for refusal.

Further Guidance

For more information, or pre-application advice, please contact the Development Control team:

Post:

Development Control
Planning Services
Northamptonshire County Council
One Angel Square
Angel Street
Northampton
NN1 1ED

Email:

developmentcontrol@northamptonshire.gov.uk

Phone:

(01604) 366014

Application Types

Outline or Full Planning Permission (including Change of Use)	<p>Application for full planning permission for any form of County Council development including for example a new school, school extension, temporary classroom unit, a library, a new road or bypass, car parking spaces, etc. This also covers change of use applications.</p>
Removal or Variation of a Condition <i>(Town and Country Planning Act 1990 (Section 73))</i>	<p>Application for removal or variation of a condition following a grant of planning permission, including for example amending the hours of use for a sports pitch, or extending the deadline for a temporary mobile classroom.</p>
Listed Building Consent	<p>Consent for alterations internal and external, extensions or demolition of a building which is listed.</p>
Approval of Reserved Matters	<p>Where outline permission is granted, you may, within 3 years of the outline approval, apply for outstanding reserved matters, i.e. the information excluded from the initial outline application. This will typically include information about the layout, access, scale and appearance of the development.</p>
Prior Notification of Proposed Demolition	<p>Demolition of a building in some instances is classed as ‘development’ and therefore planning permission is usually needed. The demolition of certain buildings will also need approval from the Local Authority beforehand under the Building Regulations regime.</p>
Approval of Details Reserved by Condition	<p>This type of application will be necessary where a condition in a planning permission or a listed building consent requires details of a specified aspect of the development which was not fully described in the original application. These details need to be submitted for approval before the development can begin.</p>
Non-Material Amendment(s) <i>(Town and Country Planning Act 1990 (Section 96a))</i>	<p>Following a grant of planning permission, it may be necessary to make amendments to the permission. Whether or not a proposed amendment is non-material will depend on the circumstances of the case – a change which may be non-material in one case could be material in another. There is no statutory definition of non-material, but the Council must be satisfied that the amendment sought is non-material in order to grant an application. If you are uncertain, you may wish to seek pre-application advice from Development Control.</p>

Validation Requirements for County Council (Regulation 3) Applications

Outline or Full Planning Permission (including Change of Use) or Planning Permission for Development Already Undertaken (Town and Country Planning Act 1990 (Section 73a))

NATIONAL REQUIREMENTS		
Information Type	When Required	Notes
Application Form	All Applications	A fully-completed '1APP' planning application form, preferably submitted electronically. Where not possible we require three paper copies of the completed form.
Design and Access Statement		See Section 5, <i>Design and Access Statement</i> below.
Site Location Plan	All Applications	The plan should be at an appropriate scale (1:1250 or 1:2500), based on an OS map, show North and give a drawing reference number. The application site should be edged clearly with a red line . It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site. It should, where possible, show at least 2 named roads, surrounding buildings and features so that the exact location is clear.
Block Plan of the Site	Full applications / some Section 73a applications	The plan should be at an appropriate scale (1:100 or 1:200) showing any site boundaries. It should show all major dimensions, in particular heights, distance to boundaries or key features, include a scale and a North point; and where applicable, a drawing name/title and drawing/revision number.
Ownership Certificates / Notices / Agricultural Holdings Certificate	All Applications	All applications must include the appropriate Certificate of Ownership. A Certificate A, B, C or D must be completed stating ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. Ownership certificates must be completed for applications for listed building consent or conservation area consent for demolition. Applicants must certify that they have notified any agricultural tenants on site, or that there are agricultural tenants on the site – the certificate is required whether or not the site includes an agricultural holding. These certificates are part of the standard application form.
Appropriate Fee	All Applications	The correct planning fee outlined in the <i>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</i> or subsequent revisions. Where NCC is the developer, fees should be paid by NCC internal cost code, or cheque made payable to "Northamptonshire County Council" and posted to the address provided in the <i>Introduction</i> .

LOCAL REQUIREMENTS	
Information Type	When Required
Planning Statement	All applications
Existing and proposed elevations	For all buildings, structures and plant to clearly show proposed design, appearance and materials of the development in relation to what is already there. Where legible this should be scaled to fit A4 or A3 size.
Existing and proposed floor plans	For all buildings, structures, and plant to clearly show proposed design, appearance and materials in relation to what is already there. Where legible this should be scaled to fit A4 or A3 size.
Existing and Proposed Site Sections, Finished Floor and Site Levels	For all buildings, structures, and plant to clearly show proposed design, appearance and materials in relation to what is already there. Where legible this should be scaled to fit A4 or A3 size.
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show proposed works in relation to what is already there. Where legible this should be scaled to fit A4 or A3 size.
Air Quality Assessment	All proposals that impact on air quality through emissions to air, including, odour, dust, bio-aerosol and potential pollutants.
Archaeology Information	All developments which could affect archaeological remains. This is particularly relevant for development of 'green field' sites.
Construction Management Plan	Developments where construction will result in a conflict, disturbance or significant impact on: neighbours, other road users, sensitive wildlife, designations, or sensitive landscape designations.
Daylight/Sunlight Assessment	Where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s)
Environmental Statement	Environmental Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the <i>Environmental Impact Assessment Regulations 2017</i> .
Ecological Impact Assessment/Survey and/or Protected Species Survey	Where there is a reasonable likelihood that a proposed development would have impacts on wildlife and biodiversity
Flood Risk Assessment	Proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2, 3a and 3b designated by the Environment Agency shall be accompanied by an FRA.

LOCAL REQUIREMENTS	
Information Type	When Required
Geotechnical Appraisal	Where a proposed development may have potential impacts on the underlying geology or stability of the site or land adjacent to it, or be significantly impacted by underlying geology/material.
Health Impact Assessment	The potential health impacts of a proposed development is capable of being a material planning consideration, in so far as it arises from or may affect any other land use.
Hedgerow Survey / Tree Protection Plan / Arboricultural Impact Assessment	Where there are trees and hedgerows within the application site or on land adjacent to it that could influence or be affected by the development.
Heritage Assessment	Proposals impacting upon listed buildings and their settings, Scheduled Ancient Monuments and their settings, historic parks and gardens and their settings ,and the disturbance of ground within an area of archaeological interest.
Hydrological and Hydrogeological Assessment	Where the development has the potential to impact upon hydrology and hydrogeology, including an impact on ground and surface water.
Land Contamination Assessment	Where contamination is known/suspected or proposed use particularly vulnerable to land contamination.
Landscape and Visual Assessment	Where development has an impact on the wider landscape.
Landscaping Scheme	Where development includes landscaping or would benefit from landscaping including screening bunds and, tree, hedgerow and shrub planting. Proposals for landscaping, and its long term maintenance and management should follow from the design concept in the Design and Access Statement (if submitted).
Lighting Assessment	Where proposal includes external lighting, e.g. floodlighting or security lighting, temporary or permanent.
Minerals Safeguarding	Where non-mineral development is proposed within a Minerals Safeguarding Area
Noise Assessment	Proposals that have the potential to increase noise levels or alter the characteristics of noise, and cause noise amenity disturbance to sensitive receptors.
Parking & Access Arrangements	Where a new access, additional vehicle movements are proposed or likely to be generated, or there is a proposed change in the internal circulation or parking arrangements for a site.

LOCAL REQUIREMENTS

Information Type	When Required
Photographs	To provide useful background information and show how large developments can be satisfactorily integrated within the landscape or street scene. Required for the demolition of any building to show what the buildings currently look like.
Planning Obligations – Draft Head(s) of Terms <i>(Town and Country Planning Act 1990 (Section 106))</i>	Where this is highlighted by pre-application discussions or proposed by the applicant where matters raised which cannot be controlled by planning conditions
Playing Fields and Recreational Facilities Assessment	Where existing open space, sports and recreational buildings and land are likely to be built upon or impacted or altered as a result of development.
Public Rights of Way and Green Infrastructure Assessment	For all development that may impact upon the use or enjoyment of a Public Right of Way, Town or Village Green, Open Access Land, Common Land or other public green space or infrastructure
Renewable Energy and Climate Change Assessment	All major applications which are likely to have impact upon the environment through the generation of greenhouse gases or have the potential to utilise renewable energy sources
Statement of Community Involvement	All major applications that are accompanied by an Environmental Statement
Structural Survey	If the development involves substantial demolition.
Transport Assessment or Statement	Where the proposed development has increased transport and traffic implications. A Transport Assessment is required for developments with more significant increased traffic movements and a Transport Statement for all other applications.
Travel Plan	Where the proposal has significant transport implications for employees and/or users of the facility.

Application for Removal or Variation of a Condition (Section 73 of the Town and Country Planning Act 1990)

NATIONAL REQUIREMENTS		
Information Type	When Required	Notes
Application Form	All Applications	A fully-completed '1APP' planning application form, preferably submitted electronically. Where not possible we require three paper copies of the completed form.
Site Location Plan	All Applications	The plan should be at an appropriate scale (1:1250 or 1:2500), based on an OS map, show North and give a drawing reference number. The application site should be edged clearly with a red line . It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site. It should, where possible, show at least 2 named roads, surrounding buildings and features so that the exact location is clear.
Ownership Certificates / Notices / Agricultural Holdings Certificate	All Applications (where relevant)	<p>All applications must include the appropriate Certificate of Ownership. A Certificate A, B, C or D must be completed stating ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. Ownership certificates must be completed for applications for listed building consent or conservation area consent for demolition.</p> <p>Applicants must certify that they have notified any agricultural tenants on site, or that there are agricultural tenants on the site – the certificate is required whether or not the site includes an agricultural holding. These certificates are part of the standard application form.</p>
Appropriate Fee	All Applications	<p>The correct planning fee outlined in the <i>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</i> or subsequent revisions.</p> <p>Where NCC is the developer, fees should be paid by NCC internal cost code, or cheque made payable to "Northamptonshire County Council" and posted to the address provided in the <i>Introduction</i>.</p>

LOCAL REQUIREMENTS

Information Type

When Required

Planning Statement

All applications to explain the proposed changes and to set out the justification of the proposed changes and set out the environmental, amenity, transport, or other impacts of the change.

An amended document for any plan, drawing, statement, document, assessment or report submitted with the original planning application or subsequently required by condition and taken into account in the original decision where revision is necessary. Amendments to be clearly identified.

Only when the variation of the condition affects the details originally submitted, or where time elapsed results in a material change in circumstances which requires an original report or plan to be updated or a new report or plan to be produced.

Application for Approval of Reserved Matters following Outline Approval

NATIONAL REQUIREMENTS		
Information Type	When Required	Notes
Application Form	All applications	A fully-completed '1APP' planning application form, preferably submitted electronically. Where not possible we require three paper copies of the completed form.
Site Location Plan	All applications	The plan should be at an appropriate scale (1:1250 or 1:2500), based on an OS map, show North and give a drawing reference number. The application site should be edged clearly with a red line . It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site. It should, where possible, show at least 2 named roads, surrounding buildings and features so that the exact location is clear.
Site Plan	All applications	The plan should be at an appropriate scale (1:100 or 1:200) showing any site boundaries. It should show all major dimensions, in particular heights, distance to boundaries or key features, include a scale and a North point; and where applicable, a drawing name/title and drawing/revision number.
Appropriate Fee	All applications	The correct planning fee outlined in the <i>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</i> or subsequent revisions. Where NCC is the developer, fees should be paid by NCC internal cost code, or cheque made payable to "Northamptonshire County Council" and posted to the address provided in the <i>Introduction</i> .
LOCAL REQUIREMENTS		
Information Type	When Required	
As Full Planning Permission requirements	Where applicable for the reserved matter to be removed.	

Application for Listed Building Consent

NATIONAL REQUIREMENTS		
Information Type	When Required	Notes
Application Form	All Applications	A fully-completed '1APP' planning application form, preferably submitted electronically. Where not possible we require three paper copies of the completed form.
Design and Access Statement		See <i>Design and Access Statement</i> in Section 5 below.
Site Location Plan	All Applications	The plan should be at an appropriate scale (1:1250 or 1:2500), based on an OS map, show North and give a drawing reference number. The application site should be edged clearly with a red line . It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site. It should, where possible, show at least 2 named roads, surrounding buildings and features so that the exact location is clear.
Block Plan of the Site		The plan should be at an appropriate scale (1:100 or 1:200) showing any site boundaries. It should show all major dimensions, in particular heights, distance to boundaries or key features, include a scale and a North point; and where applicable, a drawing name/title and drawing/revision number.
Ownership Certificates / Notices / Agricultural Holdings Certificate	All applications (where relevant)	All applications must include the appropriate Certificate of Ownership. A Certificate A, B, C or D must be completed stating ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. Ownership certificates must be completed for applications for listed building consent or conservation area consent for demolition. Applicants must certify that they have notified any agricultural tenants on site, or that there are agricultural tenants on the site – the certificate is required whether or not the site includes an agricultural holding. These certificates are part of the standard application form.
Appropriate Fee	All Applications	The correct planning fee outlined in the <i>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</i> or subsequent revisions. Where NCC is the developer, fees should be paid by NCC internal cost code, or cheque made payable to "Northamptonshire County Council" and posted to the address provided in the <i>Introduction</i> .

LOCAL REQUIREMENTS

Information Type	When Required
Planning Statement	For all applications
Existing and proposed elevations	For all buildings, structures and plant to clearly show the proposed design, appearance and materials of the development in relation to what is already there. Scale 1:50 or 1:100
Existing and proposed floor plans	For all buildings, structures and plant to clearly show the proposed design, appearance and materials of the development in relation to what is already there. Scale 1:50 or 1:100
Existing and Proposed Site Sections, Finished Floor and Site Levels	For all buildings, structures, and plant to clearly show the proposed design, appearance and materials in relation to what is already there. Scale 1:50 or 1:100.
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100.
Archaeology	All developments which could affect known remains or areas which have the potential to contain archaeological remains. The need for this would be determined through the pre application process with the County Archaeological Advisor.
Heritage Assessment	For all applications. The need for this would be discussed with the County Archaeological Advisor or the relevant conservation officer through the pre application process.
Photographs	For all applications, to show what the existing design and features of the building are.
Structural Survey	If the development involves substantial demolition

Where an application for Listed Building Consent is submitted which relates to built development falling within the remit of the Town and Country Planning (General Permitted Development) Order 1995, or development which requires separate planning permission, the local requirements for full planning permission may apply. (For advice prior to submission, please contact the Development Control team).

Application for Prior Notification of Proposed Demolition

NATIONAL REQUIREMENTS		
Information Type	When Required	Notes
Application Form	All applications	A fully-completed '1APP' planning application form, preferably submitted electronically. Where not possible we require three paper copies of the completed form.
Site Location Plan	All applications	The plan should be at an appropriate scale (1:1250 or 1:2500), based on an OS map, show North and give a drawing reference number. The application site should be edged clearly with a red line . It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site. It should, where possible, show at least 2 named roads, surrounding buildings and features so that the exact location is clear.
Site Plan	All applications	The plan should be at an appropriate scale (1:100 or 1:200) showing any site boundaries. It should show all major dimensions, in particular heights, distance to boundaries or key features, include a scale and a North point; and where applicable, a drawing name/title and drawing/revision number.
Appropriate Fee	All applications	The correct planning fee outlined in the <i>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</i> or subsequent revisions. Where NCC is the developer, fees should be paid by NCC internal cost code, or cheque made payable to "Northamptonshire County Council" and posted to the address provided in the <i>Introduction</i> .

LOCAL REQUIREMENTS	
Information Type	When Required
Planning Statement	All applications
Photographs	All applications, to record the development to be demolished
Waste Management Plan	All applications
Demolition Plan	All applications

Application for Approval of Details Reserved by Condition

NATIONAL REQUIREMENTS		
Information Type	When Required	Notes
Application Form	All applications	A fully-completed '1APP' planning application form, preferably submitted electronically. Where not possible we require three paper copies of the completed form.
Appropriate Fee	All applications	The correct planning fee outlined in the <i>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</i> or subsequent revisions. Where NCC is the developer, fees should be paid by NCC internal cost code, or cheque made payable to "Northamptonshire County Council" and posted to the address provided in the <i>Introduction</i> .
LOCAL REQUIREMENTS		
Information Type	When Required	
As Full Planning Permission requirements	All applications where required to discharge the condition.	

Application for Non-Material Amendment

NATIONAL REQUIREMENTS		
Information Type	When Required	Notes
Application Form	All applications	A completed '1APP' planning application form, preferably submitted electronically. Where not possible we require three paper copies of the completed form.
Appropriate Fee	All applications	<p>The correct planning fee outlined in the <i>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</i> or subsequent revisions.</p> <p>Where NCC is the developer, fees should be paid by NCC internal cost code, or cheque made payable to "Northamptonshire County Council" and posted to the address provided in the <i>Introduction</i>.</p>

LOCAL REQUIREMENTS	
Information Type	When Required
Site Location Plan	The plan should be at an appropriate scale (1:1250 or 1:2500), based on an OS map, show North and give a drawing reference number. The application site should be edged clearly with a red line . It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site. It should, where possible, show at least 2 named roads, surrounding buildings and features so that the exact location is clear.
As Full Planning Permission requirements	Any application where any plan, statement, document, assessment or report taken into account in the original decision where revision is necessary. Amendments to be clearly identified.

Guidance on Local Requirements

Below is the County Council's proposed list of potential specific local requirements, as recommended in the Government's "Validation of Planning Applications", which may be adopted locally. The Planning Statement, which is listed first, is required in respect of all planning applications. Other potential local requirements are listed in alphabetical order by title. These are not therefore in any order of importance. The requirement to provide information relating to items on the list will depend on the type and size of the development and its proposed location. Further advice can be sought by contacting the Development Control team to organise pre-application discussions. The [National Planning Practice Guidance \(NPPG\)](#) now provides much of the guidance on the practical implementation of national planning policies including policy guidance to help aid the preparation, assessment and determination of planning applications. It will also contain advice and guidance relevant to many of the assessments below. Guidance on where to obtain further advice is also included.

Planning Statement

A Planning Statement should be submitted clearly describing the proposed development identifying the context and why it is considered necessary and justified. It should also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission and try to anticipate any questions that the planning case officer, consultees or members of the public may ask. A separate statement on community involvement will normally be required for major development (check if still required).

A key part of the Planning Statement is to explain how the proposed development is in accordance with national and local planning policy. This explanation should be undertaken with reference to the relevant guidance and policies, in particular the National Planning Policy Framework (NPPF), NPPG and any adopted local plans or core strategies, and where applicable any Supplementary Planning Guidance. The Statement should also avoid just simply repeating policy and should give a rationale as to why and how the proposal meets planning policy, in particular where the development doesn't fully meet planning policy.

The Planning Statement should also include a description of the development proposed including facts and figures relating to the size and scale of the proposal and associated activities. It should refer to the plans and drawings submitted in support of the application and briefly outline the supporting information which is being submitted, and summarise the findings in the technical reports and assessments from the list of local requirements. For small scale or minor developments where technical reports or assessments might not be required, these matters would need to be covered in the Planning Statement and for large scale development applications an executive summary is required.

Air Quality Assessment

Air Quality Assessment (AQAs) will be required for all proposals that could have an identified impact on air quality through emissions to air, including odour, dust, bio-aerosols and potential pollutants. The Assessment should identify the scale and nature of emissions from the proposal, the potential impact on people and the environment in the area, and the proposed measures to prevent or minimise those impacts. Air Quality Assessments may also need to consider the potential cumulative impact of and with existing facilities and infrastructure (such as industrial premises, water treatment plants, or other waste management operations). In certain circumstances there will be a need to consider the impact of any emissions upon nearby businesses or uses which are potentially sensitive to local air quality, such as food processing and production, or care homes.

Assessments will need to take into account the existing air quality of the local area. It will need to explain the impact of the proposed development upon existing air quality with reference to [National Ambient Air Quality Standards](#) (NAAQS) for the relevant emissions under consideration. The AQA should explain whether the proposed development would be in any breaches of air quality standards, and if it affected any Air Quality Management Areas (AQMA). The AQA should outline a scheme of management and mitigation to ensure the development is operated in accordance with recognised best practice, and the impacts of the proposed development are minimised.

Further advice on AQMA's and the preparation and requirements for AQA documents, including scoping, may be obtained from your local District Council Environmental Health Department. Guidance also exists in the NPPG section on [Air Quality](#).

Archaeology

An archaeological assessment will be required for all developments which could affect known or potential archaeological remains. This is particularly relevant for development of 'green field' sites but the development of brownfield sites should not be discounted. Brownfield sites also have the potential to contain industrial and agricultural heritage as well as below ground archaeological remains. The pre-application process will allow the applicant to discuss their proposals with the CAA and or the LPA Conservation officer. This will provide information on the need for archaeological assessment and what form that will take. At the minimum this may entail a desk based assessment but more frequently archaeological evaluation is required. This can include a range of techniques including geophysical surveying and, commonly, trial excavation trenches. Pre-application discussions are positively welcomed and provide an early and accurate response to the applicant with regard to heritage requirements.

For further advice, contact Development Control at the earliest opportunity before application submission and see Section 12 of the NPPF ('Conserving and enhancing the historic environment') which sets out national policy with regard to archaeology. Guidance also exists in the NPPG section on [Conserving and Enhancing the Historic Environment](#).

Daylight/Sunlight Assessment

Where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining residential properties or building(s), including associated gardens or amenity space, then applications may need to be accompanied by a daylight/sunlight assessment.

Further guidance is provided in, for example, the Building Research Establishment (BRE) publication '[Site Layout Planning for Daylight and Sunlight – a Guide to Good Practice 2011](#)'.

Design and Access Statement

Applications for county council development which are classed as either major development, affect listed buildings or fall within designated areas such as conservation areas should be accompanied by a Design and Access Statement. The Statement should explain the design principles and concepts that have been applied to the proposed development and demonstrate the steps taken to appraise the context of the development and how the design and appearance takes account of the context of the area, and neighbouring sites and buildings. The design should be of a high standard, address the implementation of sustainable development including energy efficiency and sustainable construction and identify practical measures for implementation. It shall explain how policies relating to access in relevant local development documents have been taken into account. In addition, it should also state what if any consultation has been undertaken on issues relating to design and what account has been taken of the outcome of the consultation.

Where a Design and Access Statement is not required, the issue of design should be covered within a section in the Planning Statement.

National planning policy is provided in Section 7, Paragraphs 56 to 58 of the NPPF ('Requiring Good Design') and further guidance can be found in the NPPG section on [Design](#).

Environmental Statement

The [Town and County Planning \(Environmental Impact Assessment Regulations\) 2017](#) set out the circumstances in which an 'Environmental Impact Assessment' (EIA) is required. An EIA is required to accompany all applications for Schedule 1 developments and may be required for Schedule 2 developments. The County Council will screen all applications submitted to determine if it is EIA development. However, to avoid any delays on EIA development it is advised that applicants for major development should request a 'Screening Opinion' from the Council before submitting an application. Where EIA is required the applicant can also submit a request for a 'Scoping Opinion' under the Regulations for clarification of the information required to accompany an EIA application.

Guidance can be found in the NPPG section on [Environmental Impact Assessment](#).

Ecological Impact Assessment / Protected Species Survey/ Habitat Survey

Where there is a reasonable likelihood that a proposed development would have impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them. The application will need to include sufficient information to allow full consideration of those impacts. Where proposals are made for mitigation and/or compensation measures, information to support the justification and implementation of those proposals will be required. The applicant should demonstrate the implementation of mechanisms to ensure that development results in no net loss of [Biodiversity Action Plan \(BAP\)](#) habitats and species of principal importance and that net gain is achieved. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the locations of any habitats of species protected under the [Wildlife and Countryside Act 1981](#), the *Conservation of Habitats and Species Regulations 2010* or the *Protection of Badgers Act 1992*. Where there is a likelihood of protected species present, an application will need to include surveys by a suitably qualified Ecologist for presence or absence of those species. Proposals that will affect areas designated for their biodiversity interests should include assessments of the impacts and proposals for long-term maintenance and management. This may form part of an Environmental Impact Assessment, where necessary.

Government planning policies for biodiversity are set out in NPPF Section 11 (particularly Paragraphs 117-119) and, guidance in NPPG section on [Natural Environment](#) and in Government Circular 06/2005: [Biodiversity and Geological Conservation – Statutory Obligations and their impact within the planning system](#). Additional guidance is provided in [British Standard BS 42020:2013 Biodiversity - Code of practice for planning and development](#). **Guidance on the likelihood of protected species being present or being affected is provided in the Northamptonshire Checklist on the Potential for Presence of Protected Species, and further guidance on protected species is available from [Natural England](#). Additionally, see the included [Biodiversity Guidance Note \(Appendix B\)](#).**

Flood Risk/Surface Water Drainage Assessment

Proposals of 1^{ha} or greater in Flood Zone 1, and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). The FRA will be required to demonstrate how flood risk from all sources of flooding (including surface water and groundwater) to the development itself and flood risk to others will be managed now, taking climate change into account. All major applications should also be accompanied by a Surface Water Drainage Assessment (which may form part of an FRA where required) specifically demonstrating how surface water from the site would be managed, including where necessary demonstration of the ability to mitigate the impacts of the development and provide surface drainage solutions and infrastructure.

For more information on Flood Risk and to view the National Technical Standards for Sustainable Drainage Systems, please see the [www.gov.uk](#) website and the County Council's [Flood Toolkit](#). In particular, please refer to the Local Standards and Guidance for [Surface Water Drainage in Northamptonshire](#) and the [Groundwater Flood Risk Study](#). Additionally, the NPPF section 10 ('Meeting the Challenge of Climate Change, Flooding and Coastal change') and the NPPG section on [Food Risk and Coastal Change](#) both advise on flood risk requirements.

Geotechnical Appraisal

A geotechnical study should be provided where a proposed development may have potential impacts on the underlying geology or stability of the site or land adjacent to it. Where proposals are being made to support existing unstable ground, information on the mitigation and/or compensation measures will be needed.

Relevant national policy can be found in Paragraphs 120-122 of the NPPF.

Health Impact Assessment

The potential health impacts of a proposed development are capable of being a material planning consideration, in so far as it arises from or may affect any other land use. This could relate to the impact from noise, odour, air quality, bio-aerosols and other pollutants which can all potentially affect quality of life. Where these circumstances arise, an assessment of the effects on health of potential receptors of any emissions related to the development is required to support the application. Public Health bodies (such as the District Council, Environment Agency and Public Health England) may be able to provide advice on what type of assessment would be required. The perception of harm to human health can also be a material planning consideration and where the development proposed is likely to result in a perceived fear of harm, the health assessment should address this.

National policy can be found in Paragraphs 120 to 125 of the NPPF and the NPPG section on [Health and Wellbeing](#). Discussion with Development Control is advised where this might apply.

Hedgerow Survey / Tree Protection Plan / Arboricultural Impact Assessment

Required where there are trees and hedgerows within the application site or on land adjacent to it that could influence or be affected by the development (including street trees). Where possible existing trees and other vegetation should be retained in new developments. Information and plans will be required on which trees and hedgerows are to be lost/retained and the means of protecting them during construction works. This information should be prepared by a suitably qualified or competent person.

Full guidance on the survey information, Tree Protection Plan and Arboricultural Method Statement that should be provided with an application is set out in the current BS 5837:2012. [Trees in relation to design, demolition and construction. Recommendations](#). Where hedgerows in the countryside are to be removed, an assessment under the requirements of the [Hedgerow Regulations 1997 \(Statutory Instrument 1997, No. 1160\)](#) will be required.

Heritage Assessment (including historic landscapes and designated heritage assets)

Required in respect of proposals impacting upon listed buildings and their settings, Scheduled Ancient Monuments and their settings, registered battlefields, Historic Parks and Gardens and the disturbance of ground within an area of archaeological interest. Occasionally an Assessment may be required where a development has an adverse impact upon one or more non-designated heritage assets. Plans should be included showing historic features that may exist on or adjacent to the application site including listed buildings/structure, historic parks, gardens and historic battlefields. The Assessment should include an explanation of the significance of the heritage asset, the features (including where necessary within the setting) that contribute towards the significance, and mitigation measures proposed as part of the development. There should be no overall net loss of natural and cultural assets, and opportunities should be sought to achieve a net gain across the region.

Specific advice is contained in Section 12 of the NPPF ('Conserving and enhancing the historic environment'), or can be obtained from the local Conservation Officer at the District or Borough Council and/or the County Archaeological Advisor. Guidance also exists in the NPPG section on [Conserving and Enhancing the Historic Environment](#).

Hydrological and Hydrogeological Assessment

Required where development could adversely impact surface and/or groundwater quality/resources. Consideration should be given to the proximity of vulnerable surface and ground water. Geological conditions and the behaviour of surface water and ground water should be assessed for the site and surrounding area. A surface water drainage assessment should include a description of the type, quantities and means of storage/disposal of any surface water run-off. Scale plans of drainage arrangements should also be provided. Where the development has potential to impact hydrology/hydrogeology, the assessment of these potential impacts shall include mitigation proposals.

For more information on Flood Risk and to view the National Technical Standards for Sustainable Drainage Systems, please see the www.gov.uk website and the County Council's [Flood Toolkit](#). In particular, please refer to the Local Standards and Guidance for [Surface Water Drainage in Northamptonshire](#) and the [Groundwater Flood Risk Study](#). Additionally, the NPPF section 10 ('Meeting the Challenge of Climate Change, Flooding and Coastal change') and the NPPG section on [Food Risk and Coastal Change](#) both advise on flood risk requirements.

Land Contamination Assessment

Where contamination is known or suspected or the proposed use would be particularly vulnerable, the application should be accompanied by a land contamination assessment. The assessment should identify the risks to the natural environment, health and general amenity and proposals for mitigation. An initial desktop Preliminary Phase 1 Assessment may need to be followed by a Phase 2 Assessment at the site.

National planning policy is provided in Paragraphs 120 to 122 of the NPPF and the guidance in the NPPG section on [Land Affected by Contamination](#). Advice on contaminated land and the requirements for assessment can be obtained from the local Environmental Protection Officer at the District or Borough Council.

Landscape and Visual Impact Assessment

Where development has an impact on the wider landscape, the applicant must demonstrate, through a Landscape and Visual Impact Assessment, the capacity of the natural environment to absorb the proposal. The appraisal should also provide a context for decision on appropriate scale, form and layout and determine which landscape features need to be protected or enhanced. Detailed site appraisal may provide information on hydrology, microclimate, soils, plant communities, historic features and all visual qualities including views and vistas. Design solutions should demonstrate clearly how the strategic assessment and site appraisal have informed the detailed design of development and planting proposals.

National policy is in Section 11 of the NPPF ('Conserving and Enhancing the Natural Environment'), and guidance in the NPPG section on [Natural Environment](#). Best practice guidance is available in [Guidelines for Landscape and Visual Impact Assessment 3rd Edition](#) by the Landscape Institute and Institute of Environmental Management and Assessment.

Landscaping Scheme

The scheme of landscaping and tree planting submitted should give detail of inter alia screening mounds, grass mixtures and the number, species, heights on planting and positions of all trees and shrubs. Landscaping details should include proposals for long term maintenance and landscape management and should follow from the design concept in the Design and Access Statement where submitted. Where possible existing trees and other vegetation should be retained in new developments and protected during the construction of the development.

Lighting Assessment

Proposals involving external lighting should be accompanied by external lighting details, including: location, height, design, sensors, luminance, and hours of use. The details shall ensure the lighting is designed to minimise potential nuisance of light spillage on receptors, particularly adjoining properties the natural environment and highways.

National policy can be found in Section 11 of the NPPF, particularly Paragraph 125, and guidance in the NPPG section on [Light Pollution](#). Further technical guidance is provided by the Institute of Lighting Professionals in: [Guidance for the Reduction of Obtrusive Light 2011](#) and [Bats and Lighting in the UK](#); and from BS 5489-1:2013: [Code of practice for the design of road lighting](#).

Minerals Safeguarding (Minerals Assessment Report)

Mineral resources are finite and can only be worked where they occur. Increased land use pressure in the UK can result in mineral resources becoming sterilised by other forms of development. Mineral safeguarding can help avoid this unnecessary sterilisation and help ensure supplies for the future. It can also allow the planning system to retain flexibility to identify sites which have the least impact on the environment. Where non-mineral development is proposed within a Minerals Safeguarding Area it will be necessary to demonstrate through a Minerals Assessment Report that the sterilisation of proven mineral resources of economic importance will not occur as a result of the development, and that the development would not pose a serious hindrance to future extraction in the vicinity. If this cannot be proven, prior extraction of the mineral resource may be sought.

National policy on Minerals Safeguarding can be found in Section 13 of the NPPF. Guidance is in the NPPG section on [Minerals](#), and locally in the Northamptonshire Minerals and Waste Local Plan.

Noise Assessment

Developments that generate noise which could impact on sensitive receptors are required to undertake a Noise Assessment to provide sufficient measurements of existing ambient and background noise levels at site, and the nearest appropriate noise sensitive receptors. The Assessment should provide details on sources/levels of noise emissions as a result of the proposed development and predict the noise levels at the nearest sensitive receptors. Proposals for management and mitigation of noise should be also be demonstrated and included.

National policy and guidance can be found in the NPPF paragraph 109 and 123, and the NPPG sections on [Minerals](#) and [Noise](#). There are further technical standards for measurement, rating and assessment of noise, such as BS4142:2014 (industrial development), BS5228:2014 (construction and open sites) and BS:823:2014 (Guidance on Sound Insulation and Noise Reduction for Buildings). Applicants are advised to contact the Environmental Health Officer at the relevant District/Borough Council for scoping advice.

Parking and Access Arrangements

Where additional vehicle movements are proposed, applications will be required to provide details of existing/proposed parking provision and access arrangements. These details should also be shown on a site layout plan. Site access proposals will be required to be to a highway safety standard acceptable to the Highway Authority. The County Council has adopted [parking standards](#), revised in September 2016.

Photographs/Photomontages

Provide useful background information and can help to show how large developments can be satisfactorily integrated within the landscape or street scene. Integrity of all photographs and photomontages should be maintained. These are likely to be useful to support a landscape assessment. Photographs of smaller sites to show the land and/or buildings as existing at the time of the application are also useful.

Plans

All applications must include a location plan based on an up-to-date map at either 1:1250 or 1:2500 scale. Plans should show at least 2 named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site must be edged clearly with a red line. It should include all of the land necessary to carry out the proposed development including access to the site. A blue line must be drawn around any other land close to or adjoining, owned by the applicant.

If a site plan is required it should be drawn at a scale of 1:500 to 1:200 and accurately show: the proposed development in relation to the site boundaries and other existing buildings (with written dimensions including those to the boundaries); the species, position and spread of all trees within 12 metres of any proposed building works; the extent/type of any hard surfacing; and boundary treatment including wall or fencing where this is proposed. Any other plans accompanying the application should be submitted in PDF format, named appropriately, include revision dates and numbers, the direction of North and any plan submitted electronically should be scaled to a maximum of A3 where possible.

Planning Obligations – Draft Head(s) of Terms (Section 106 of the *Town and Country Planning Act 1990*)

Planning obligations, or Section 106 Agreements, (in the form of agreements or unilateral undertakings) are private agreements secured between local planning authorities and potential developers. They are intended to make development which might otherwise not be able to proceed, acceptable in terms of infrastructure provision. The County Council uses such agreements where appropriate and will normally require the only the proposed 'Heads of Terms' (the key points to be included) to be submitted with the application.

Further advice on planning obligations can be sought in Paragraphs 203-206 of the NPPF. Planning obligations guidance and the model Section 106 agreement can be found in the NPPG section on [Planning Obligations](#).

Playing Fields and Recreational Facilities

Existing open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which has clearly shown the open space or the buildings and land to be surplus to requirements. An assessment to demonstrate whether the land or buildings are surplus to requirement should therefore be submitted for consideration.

Further guidance is provided in Paragraphs 73-74 of the NPPF and in the NPPG section on [Open Space, Sports and Recreation Facilities, Public rights of Way and Local Green Space](#). To enable Sport England to assess any application they require information as set out in Paragraph 2.3 of [Sport England's Consultation arrangements for local authorities with regard to development that affects playing fields \(2006\)](#).

Public Rights of Way and Green Infrastructure Assessment

The submitted information should include plans showing existing public rights of way within or adjacent to the application site. Details of any proposed or current diversions or temporary closures of the rights of way should be provided. Any proposed new rights of way should be included and shown on plans. Details of these proposals should also be included in the Planning Statement.

Further guidance is provided in Paragraphs 75-78 of the NPPF and in the NPPG section on [Open Space, Sports and Recreation Facilities, Public rights of Way and Local Green Space](#).

Renewable Energy and Climate Change Assessment

The County Council encourages the use of low carbon and renewable energy. Technologies now available for the small-scale generation of renewable energy make it easier for developments to incorporate production of renewable energy contributing to low carbon impacts. Major applications should be supported by a statement explaining how a proposal seeks to address these key issues and how it will contribute to reducing the use of non-renewable resources and generate carbon savings. Climate change and ways that planning can help address future challenges is becoming an increasingly important consideration.

Central Government Policy is outlined in Section 10, Paragraphs 93 – 98 of the NPPF. Guidance can also be found in the NPPG sections on [Renewable and Low Carbon Energy](#) and [Climate Change](#); both which provide advice on these key aims

Soil Characterisation and Land Quality

Development on Greenfield sites has an impact on soils and agricultural land. *Section 11, Paragraph 112* of the *NPPF* requires Local Planning Authorities to take into account the economic and other benefits of the best and most versatile agricultural land (Grades 1, 2 and 3a) where affected by development proposals. A survey of soil characteristics and agricultural land use classification is required to accompany applications affecting agricultural land. Where the development is temporary and reinstatement will take place, a report incorporating a soil-handling storage and replacement scheme to reinstate the best and most versatile land is required. The restoration and aftercare scheme will also need to incorporate the same objectives.

Statement of Community Involvement

Major applications subject to an Environmental Impact Assessment will need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in Chapter 4 of Northamptonshire County Council's adopted [Statement of Community Involvement](#), demonstrating how views of the local community have been sought and taken into account in the formulation of development proposals.

Structural Survey

A structural survey may be required in support of an application if the proposal involves substantial demolition.

Transport Assessment or Statement / Travel Plan

Section 4, Paragraphs 29-41 of the *NPPF* require that a Transport Statement (TS) or Transport Assessment (TA) or should be submitted as part of any application where the proposed development has significant transport implications. It also requires that a Travel Plan should be submitted alongside applications which are likely to have significant transport implications. The coverage and detail of the TS/TA should reflect the scale of the development and extent of the transport implications of the proposal. For smaller schemes, a TS would be required and should simply outline the transport aspects of the application; whereas for major proposals a TA is necessary, which should illustrate site accessibility by all modes of transport. It should give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and mitigate transport impacts. The TS and TA should specify the maximum and average daily HGV movements generated by the development.

Government Policy is in *Section 4 of the NPPF* ('Promoting Sustainable Transport'). Further guidance will be found in [Guidance on Transport Assessment](#), published by the Dept. of Transport or from the Local Highway Authority. Travel Plan advice is available in [Using the Planning Process to Secure Travel Plans: Best Practice Guide](#) (ODPM and DfT, 2002), and [Making Residential Travel Plans Work: Good Practice Guidelines for New Development](#) (DfT).

Waste Management / Demolition Plan

A waste management or demolition plan is required for all applications where demolition of a building or structure is proposed. It is an essential requirement for Prior Notification of Demolition applications. The document should include a detailed explanation of how the building or structure is to be demolished or deconstructed and any mitigation measures that are to be taken. It should also outline how the waste product is to be removed from site and whether it is to be disposed of, recycled or reused on or off site. Details of how you propose to restore the site afterwards should also be included.

Appendix A – Validation Checklist

Information Type	Required by Local List? (Y/N)	Where the information is located in your submission. If the Information Type is required, but you are not providing it, please explain why here or on a separate sheet.
Planning Statement		
Air Quality Assessment		
Archaeology		
Daylight/Sunlight Assessment		
Design and Access Statement		
Environmental Statement		
Ecological Impact Assessment / Protected Species Survey/ Habitat Survey		
Flood Risk Assessment		
Geotechnical Appraisal		
Health Impact Assessment		
Heritage Assessment		
Hydrological and Hydrogeological Assessment		
Land Contamination Assessment		
Landscape and Visual Impact Assessment		
Landscaping Scheme		
Lighting Assessment		
Minerals Assessment Report		
Noise Assessment		

Information Type	Required by Local List? (Y/N)	Where the information is located in your submission. If the Information Type is required, but you are not providing it, please explain why here or on a separate sheet.
Parking and Access Arrangements		
Photographs/Photomontages		
Plans		
Planning Obligations		
Playing Fields and Recreational Facilities		
Public Rights of Way and Green Infrastructure Assessment		
Renewable Energy and Climate Change Assessment		
Statement of Community Involvement		
Structural Survey		
Transport Assessment or Statement		
Travel Plan		
Tree and Hedgerow Survey / Tree Protection Plan / Arboricultural Impact Assessment		
Utilities Statement		
Waste Management / Demolition Plan		

