

# Local Planning Application Requirements 2019

Where local plan policies or [Supplementary Planning Document guidance](#) requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any registered providers acting as partners in the development.

Core Strategy CS18 states the council will require 35% affordable housing on all new housing developments of **10 or more** dwellings or **0.33 hectare or more**, irrespective of the number of dwellings, (except in rural areas where the threshold will be **5 or more or 0.2 hectare**). However, amendments to the National Planning Practice Guidance (NPPG): Planning Obligations in March 2019. Paragraphs 023 reference ID 23b-023-20190315 relate to the threshold below which affordable housing contributions should not be required. The main amendments to national policy are:

- Provision of affordable housing should only be sought for residential developments that are major developments.
- Major development is defined by the NPPF as development of 10 or more homes will be built or the site has an area of 0.5 hectares or more.
- In designated rural areas, local planning authorities may choose to set their own thresholds in plans and seek affordable housing above that threshold.

The only designated rural areas in South Gloucestershire are those that lie within the Cotswold Area of Outstanding Natural Beauty, where a lower threshold of five or below, or 0.2 hectares will apply, as set out in Policy CS18 Affordable Housing.

The national guidance supersedes the current Core Strategy Policy CS18, except in relation to applications in rural parishes where there is recent evidence of a local need for affordable housing, in which case Policy CS18 will be applied.

Therefore the threshold on which the council will require 35% affordable housing is 10 or more dwellings or 0.5 hectares or in the Cotswold Area of Outstanding Natural Beauty, where a lower threshold of five or below, or 0.2 hectares will apply.

If this policy threshold applies the local authority will expect the applicant to give details of the affordable housing provision through the submission of an affordable housing statement.

## The statement must contain

- The total number of dwellings proposed
- The number of affordable dwellings proposed
- The tenure split (social rent, affordable rent or intermediate) of the affordable dwellings (with an explanation if the split does not meet the council's preferred terms see link above)
- The type and number of bedrooms of the market dwellings
- A layout plan with the location of each affordable housing dwelling highlighted, with a key showing the unit type
- An affordable housing schedule detailing - plot number, unit type, tenure, number of bedrooms, size 2 per m
- Information of the build standards the dwellings are being built to e.g. Accessibility Building Regulations M4(2) and Accessibility Building Regulations M4(3)
- Delivery method i.e. through a Homes West RP.

- Confirmation of financial cost and affordability of any intermediate affordable housing including type of product, level of equity share sold, any interest charged on remaining share, open market value
- Details of any phasing plans if the site is to be built out over more than one phase
- Any service charges which would be charged (landscaping, unadopted roads, communal areas, management and maintenance)

### Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework
- South Gloucestershire Affordable Housing & ExtraCare Supplementary Planning Document
- Core Strategy
- CS18 - Affordable Housing
- CS19 - Housing Exception Sites
- CS20 - Extra Care Housing

### Type of application or development/and or

- Residential or mixed use development
- Constraint - geographical or built
- 10 dwellings or 0.5 hectares or more except in designated rural areas where threshold is five dwellings or 0.2 hectares

### Where to find further information and help

Affordable Housing and ExtraCare Supplementary Planning Document

For pre-application advice please contact the Enabling Team on [housingenabling@southglos.gov.uk](mailto:housingenabling@southglos.gov.uk)



# Air quality assessment

The assessment of impact on air quality is likely to be particularly important:

- When the development is proposed inside or adjacent to an air quality management area (AQMA)
- When the development could in itself result in the designation of an AQMA
- Where planning permission would conflict with, or render unworkable, elements of an Air Quality Action Plan.

Details of the air quality management areas in South Gloucestershire and the council's [Air Quality Action Plan](#) can be [found on the council website](#).

Further information on the types of development proposals that are likely to require an air quality assessment are provided in the [IAQM/EPUK Guidance on land-use planning and development control: Planning for Air Quality \(2015\)](#) Guidance issued by Environmental Protection UK.

Please contact the Environmental Protection team for further advice either by email [environmental.protection@southglos.gov.uk](mailto:environmental.protection@southglos.gov.uk) or telephone 01454 868001.

**Justification, which should include details of policy driver (national, regional or adopted local policy)**

- National Planning Policy Framework Core Strategy
- CS9 - Environmental Resources and Built Heritage
- Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts South Gloucestershire Local Plan - policy EP1

**Type of application or development/and or**

All major operational development this could include residential, mixed use or industrial developments, major road schemes and other small industrial processes, such as those regulated under the Clean Air Act, depending on local circumstances. The scale of the development triggering the requirement for an air quality assessment will vary depending on whether the development is proposed inside, adjacent or outside of an air quality management area (AQMA).

Unlikely to be required for householder applications

Constraint - geographical or built

Development sites inside, adjacent to or outside an air quality management area where significant changes in air quality could arise and/or where a significant change in relevant exposure is anticipated.

**Where to find further information and help**

- [DEFRA - Air Quality Management Areas](#)
- [SGC Air Quality Management Advice](#)

- [SGC Environmental Protection](#)
- [NPPF](#)
- [IAQM/EPUK Guidance on land-use planning and development control: Planning for air quality 2015](#)
- [Other Institute of Air Quality \(IAQM\) guidance](#)

# Biodiversity survey and report

The above types of applications will need to include surveys which identify the semi-natural habitat on site and any notable or protected species of flora or fauna, particularly those protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation (Natural Habitats etc) Regulations 2018 or the Protection of Badgers Act 1992, as well as any national Priority Species listed under Section 41 of the Natural Environment & Rural Communities (NERC) Act 2006 and those species of birds included on the RSPB Red, Amber or Green Lists of Species of Conservation Concern. Where development would impact on the above or wider biodiversity, the application should include details of proposals for mitigation and/or compensation measures.

Applications for development that will affect a local site - areas designated as an Site of Nature Conservation Interest (SNCI) or Regionally Important Geological Site (RIGS) - will be considered against national and development plan policies and for impacts on their features of interests and may require proposals for long term maintenance and management.

Where a proposed development is for substantial conversion or demolition of a building which may have possible impacts on wildlife, the application will need to include the appropriate surveys and supporting information to enable the authority to fully consider and assess those impacts. Where European Protected Species (for example, great crested newt, bats or dormouse) are affected the information will need to be in sufficient detail to enable the application to be subject to 'test' under the Habitat Regulations 2018 in accordance with past judicial reviews.

Any development affecting a European site, either directly or indirectly, alone or in combination with other plans or projects, will be subject to the provisions of the Habitat Regulations 2018. Similarly, any development affecting a Site of Special Scientific Interest (SSSI) will be subject to the statutory provisions of the Wildlife & Countryside Act 1981 (as amended). Both will be carried out in full consultation with Natural England.

This above information might form part of an environmental statement, where one is necessary.

Government planning policies for biodiversity are set out in the National Planning Policy Framework. NPPF is accompanied by the Government Circular: *Biodiversity and Geological Conservation - Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation*:

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework
- Core Strategy
- CS2 - Green Infrastructure
- CS9 - Environmental Resources and Built Heritage
- West of England Green Infrastructure Strategy
- South Gloucestershire Biodiversity Action Plan

- Biodiversity & Planning Process Supplementary Document
- 06/2005 ODPM Circular
- 01/2005 DEFRA Circular
- Wildlife and Countryside Act 1981 (as amended)
- Habitat Regulation 2018
- Hedgerow Regulation 1997
- Protection of Badgers Act 1992
- NERC Act 2006
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- Policies, Sites and Places Development Plan Document Policy PSP18: National and International Sites
- Policies, Sites and Places Development Plan Document Policy PSP19: Wider Biodiversity
- Type of application or development/and or
- Likely requirement for:
  - Conversion of agricultural or rural buildings
  - Major operational development
  - Brown field sites (urban or rural, including back garden)
  - Development requiring demolition of existing property(ies)
  - Residential or mixed-use development (major or otherwise)
  - Wind turbines
  - Photovoltaic (solar) farms
  - Change of use of land (equestrian)
  - National infrastructure projects
  - Constraint - geographical or built
  - In or adjacent to:
    - European Site (SAC/SPA/Ramsar)
    - SSSI
    - National Nature Reserve (NNR)
    - Site of Nature Conservation Interest (SNCI)
    - Regionally Important Geological Sites (RIGS)
    - Local Nature Reserve (LNR)

Where development will affect a nationally or internationally protected species or their habitat (listed in national, regional or local biodiversity action plans) or nationally notable species

### Where to find further information and help

- [Bristol Regional Environmental Records Centre](#)
- [Biodiversity & the Planning Process SPG](#)
- [NERC Act 2006](#)
- [Natural England](#)
- [Association of Local Government Ecologists](#)
- [NPPF](#)

# Energy statement

The Climate Change Act 2008 (2050 Target Amendment) Order 2019) commits the UK to a legally binding target to reduce greenhouse gas emissions by 100% by 2050 from a 1990 baseline. The South Gloucestershire Climate Change Strategy includes a locally adopted CO2 reduction target in line with the national target, and also a renewable energy target. The Council's planning policies contribute to these targets.

A sustainable energy statement is required to be submitted with all major (residential and non-residential) development proposals in order to provide the information necessary to evaluate compliance with the Council's planning policies.

A sustainable energy statement can be provided either as a separate Statement or as part of a Design and Access Statement.

The Sustainable Energy Statement should set out the predicted total energy consumption of a development and the associated carbon emissions. It should include an assessment of the measures proposed to be incorporated into the development that: minimise energy consumption; supply energy using zero and/or low carbon technology; and generate renewable energy. The aim is to minimise carbon dioxide emissions from the development, and therefore data setting out the carbon savings achieved through the various measures should be included. The statement is necessary to demonstrate how the proposed development complies with planning policies, in particular as CS1.8, CS4 and PSP 6.

Further guidance on the information to be included in the energy assessment to demonstrate compliance with the Core Strategy policies CS1(8), CS3 and CS4, and, the Policies, Sites and Places Plan Policy 6, can be found on the Council website:

<http://www.southglos.gov.uk/environment-and-planning/building-control/building-regulations/new-development-sustainable-energy-requirements/>

Please contact the Environmental Policy Officer for further advice either by email [environmentalpolice@southglos.gov.uk](mailto:environmentalpolice@southglos.gov.uk) or telephone 01454 863328 / 01454 865095

**Justification, which should include details of policy driver (national, regional or adopted local policy)**

- Climate Change Act 2008
- National Planning Policy Framework
- Core Strategy
- CS1(8) - High Quality Design
- CS3 - Renewable and Low Carbon Energy Generation
- CS4 - Renewable or Low Carbon District Heat Networks
- Sites and Places Plan - Policy PSP 6: Onsite Renewable and Low Carbon Energy
- Renewables Supplementary Planning Document

## Type of application or development

- Major development proposals are required to provide an energy assessment. Major development is defined as 10 or more dwellings or over 1000msq of commercial space.
- Policy PSP6 Clauses 1 and 2, and Policy CS1(8), applies to all development proposals.
- Policy PSP6 Clause 3 applies to all major (10 or more dwellings), greenfield, residential development proposals.
- Policy CS3 applies to proposals for the generation of energy from renewable or low carbon sources.
- Policy CS4 Part 1 applies to proposals for industrial / commercial developments that have the capacity to generate significant waste heat.
- Policy CS4 Part 2 applies to a) residential development proposals that are more than 100 dwellings and that are wholly or in part greater than 50 dwellings per hectare, and, b) non-residential proposals of more than 10,000sqm.
- Policy CS4 Part 3 applies to developments of less than 100 dwellings or 10,000sqm of non-residential floorspace.

## Where to find further information and help

- [NPPF](#)
- [Building Regulations Part L - energy performance](#)
- [Standard Assessment Procedure \(SAP 2012\)](#)
- [RTPI energy requirements information](#)
- [CIBSE Heat Networks Code of Practice](#)
- [SGC Heat networks Information](#)
- [SGC Climate Change information](#)

# Environmental impact assessment – revision to add entry to mandatory requirements from local requirements

To assess the availability of sequentially preferable sites and the impact of retail and other town centre developments on matters including the vitality and viability of town, district and local centres and travel demand.

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. The scope of work should be agreed with officers before commencement.

The assessment should include the capacity/need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.

Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.

Justification, which should include details of policy driver (national, regional or adopted local policy)

Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Type of application or development/and or

In accordance with the 2017 Regulations (Schedules 1 and 2 type development)

Where to find further information and help

[EIA Regulations](#)

# Evidence to accompany applications for town centre uses

To assess the availability of sequentially preferable sites and the impact of retail and other town centre developments on matters including the vitality and viability of town, district and local centres and travel demand.

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. The scope of work should be agreed with officers before commencement.

The assessment should include the capacity/need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.

Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework Core Strategy
- CS14 - Town Centres and Retail CS14A - Cribbs Causeway
- Sites and Places Plan - PSP Policy 31: Town Centre Uses
- Type of application or development/and or
- Sequential Assessment for main town centre uses not in an existing centre and not in accordance with an up-to-date Local Plan.(Not applicable for small-scale rural development)
- Impact Assessment for Retail, Office and Leisure - SGC Core Strategy Reduces threshold for impact assessments to 1000 square metres gross
- Sites and Places Plan PSP Policy - PSP31 - A1 retail. New threshold of 350m<sup>2</sup> and above for retail impact assessment, where A1 development proposed outside of the Primary Shopping Area.

## Where to find further information and help

- [NPPF](#)

# Flood risk assessment – revision to add entry to mandatory requirements from local requirements

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 form part of an environmental statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 as amended. Technical Guidance to the National Planning Policy Framework provides comprehensive guidance for both local planning authorities and applicants. Further FRA guidance is included in the South Gloucestershire SFRA Level 1 and Level 2 Reports

Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework Core Strategy
- CS9 - Managing the Environment & CS1 - High Quality Design South Gloucestershire Local Plan - policy
- Sites and Places Plan - PSP Policy 20: Flood Risk, Surface Water, and Watercourse Management
- EP2

Type of application or development/and or

In line with matrix issued by Environment Agency - See [Environment Agency flood risk matrix](#) Standard advice flood risk matrix and flood zones

A flood risk assessment (FRA) will be required for development proposals of one hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. An FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the local planning authority by the Environment Agency

Where to find further information and help

- [Flood risk standing advice](#)
- [NPPF](#) and [Technical Guidance to the NPPF SGC - Planning & Flood Risk Assessments](#)
- [Environment Agency](#)
- [Flood risk assessment for planning applications](#)

# Foul sewerage assessment

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers<sup>1</sup>. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

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

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

The applicant should demonstrate:

- that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community
- that proposals incorporate any utility company requirements for example the provision of substations, telecommunications equipment or similar structures
- that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains

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<sup>1</sup>It is possible that the right to connect storm water to foul sewers in areas where there are no

Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Justification, which should include details of policy driver (national, regional or adopted local policy)

- Core Strategy
- CS9 - Managing the Environment & Heritage
- Sites and Places Plan - PSP Policy 20: Flood Risk, Surface Water, and Watercourse Management

Type of application or development/and or

Where non-mains sewerage is proposed and all major residential development.

Where to find further information and help

- [Environment Agency](#)
- [NPPG and NPPF](#)
- [Drainage & Waste Disposal - Building Regulations Part H](#)
- [Septic tanks and treatment plants: permits and general binding rules](#)

# Self-build delivery statement – proposed new entry to local list

South Gloucestershire's Local Plan: Policies, Sites and Places (adopted November 2017) policy PSP42 takes a positive approach to proposals involving self and custom build dwellings. With particular respect to self and custom build schemes of more than 10 dwellings in urban areas and 5 dwellings in rural areas, the Council will work proactively with applicants to find solutions to enable the viable delivery of custom build housing.

Criteria 4 of policy PSP42 requires developers to supply at least **5% of the total dwellings on residential and mixed-use sites of over 100 dwellings**, for sale to self and custom builders. If either this policy threshold applies, or an application is submitted to provide either self or custom build, the local authority will expect the applicant to give details of the self and custom build housing provision through the submission of a Delivery Statement for Self-Build.

## The Statement must contain:

- The type of model used to bring forward self-build plots;
- How the proposed model fulfils the Housing and Planning Act's (2016) definition of self-build and custom housebuilding;
- Phasing of the development;
- Where the plots will be located (a proposed layout plan);
- Servicing of the plots – who will be responsible for connecting to or extending the utilities, fences or boundary treatments to be installed, any shared maintenance areas of communal areas, access roads, and estimated timing of the servicing and provision of the plots;
- Will bond payments be required?
- Details of the Design Code, and;
- Details of the Plot Passports.

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- Planning Act 2008;
- Community Infrastructure Levy Regulations 2010;
  - Community Infrastructure Levy (CIL) has set out legislation that exempts self-build homes from paying CIL. In order to benefit from this exemption, self-builders must provide a self-build exemption claim (prior to commencement of development) and additional supporting evidence within 6 months of completion of the dwelling.
- Self-build and Custom Housebuilding Act 2015;
- Housing and Planning Act 2016;
- The National Planning Policy Framework;
  - Paragraph 50 requires local planning authorities to plan for a mix of housing including 'people wishing to build their own homes';
- South Gloucestershire Local Plan: Core Strategy 2006 – 2027 (adopted December 2013):
  - CS13 – Non-Safeguarded Economic Development Sites;
  - CS19 – Rural Housing Exception Sites;
- South Gloucestershire Local Plan: Policies, Sites and Places:
  - PSP42 – Self and Custom Housebuilding

## Type of application or development/and or

- Proposals involving self-build or custom housebuilding of one or more;
- Residential or mixed-use development;
- Proposals for 5 dwellings in rural areas or 10 dwellings in urban areas;
- At least 5% of the total dwellings on residential and mixed-use sites of over 100 dwellings, for sale to self and custom builders.

## Where to find further information and help

- South Gloucestershire Council Self-build and custom housebuilding webpage [here](#)
- [Delivery Statement for Self-Build Document](#)
- For more details on our [self-build register](#) and to apply
- If you would like to discuss anything further or require further information, please contact us by email at [SelfBuild@southglos.gov.uk](mailto:SelfBuild@southglos.gov.uk)

# Statement of significance

Statements of significance are required for applications affecting heritage assets - whether designated or not - and their settings. Heritage assets include listed, curtilage listed and locally listed buildings, scheduled monuments, registered parks and gardens, battlefields and conservation areas, as well as sites and structures recorded on the South Gloucestershire HER or the Heritage Gateway and heritage assets identified by the local planning authority through the process of plan making or planning decision making.

The NPPF requires that any application (including planning permission, listed building consent or conservation area consent) affecting a heritage asset or its setting is accompanied by an assessment of the significance of the asset(s) affected by the proposals, and the potential impact of the proposal on that significance. The scope and degree of detail necessary for the statement of significance will vary according to the particular circumstances of each application and applicants are advised to discuss proposals with the council's conservation officers or archaeologists before any application is made. The following is a guide to the sort of information that may be required for different types of application, and the assessment should be proportionate to the development/works proposed.

For applications for development affecting heritage assets (including applications for works to listed buildings and conservation area consent, a written statement that includes a schedule of works, an analysis of the significance of the heritage asset and its setting (including where appropriate assessments of archaeology, history, historic fabric and character), and a justification for the proposed works and their impact on the heritage asset or its setting. A structural survey may be required in support of an application where substantial demolition or demolition of a principal feature is involved or structural works to listed buildings.

For all applications affecting Scheduled Ancient Monuments and all other applications for development (excluding householder applications), involving ground disturbance within historic settlements (recorded on the 1st edition Ordnance Survey Map c. 1881) and archaeological heritage assets recorded on the South Gloucestershire HER, an assessment of the archaeological potential of the development site may be required. Applicants are advised to discuss proposals with the council's conservation team before any application is made. The applications should be accompanied by the results of any assessment including any proposed mitigation where heritage assets or their setting are affected.

Additional guidance is available from Historic England in their publication Planning for the Historic Environment Practice Guide, London 2010. The council have also published technical advice notes to assist applicants in submitting applications: "Heritage Statements" and "Compiling a Written Scheme of Investigation for Archaeological Projects". These can be [downloaded from the council's website](#).

**Justification, which should include details of policy driver (national, regional or adopted local policy)**

- The National Planning Framework Policy Local List Supplementary Planning Document
- South Gloucestershire Design Checklist Supplementary Planning Document Conservation Area Appraisal Supplementary Planning Documents Core Strategy

- CS9 - Managing the Environment & Heritage
- South Gloucestershire Local Plan - policies L10, L11, L12, L13, L14, L15
- Sites and Places Plan - PSP Policy 17: Heritage Assets and Historic Environment

## Type of application or development/and or

- Applications affecting a nationally or locally listed building (including applications for listed building consent)[1J
- Applications in and affecting a conservation area\*
- Application affecting a registered Historic Battlefield\*
- Applications affecting nationally and locally designated parks and gardens\*
- Application affecting a Scheduled Ancient Monument\*
- Applications affecting archaeological sites - including Scheduled Ancient Monument\*

\*and their settings

Excludes: Change of use, advertisements and householder applications unless adjoining or adjacent.

- Constraint - geographical or built
- Designated heritage assets
- Listed buildings
- Conservation areas
- Nationally designated parks and gardens
- Scheduled ancient monuments
- Locally designated parks and gardens
- Historic battlefields
- Undesignated heritage assets
- Locally listed buildings
- Heritage assets identified by the local planning authority through the process of plan making or planning decision making

## Where to find further information and help

- [SGC - Historic Environment](#)
- [Heritage Gateway](#)
- [Historic England](#)
- [NPPF](#)

The NPPF requires that any application (including planning permission, listed building consent or conservation area consent) affecting a heritage asset or its setting is accompanied by an assessment of the significance of the asset(s) affected by the proposals, and the potential impact of the proposal on that significance. In some cases, whether the proposal affects the setting of a heritage asset or not, can only be determined following a site visit

# Land contamination assessment

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Environment Agency Model Procedures for Land Contamination CLR11. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Please contact the environmental protection team for further advice either by email [environmental.protection@southglos.gov.uk](mailto:environmental.protection@southglos.gov.uk) or telephone 01454 868001.

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- National Planning Policy Framework
- South Gloucestershire Council Contaminated Land Strategy
- Core Strategy
- CS9 - Managing the Environment & Heritage
- Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts
- South Gloucestershire Local Plan - policy EP6

## Type of application or development/and or

- Applications for sites where historical or current use of land or nearby land may have resulted in contamination of the land, such as industrial, agricultural, landfill etc. Examples may include:
- Conversion or redevelopment of petrol filling stations
- Redevelopment of industrial and manufacturing sites
- Mineral and waste applications
- Rural building conversions to other uses
- Applications for the importation of soils etc for raising of land for flood defence purposes or creation of noise bunds, landscaped mounds on golf courses etc.
- Developments involving the importation of soils etc for land raise/noise bunds/infilling etc.
- Conversion of buildings to a higher sensitivity end use eg agricultural or commercial to residential
- Constraint - geographical or built
- Sites where there is known/suspected contamination issues with land and/or previous potentially contaminative uses
- Developments on sites with a known past potentially contaminative historical land use
- Applications for sites where previous or proposed alteration to the topography of the land or nearby land, for instance through infilling of the land may result in the land being contaminated

## Where to find further information and help

- [Advice on land contamination from Environment Agency](#)
- [BS 10175:+ A2:2017 Code of Practice for the Investigation of Potentially Contaminated Sites](#)
- 3s
- [NPPF](#)
- [Model Procedures for Land Contamination - CRL11](#)

# Lighting assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, including /for flood lighting or a significant amount of external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.

These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. Guidance available from communities website [Lighting in the Countryside: Towards Best Practice](#) contains valuable information for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

**Justification, which should include details of policy driver (national, regional or adopted local policy)**

- The National Planning Policy Framework
- South Gloucestershire Design Checklist Supplementary Planning Document
- Core Strategy
- CS1 - High Quality Design
- Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts
- Sites and Places Plan PSP Policy PSP8 - Residential Amenity (Criteria d)

**Type of application or development/and or**

Applications including/for floodlighting, or a significant amount of external lighting

**Where to find further information and help**

- [NPPF](#)
- [NPPG](#)

# Noise impact assessment

Applications for noise generating development that would lead to significant adverse effects on health and amenity from noise and development that would introduce noise-sensitive receptors in locations likely to be affected by existing sources of noise should be supported by an assessment of environmental noise and an appropriate scheme of mitigation measures. Further guidance is provided in The Technical Guidance to the National Planning Policy Framework

Please contact the environmental protection team for further advice either by email [environmental.protection@southglos.gov.uk](mailto:environmental.protection@southglos.gov.uk) or telephone 01454 868001.

**Justification, which should include details of policy driver (national, regional or adopted local policy)**

- National Planning Policy Framework
- Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts South
- Sites and Places Plan PSP Policy PSP8 - Residential Amenity (Criteria d)
- Gloucestershire Local Plan - policy EP4

**Type of application or development/and or**

- Applications for noise sensitive development including sites adjacent to major road/transport infrastructure and any other significant noise source. To include residential and all noise sensitive development for example schools and hospitals.
- Applications for uses that involve activities that may generate significant levels of noise.
- Constraint - geographical or built
- DEFRA noise mapping and designated quiet areas.

**Where to find further information and help**

- [Planning and Noise - Specific Guidance Note 1](#)
- [Technical Advice Note on Acoustic Reports](#)
- [WHO Guidelines for Community Noise](#)

# Open space assessment

For major residential development or mixed development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Existing open space, sport and recreational buildings and land, including playing fields, should not be built on unless:

an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or

the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or

the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss. (Para 74, NPPF)

National planning policy is set out in the NPPF. The South Gloucestershire open space audit is the local authority's up-to-date assessment, compliant with PPG17 and its replacement the NPPF.

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework
- Core Strategy
- CS1 - High Quality Design
- CS24 - Open Space Standards
- Sites and Places Plan - PSP Policy 44: Open Space, Sport and Recreation

## Type of application or development/and or

Major residential or mixed development

## Where to find further information and help

- [NPPF](#)
- [South Gloucestershire Open Space Audit 2010](#)

# Planning obligations / draft head(s) of terms

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

Where development plan documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed heads of terms to be submitted with the application. Further advice on planning obligations is available in the NPPG and SGC CIL and S106.

**Justification, which should include details of policy driver (national, regional or adopted local policy)**

- The National Planning Policy Framework
- Core Strategy
- CS1 - High Quality Design
- CS24 - Open Space Standards
- Type of application or development/and or
- Major residential or mixed development

**Where to find further information and help**

- [NPPF](#)
- [CIL & S106 Planning Obligation SPD](#)
- [Planning Obligation Guidance South Gloucestershire Council website](#)

# Structural survey

A structural survey may be required in support of an application if the proposal involves substantial demolition or renovation, for example, barn conversion applications.

Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework
- Sites and Places Plan - PSP Policy 28 "Rural Economy"
- South Gloucestershire Local Plan - policies E7 and H10

Type of application or development/and or

Conversion of rural buildings outside of settlement boundaries to other uses

Where to find further information and help

- [NPPE](#)

# Tree survey / arboricultural implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained or removed, also the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist. Full guidance on relevant information which will be required with each type of application, pre-app, full app, can be found in Annex B table B1 'Delivery of trees related information into the planning system' within BS 5837:2012. The survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837: 2012 'Trees in relation to design, demolition and construction - Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework
- Core Strategy
- CS2 - Green Infrastructure
- CS9 - Managing the Environment & Heritage
- West of England Strategic Green Infrastructure Framework
- Trees on Development Sites Supplementary Planning Document
- South Gloucestershire Design Checklist Supplementary Planning Document
- South Gloucestershire Local Plan policy L1
- Sites and Places Plan - PSP Policy 3: Trees and Woodland

## Type of application or development/and or

- All sites where a protected tree(s), or any tree(s) on the site or on adjacent land that may be affected by the proposals.
- Constraint - geographical or built
- Sites with tree preservation orders (TPO), sites within a conservation area

## Where to find further information and help

- [NPPF](#)
- [Trees on Development Sites - SPG](#)
- [Trees and Hedges](#)
- [Trees and Building Development](#)

# Coal mining risk assessment

The CMRA should include and identify; the mining information (Coal Authority reports), what risk the mining poses to the proposed development, the mitigation measures that should be included to manage or reduce the risk and whether the Coal Authority permission is required. The CMRA must be prepared by a competent person. Note - if an environmental statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 as amended, it is suggested that the CMRA is included within the ES.

**Justification, which should include details of policy driver (national, regional or adopted local policy)**

- Core Strategy Policy - CS9
- Sites and Places Plan - PSP Policy 22: Unstable Land

**Type of application or development/and or**

- All full planning applications excluding those set out in the [Coal Authority's exemptions list](#)
- Constraint - geographical or built
- [Coal mining development high risk areas](#)

Please note: this is only a validation requirement where the proposal falls into both the development and constraint category.

**Where to find further information and help**

[The Coal Authority](#)

The Coal Authority planning and local authority liaison department:

Telephone 01623 637 119 (direct) or Email [planningconsultation@coal.gov.uk](mailto:planningconsultation@coal.gov.uk) [Coal](#)

[Authority exemptions list](#)

[Core Strategy - Appendix 7](#)

# Telecommunication information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). See list below:

- Acoustic report
- Area of search details
- Details of alternative sites
- Relationship to schools and other electronic communications equipment
- ICNIRP declaration
- Supplementary information template (Annex F of Code of Best Practice)
- Technical information (frequency modulation characteristics, power output)
- Technical justification
- Visual impact assessment

## Type of application or development/and or

- All telecoms development

## Where to find further information and help

- Mobile Operators Association - Code of Best Practice on Mobile Network Development
- Justification, which should include details of policy driver (national, regional or adopted local policy)
- The National Policy Planning Framework - Section 5
- Core Strategy Objectives - Maintaining Economic Prosperity - Chapter 9
- Code of Practice on Mobile Network Development
- South Gloucestershire Local Plan - policy S5
- Sites and Places Plan - PSP Policy 36: Telecommunications Infrastructure

# Assessment of transport impact

The coverage and detail of the transport assessment (TA) should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Following the withdrawal of the Department for Transport's Guidance on Transport Assessment (March 2007) in October 2014, South Gloucestershire Council have dealt with each application individually on its merits, utilising the guidance on transport assessments and other pertinent guidance as the starting point for discussions.

Developments that generate significant transport demand will be required to provide a travel plan.

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework.
- Adopted Core Strategy
- CS8 - Improving Accessibility and area based policies.
- Residential Parking Standards, Supplementary Planning Documents, Adopted December 2013. South Gloucestershire Local Plan - policy T12.
- Sites and Places Plan - PSP Policy 11: Transport Impact Management
- Sites and Places Plan - PSP Policy 16: Parking Standards

## Type of application or development/and or

- All development where there are likely to be significant transportation implications.
- All major development that would require full planning permission or where details submitted as part of reserved matters submission.
- All minor development that would require full planning permission or where details submitted as part of reserved matters submission.

## Where to find further information and help

- [DFT - Guidance on Transport Assessment](#)
- [DFT guidance on Travel Plans](#)
- [NPPF](#)
- [Circular 02/2013 - Strategic Road Network and the Delivery of Sustainable Development](#)
- Design Manual for Roads and Bridges HD 19/15 Road Safety Audits and HD 42/05 Non-Motorised Users Audits.

Contact details: Call 01454 863640 and ask for transportation development control or email [DCtransport@southglos.gov.uk](mailto:DCtransport@southglos.gov.uk)

# Surface water drainage details

In order to achieve the requirements as set out in the Written Ministerial Statement it will be essential that SuDS are properly planned at the onset of planning for the development. Developers and their design teams need to consider different factors including the layout of the site, topography and geology when planning and positioning the different SuDS elements for the whole scheme. This information will be required for both outline and full applications so it is clearly demonstrated that the SuDS can be accommodated within the development that is proposed. Surface water drainage details should include the following three components: Proof of concept, surface water drainage strategy and operation and maintenance plan. It will not now be acceptable to leave the design of SuDS to a later stage to be dealt with by planning conditions.

To assist developers and their design teams on how to properly plan for SuDS, South Gloucestershire Council working in partnership with the WoE LLFA, have prepared the guidance document - West of England (WoE) - Sustainable Drainage Developer Guide Section 1.

Applicants are strongly advised to discuss their proposals with South Gloucestershire Council LLFA at the pre-application stage to ensure that an acceptable SuDS scheme is submitted (please note that additional pre-application fees may apply)

Detailed explanation on the each of the components forming the surface water drainage details is available within the West of England (WoE) - Sustainable Drainage Developer Guide Section 1.

## Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework - Paragraph 103
- The National Planning Policy Guidance - Paragraph 079
- The Ministerial Statement - HCWS 161
- The Flood and Water Management Act 2010
- South Gloucestershire Core Strategy - CS1 and CS9
- Sites and Places Plan PSP Policy - PSP 20: Flood Risk, Surface Water and Watercourse Management

## Type of application or development/and or

All major development that would require full planning permission or where details submitted as part of reserved matters submission.

All minor development that would require full planning permission or where details submitted as part of reserved matters submission.

## Where to find further information and help

- [Planning and development related to drainage](#)
- [WoE Sustainable Drainage Developer Guide - Section 1](#)

Contact Details: Call 01454 868000 and ask for the Drainage & Flood Risk Management Team or email

[LeadLocalFloodAuthoritv@southglos.gov.uk](mailto:LeadLocalFloodAuthoritv@southglos.gov.uk)

# Viability assessment

## Justification, policy driver (national, regional or adopted local policy)

Where the full policy requirement of CS18 is not provided by developers then CS18 requires supporting information on site viability to be demonstrated. Further details regarding Viability Appraisals are set out in the [Affordable Housing and Extra Care SPD](#)

- The National Planning Policy Framework
- South Gloucestershire Affordable Housing & ExtraCare SPD
- Core Strategy - CS18 - Affordable Housing
- Sites and Places Plan PSP Policy PSP6 “ Onsite Renewable & Low Carbon Energy”

## Type of application or development/and or

Residential or mixed use development, meeting affordable housing thresholds, where proposals do not comply with requirement of CS18

Major greenfield development proposals stating not viable to further reduce by 20% CO2 emissions, via renewable or low carbon energy generation. PSP6

Constraint - geographical or built

## Where to find further information and help

- [Core Strategy](#)
- Affordable Housing and ExtraCare Supplementary Planning Document Appendix 2

For pre application advice please contact the Enabling Team on [housingenabling@southglos.gov.uk](mailto:housingenabling@southglos.gov.uk)