

Planning validation checklist

Advertisement and listed building consent applications

**Bolton
Council**

Introduction

The purpose of this document is to provide clear guidance on the information that you need to submit with your planning application in order to ensure that your application is dealt with as quickly as possible.

If the required information is not provided, you risk delay to your application by it not being validated. Planning permission may be also refused on the grounds of insufficient information having been submitted.

You are strongly advised to speak to the case planning officer before submitting your application. They will be glad to set up a pre-application meeting with the relevant Council and statutory consultees to ensure that your application is dealt with as speedily as possible and to ensure that any obstacles to development can be discussed at an early stage.

This validation checklist constitutes Bolton Council's Planning Application Requirements (Local) as envisaged by 1APP a mandatory planning application form introduced nationally from April 2008. The checklist also includes mandatory national requirements, mandatory local requirements and locally specific requirements. Locally specific requirements are marked * and applicants are advised that although absence of this material will not lead to invalidation, it may hinder the progress of a submission.

Failure to comply with the terms of the validation checklist may make an application invalid under the terms of Regulation 3 of the Applications Regulations 1988 or Article 5(4) of the GDPO 1995 or the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008.

The Checklist was adopted by the Council pursuant to the decision of the Executive Member Development on March 31st 2008.

The Unitary Development Plan April 2005 and Proposals Map are available on the Council's website at www.bolton.gov.uk. (Use the Buildings and Planning Quick link. Planning Control Policy Notes which support the Unitary Development Plan may be obtained from the same web page.

Copies of Government Planning Policy Guidance (PPG) notes and Planning Policy Statements (PPS) are available to view at the Department of Communities and Local Government website on

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/>

This document is also available on the Council's web site.

HOW TO CONTACT THE PLANNING CONTROL SECTION

For further advice, or if you have suggestions for improvements to this document, the Planning Control Section can be contacted by telephone on 01204-336000, via the Council's website at www.bolton.gov.uk (Use the Buildings and Planning Quick link) or email Planning.Control@bolton.gov.uk

Required information for advertisement and listed building consent applications

You must submit the following which are national requirements:

- 2 copies of a location plan (see below)
- 2 copies of existing and proposed elevations including annotated dimensions of any proposed buildings and annotated measurements of distances to adjacent properties (see page 4)
- 2 copies of existing and proposed sections with finished floor levels including annotated dimensions of proposed buildings and annotated measurements of distances to adjacent properties (see page 4)
- 2 copies of existing and proposed site layout including annotated dimensions of proposed buildings and annotated measurements of distances to adjacent properties (see page 4)
- 2 copies of existing and proposed elevations of where the advertisement is to be sited (see below)
- 2 copies of advertisement drawing showing size, position, materials, colour and illumination (if any)
- 2 copies of application form
- The correct fee

Note that if you are submitting your application online you do not need to submit multiple copies.

In addition you may need to submit the following:

| Document | When required | Page |
|---|---|------|
| Design and access statement | Required for all applications except changes of use, engineering or mining applications, and hazardous substance applications. | 4 |
| Tree survey and schedule | If there are trees on or surrounding the application site. | 6 |
| Ecological assessment | If there are features of ecological importance on the site including wildlife. | 7 |
| Structural survey | If the proposal involves the demolition of a listed building or conversion of a barn or farm building | 13 |
| Justification of work requiring listed building or Conservation Area consent | If you are proposing to alter a listed building or seek Conservation Area consent for the demolition of a building in a Conservation Area | 13 |
| Archeological assessment | If the proposal affects a scheduled ancient monument or known archaeological remains | 13 |

Details of requirements

Location plan

The location plan should preferably be at a scale of 1:1250, but no smaller than 1:2500 (metric scales only). It must include a north point. The plan must show the application property in relation to adjoining properties and roads.

The application site or property must be outlined in red with any adjoining property of land owned or controlled by the applicant outlined in blue.

If the site does not adjoin a highway then the vehicular access to a highway must be shown.

Plans and elevations

The Department of Communities and Local Government, as part of the document entitled By Design: Urban Design in the Planning System has drawn up a checklist of the types of plans that must be submitted with a planning application.

Details of existing site layout typically at a scale of 1:200 showing

- A north point
- Date and number of plan
- Details of the whole property, including all buildings, gardens, open spaces and car parking
- A tree survey (where appropriate)

Details of the proposed site layout typically at a scale of 1:200 showing

- A north point
- Date and number of plan
- The proposed siting of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces
- Proposals in the context of adjacent buildings and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings

Existing and proposed floor plans at a scale of 1:50 or 1:100 showing

- In the case of an extension, the floor layout of the existing building showing the relationship between the two, clearly indicating what is new work and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings
- Floor plans in the context of adjacent buildings, where appropriate
- A roof plan where necessary to show a complex roof or alterations to one

In the case of minor applications it may be appropriate to combine the layout and floor plan unless any demolition is involved.

Existing and proposed elevations at a scale consistent with floor plans showing.

- All elevations of existing, new building or extension
- For an extension or alteration, clear distinction between existing and proposed elevations
- Details of materials and external appearance
- Show elevations in the context of adjacent buildings, where appropriate and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings

Existing and proposed site sections and finished floor and site levels at a scale consistent with floor plans

- Cross sections through any proposed buildings
- A clear distinction between existing and proposed levels
- Relationship with levels of adjoining buildings
- Show cross sections in the context of adjacent buildings, where appropriate, including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings.

Design and access statement

Section 42 of the Planning and Compulsory Purchase 2004 Act requires a single integrated statement covering design concepts and principles, and access issues, to be submitted with applications for planning permission (including outline applications) and listed building consent.

The design and access statement allows an applicant to:

- Explain and justify their proposal
- Describe how it has been developed
- Enable others understand the design rationale
- Provide information for negotiations and decision making.

A design and access statement is not required for:

- Proposed changes of use
- Engineering or mining applications
- Applications for consent to display advertisements
- Applications relating to trees
- Applications for hazardous substance storage
- Householder applications, unless within a conservation area.

Circular 01/06 sets out a design process, which must be followed. This is:

Assessing the context of the site

A design and access statement must demonstrate the steps taken to assess the physical, social, economic and planning policy contexts of the development site. To gain an understanding of context, and to use it to inform the proposal, you should follow this process and show how you have completed it in this part of the design and access statement.

- **Assessment** of the site's immediate and wider context. This may include a desk survey, onsite observations and an access audit. The extent of the area to be surveyed will depend on the nature, scale and sensitivity of the development.
- **Involvement** of the local community and professionals, either undertaken or planned. This might include, for example, consultation with neighbours, access groups or Council officers from the planning, highways or conservation and design sections. The statement should indicate how the findings of any consultation contributed to the design.
- **Evaluation** of the information collected in the stages outlined above. Use the information to identify opportunities and constraints that will inform the design of the scheme. The evaluation may involve balancing potentially conflicting options and issues that have been identified, and the design and access statement should clearly set out the decisions that have been taken and why.
- **Design**. Once the options have been evaluated and any potential conflicts resolved, design the scheme guided by the information collected in the earlier stages and your evaluation of it.

Design principles applied to the proposal

In this section of the Statement you should address the following:

- **Use:** Explain and justify the uses proposed and where the different uses will be placed.
- **Amount:** Explain and justify the amount of development (number of residential units and/or floorspace of other uses) and why it is appropriate. You must include details of its distribution across the site and how it will fit in with the local area.
- **Layout:** Explain and justify:
 - how the buildings, routes and open spaces are set out and orientated
 - how they will fit in with the surroundings
 - where entrances are located
 - travel distances

- gradients
- how crime prevention has been addressed.

A survey of movement patterns and the layout of the surrounding area should inform the layout.

- **Scale:** Explain and justify the height, width, length and depth of buildings; how the size of new buildings relates to neighbouring ones; the size of spaces and how they fit with each other and the size of building parts and details.
- **Landscaping:** Explain and justify the hard and soft landscaping of private and public spaces (including boundary treatment), its relationship to the surrounding area and how accessibility issues have been addressed. Details should include how landscaping will be managed and maintained.
- **Appearance:** Explain and justify the appearance of buildings and spaces, and show how they relate to their surroundings. This includes architectural detailing and styling; materials, colour and texture; lighting; and recycling and cycle storage.

Include details of the access to the development (rather than internal arrangements) to ensure that all users have equal and convenient access. The statement should include an explanation about the inclusion of people with disabilities and access for emergency services including circulation and evacuation routes.

Applications for work on listed buildings also require a design and access statement and where submitted with a planning application, a single combined statement should cover the issues outlined above, together with the following:

- An explanation of compliance with paragraph 3.5 of PPG15
- A statement of compliance with the general duties to listed buildings within Section 66 of the 1990 (Listed Buildings et al) Act
- A clear balancing of the above duties with those under the Disability Discrimination Act with attention to specific detailing, especially where inclusive design has been excluded. Where there is conflict, details of solutions to minimise impact on disabled people and other ways of providing service should be provided.

Information on use, amount or landscaping is not required if there is no planning application.

Further details of these requirements and Circular 01/06 can be found at following link:

<http://www.communities.gov.uk/index.asp?id=1500620>

Tree survey and schedule

Where there are trees on or immediately adjoining the application site, you must submit a full tree survey so that the Council can assess the impact of the proposed development on the trees. The survey should be at a scale of 1:200 and show all trees to be retained and felled. It should specify the location, species size and crown spread of each tree on the site and on adjacent land. An outline of the footprint of all new buildings should be superimposed on the survey (UDP policy N7 and N8). If large or ivy covered trees will be affected, a bat survey should be undertaken (see Wildlife Surveys on page XX).

Ecological assessment

An ecological assessment must be submitted where a site contains a landscape feature or features as outlined in UDP policy N5, or where development will be on, or close enough to affect, any designated statutory or non-statutory nature conservation sites as outlined in UDP policies N2 and N3. An ecological assessment will also be required as part of any Sustainability Statement requirement of this Checklist. The Council has accepted the contents of the biodiversity validation checklist and the 3 tables set out below.

BIODIVERSITY VALIDATION CHECKLIST FOR GREATER MANCHESTER

Part 1 Local Requirements for Protected & Priority Species

If the application involves any of the development proposals shown in **Table 1** (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained below. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3) in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre/Greater Manchester Ecology Unit (GMEU). The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species, even where there are currently no such species present on the site. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.

Where species reports are submitted for badgers these should be marked as confidential and not placed on the public record. Badgers are subject to unlawful persecution and the release of locational information may lead to further damage to this species.

Exceptions for When a Full Species Survey and Assessment may not be Required

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in the table below indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced ecologist, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.
- In some situations, it may be appropriate for an applicant to provide a protected species survey and report for **only one or a few** of the species shown in the Table below e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

Table 1

Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required

| | Species Likely To Be Affected And For Which A Survey Will Be Required | | | | | | | | | | | |
|--|---|-----------|----------------|-----------------|-------------------|--------|----------------|--------------------------|--------|----------|--------------|----------------|
| | Bats | Barn Owls | Breeding Birds | Wintering Birds | Gt. Crested Newts | Otters | Black redstart | Little ringed Water Vole | Badger | Reptiles | White-clawed | Aquatic plants |
| <p>Proposals for Development That Will Trigger a Protected Species Survey</p> | | | | | | | | | | | | |
| <p>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> ▪ All agricultural buildings (e.g. farmhouses and barns), whatever their condition, particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick. The only exception is modern agricultural buildings of prefabricated construction with steel/sheet materials. ▪ all other buildings of any type of construction except for those either of prefabricated construction with steel/sheet materials (such as modern warehouses) or flat roof structures with no roof voids, soffit or barge boards. ▪ All unused industrial chimneys, which are unlined and of brick or stone construction ▪ All tunnels, culverts, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; ▪ All bridge structures, aqueducts and viaducts (especially over water and wet ground). ▪ buildings within the city/town centre | • | • | • | | | | | | | | | |
| <p>Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.</p> | • | | • | | | | | | | | | |
| <p>Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.</p> | • | | • | | | | | | • | | | |

| | | | | | | | | | | | | | |
|--|-------------|-----------|----------------|-----------------|--------------------|--------|----------------|--------------------------|---------|----------|-----------------------|---|-------|
| Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> old and veteran trees that are older than 100 years; trees with obvious holes, cracks or cavities, trees with a girth greater than 50cm at chest height; | • • • | | • • • | | | | | | | | | | |
| Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, or caves. | • | • | • | | | | | | | • | | | |
| Major proposals within 250m of a pond/ lodge or Minor proposals within 100m of pond Where known records for great crested newt occur this should be 500m & 250m respectively. (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m ² floor area or more than 1 hectare) | | | | | • | | | | | | | | |
| Proposals affecting or within 50m of rivers, streams, lakes, or other aquatic habitats (including ponds and lodges). | • | | • | • ** | | • | | | • | | | • | |
| Proposals affecting or within 100m of a canal | • | | • | | | • | | | • | | | • | • *** |
| Proposals affecting 'derelict' land (brownfield sites), allotments and railway land. | | | • | | • | | | | | • | • | | |
| Proposals affecting bare ground and/or sparsely vegetated sites, wherever they are located | | | | | | | • | • | | | | | |
| Proposals on upland/moorland sites (e.g. wind farms) | • | • | • | | | • | | | • | • | • | • | |
| Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> *. | • | • | • | | • | • | • | • | • | • | • | • | • *** |
| * Confirmed as present by either a data search (for instance via GMEU/local environmental records centre) or as notified to the developer by the local planning authority or GMEU and/or by Natural England, the Environment Agency or other nature conservation organisation. ** Advice should be sought from GMEU on when wintering bird surveys will be required. Not all lakes or rivers will require this survey. *** Additional surveys such as shading studies will also be required where floating water plantain is confirmed (see GMEU website for further information (http://www.tameside.gov.uk/ecologyunit)). | Bats | Barn Owls | Breeding Birds | Wintering Birds | Great Crested Newt | Otters | Black redstart | Little_rinned Water Vole | Badgers | Reptiles | White-clawed crayfish | Aquatic plants incl. Floating water plantain, Grasswack | |

Part 2 – Local Requirements for Designated Sites and Priority Habitats

If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in **Table 2**, a survey and assessment for the relevant feature must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained below. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3); in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre or GMEU. The survey must be to an appropriate level of scope and detail and must:

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

The **Assessment** should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

Proposals affecting an international site are also likely to need a Habitats Regulations Assessment. Additional advice on this process can be obtained from Natural England or GMEU.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites, priority habitats and/or other biodiversity features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.

The results of the habitat assessment may identify the need to undertake further surveys for protected/priority species.

Exceptions When a Full Survey and Assessment May Not Be Required

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

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

TABLE 2 Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for When a Survey and Assessment are Required

1. DESIGNATED SITES (as shown on the Council's Development Plan Proposals Map)

| | |
|--|--|
| Internationally designated sites | Special Protection Area (SPA) Special Areas of Conservation (SAC) * Ramsar Site – (none currently in Greater Manchester) |
| Nationally designated sites | Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR) |
| Regionally and locally designated sites | Local Sites - Sites of Biological Importance (SBI) Local Nature Reserve (LNR) |

2. UK PRIORITY HABITATS

- Ancient and/or species-rich hedgerows
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (including ancient woodland)
- Lowland raised bog or Upland blanket bog
- Open Mosaic Habitats on Previously Developed Land
- Ponds (as defined by UK BAP)
- Reedbeds
- Rivers and streams (e.g. headwaters, natural stream courses)
- Standing open water and canals* (e.g. lakes, reservoirs, mill lodges, ponds) - Eutrophic standing water
- Upland heathland
- Upland flushes, fens & swamps
- Upland woodlands (e.g. oakwoods, and birchwoods)
- Wet woodland
- Wood-pasture and parkland

TABLE 3 ECOLOGICAL SURVEY SEASONS

Key: Optimal Survey Time ■ Extending into □

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---------------------------|-----|-----|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Badgers | | | | | | | | | | | | |
| Bats (Hibernation Roosts) | | | | | | | | | | | | |
| Bats (Summer Roosts) | | | | | | | | | | | | |
| Bats (Foraging/Commuting) | | | | | | | | | | | | |
| Birds (Breeding) | | | | | | | | | | | | |
| BIRDS (Over Wintering) | | | | | | | | | | | | |
| Great-Crested Newts | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Otters | | | | | | | | | | | | |
| Reptiles | | | | | | | | | | | | |
| Water Voles | | | | | | | | | | | | |
| White-Clawed Crayfish | | | | | | | | | | | | |
| Habitats/Vegetation | | | Woods | | | | | | | | | |

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Table 3
- Surveys conducted outside of optimal times (Table 3) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information and are unlikely to be accepted. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).

- GMEU/ Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person (e.g. issued by Natural England) can undertake such surveys. Surveys should follow published national or local methodologies. Further details may be found in the Local Authority's SPD for Biodiversity or on the following web sites:

IEEM at: (<http://www.ieem.org.uk/Publications.htm> - Guidelines for Survey Methodology)
 Natural England: <http://www.naturalengland.org.uk/publications/default.htm>

For further advice on the content of an Ecological Assessment, please contact the Greater Manchester Ecology Unit (at Council Offices, Wellington Road, Ashton-under-Lyne, Ashton, Tameside OL6 6DL, tel: 0161-342 8355) or the Bolton Wildlife Project, (tel: 01204-663754).

Structural survey

Proposals for demolition of listed buildings or buildings in a conservation area should provide evidence that every effort has been made to sustain the building in use. The application must be accompanied by a structural survey and a written justification for demolition addressing:

- the condition of the building
- the cost of repairing and maintaining the building in relation to its importance and the efforts made to achieve this
- how the proposed replacement would produce substantial benefits for the community

Applications will not be determined unless there is a corresponding planning application for redevelopment of the site which will be determined in tandem with proposals for demolition.

PPG 15 – Planning and the Historic Environment is relevant.

Proposals should also be accompanied by a bat survey to establish whether the building contains these protected species (UDP policy D8).

All proposals for barn conversions require the submission of a full structural survey addressing the structural capability of the building to be converted to another use. The amount of any new building work should be clearly indicated in the elevational drawings accompanying an application.

Justification of work requiring listed building consent or conservation area consent

Proposals to alter or extend listed buildings must be accompanied by a Design and Access Statement.

Proposals, other than minor changes to houses, should also include a heritage statement. A heritage statement should include:-

A statement of the archaeological, architectural, historical or other significance of the building, its site and its setting, including any pre-application research and evaluation

A schedule of works affecting the building, its site and setting

An assessment of the impact of the proposals on the special interest and character of the building, its site and setting and that of any adjacent heritage assets

A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed

The statement should be prepared by an appropriately qualified historic environment professional.

PPG 15 – Planning and the Historic Environment is relevant.

Archaeological assessment

There are three Scheduled Ancient Monuments in the Borough as shown on the Proposals Map of the UDP, but other parts of the Borough may contain currently unrecorded archaeological remains. An archaeological assessment should be submitted for development or hedgerow removal proposal which affects any known or suspected archaeological site (UDP policy D15).

PPG 16 – Archaeology and Planning is relevant.