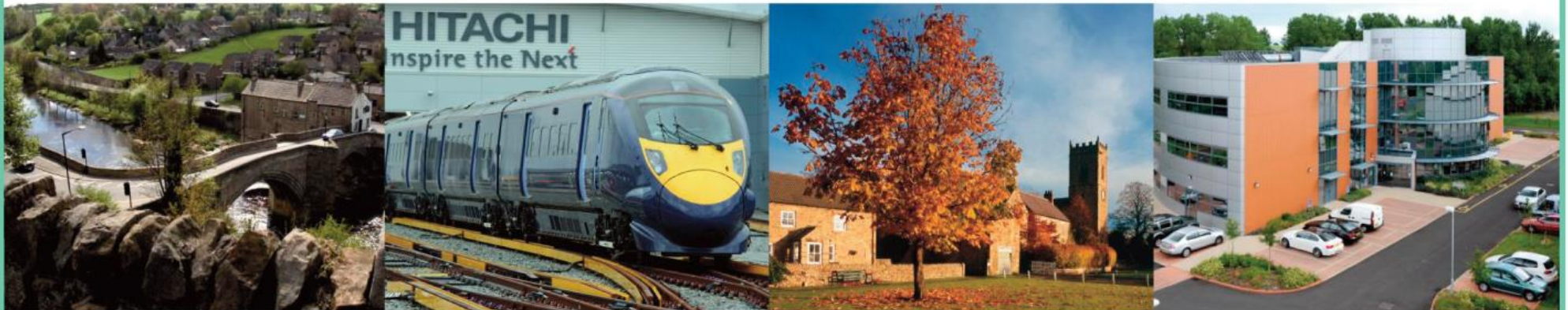


Planning validation requirements

Guidance note on the validation requirements
for planning and other types of applications

1st November 2020



INTRODUCTION

In order to assess a planning application we need appropriate supporting information. Certain national requirements are mandatory (see 1-6) but we have discretion to adopt a local list of validation requirements (see 7-30 below). Local validation criteria must comply with the following statutory tests¹:

- i. must be reasonable having regard, in particular, to the nature and scale of the proposed development; and,
- ii. may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

For your application to be accepted as valid, you must provide all of the required information (or a reasoned justification for not providing it). This guidance notes sets out the information that must be submitted with certain types of application and further information on thresholds when the information will be required.

Where an Environmental Statement is required, that will encompass most, if not all, of the supplementary information. In other cases, the Design and Access Statement or Planning Statement may be a useful covering document. If you do incorporate requirements in this way, please make sure that you use the appropriate sub-headings so that each requirement can be readily identified.

If you are in any doubt as to the level and type of information required speak to a Planning Officer before submitting the application. For all but the most straightforward developments you are strongly encouraged to enter into pre-application discussions prior to submission of an application.

Where you disagree with a decision to invalidate a planning application you should follow this up in writing setting out why you do not consider the information is necessary. The requirement will then be reviewed by the Council. If there remains a dispute, there is a procedure² to resolve such issues. If necessary you can, after the statutory time period for determining the application has expired, appeal against non-determination. In considering such an appeal the inspector will consider both the dispute regarding invalidity and the merits of the application itself.

Submitting applications online

Applicants are encouraged to submit applications online

[Apply for planning permission via Planning Portal](#)

For further information, please contact: planning@durham.gov.uk or 03000 262 830

National Requirements-mandatory for all applications	Can be included in D&A Statement	Applicant checklist
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¹ Section 62 (4A) of the Town and Country Planning Act 1990 and Article 34(6) c of the Town and Country Planning (Development Management Procedure) (England) Order 2015, Para 44 of the NPPF.

² set out in Article 12 of the Development Management Procedure Order 2015

1	Application Form		
2	Location Plan		
3	Ownership Certificates & Agricultural Declaration		
4	The Appropriate Fee		
5	Design and Access Statement		
	Local Requirements-see specific thresholds		
6	Additional Plans and Drawings		
7	Agricultural Land Classification Statement		
8	Air Quality Assessment		
9	Biodiversity and Geology Survey and Report		
10	Building for Life Assessment	✓	
11	Coal Mining Risk Assessment		
12	Construction Management Plan		
13	Environmental Statement		
14	Health Impact Assessment	✓	
15	Heritage Statement	✓	
16	Hydrogeological Risk Assessment		
17	Land Contamination Assessment		
18	Levels		
19	Lighting Assessment		
20	Meeting Housing Needs Statement		
21	Minerals and/or Waste Infrastructure Assessment		
22	Noise Assessment		
23	Open Space, Sport, Play and Leisure Assessment	✓	
24	Planning Statement	✓	
25	Sequential Test & Impact Assessment for Town Centre Uses		
26	Structural Survey		
27	Surface Water Management Assessment & Flood Risk Assessment		
28	Sustainability Assessment		
29	Telecommunications Assessment		
30	Transport Assessment		
31	Transport Statement	✓	
32	Travel Plan		
33	Tree and Hedgerow Assessment		
34	Ventilation/Extraction Statement		
35	Viability Assessment		

36	Visual Impact Assessment (Townscape/Landscape)		
37	Mineral Assessment		

	Requirement	Types of Application	Information	Legislation/Policy
1	Application Form	All	<p>The Standard Application Form can be accessed via the Planning Portal.</p> <p>Mineral applications should be made on a form provided by the local planning authority.</p>	Town and Country Planning (Development Management Procedure) Order 2015
2	Location Plan	All	<p>Based on an up-to-date map at 1:1250/ 1:2500. Must identify sufficient roads and/or buildings on adjoining land to ensure the exact site location is clear.</p> <p>The site must be edged in red and include all land necessary to carry out the development. Any other land owned by the applicant, close to or adjoining the site must be edged blue.</p>	Town and Country Planning (Development Management Procedure) Order 2015
3	Ownership Certificates & Agricultural Declaration	All	<p>A certificate must be completed stating the land ownership of the site. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years.</p> <p>Where relevant a notice to all owners of the application site must be completed and served in accordance with Article 13 of the DMPO.</p> <p>Agricultural Holdings Certificate is required for all but the following applications: approval of reserved matters, discharge or variation of conditions, tree preservation orders, listed building consent, lawful development certificate, prior notification of proposed agricultural or</p>	Town and Country Planning (Development Management Procedure) Order 2015

			forestry development, a non-material amendment or advertisement consent.	
4	The Appropriate Fee	All	Most planning applications incur a fee. The Planning Portal includes a fee calculator for applicants and Officers are able to advise applicants on specific cases.	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (as amended) Regulations 2012/2920
5	Design and Access Statement	<ul style="list-style-type: none"> • Provision of 10 or more dwellings or site area exceeds 0.5ha • Erection of buildings/extensions over 1000sqm • Where site area is 1ha or greater (excluding minerals & waste development) • Applications for listed building consent <p>In World Heritage Site or Conservation Area:</p> <ul style="list-style-type: none"> • Provision of 1 or more dwelling • Building/extension over 100sqm 	<p>Statement to explain the design principles and concepts that have been applied to the following aspects: amount, layout, scale, landscaping and appearance.</p> <p>The access component should explain how the design ensures all users have equal and convenient access.</p> <p>The statement may take a proportionate approach based on the scale/sensitivity of the proposals.</p>	Town and Country Planning (Development Management Procedure) Order 2015
6	Additional Plans and Drawings	All	<p>Depending on nature of development the following may be required:</p> <ul style="list-style-type: none"> • Block plan/roof plan (1:500 or 1:200) • Existing and proposed elevations (1:50 or 1:100) • Existing and proposed floor plans (1:50 or 1:100) • Existing and proposed site sections, site levels and finished floor levels 	Town and Country Planning (Development Management Procedure) Order 2015
7	Agricultural Land	Any development on land of 1ha or more that	Statement setting out the agricultural land	NPPF Para 170-171

	Classification Report	is currently or last in use for agriculture	classification and whether the proposals would involve the loss of any Best and Most Versatile (BMV) agricultural land (Class 1, 2 or 3a). See: PPG Reference ID8	CDP Policy 14
8	Air Quality Assessment	<ul style="list-style-type: none"> Where the proposal may potentially have a significant impact on air quality either by emitting air quality pollutants or by introducing receptors to areas where there are existing sources of air quality pollutants. Where the grant of permission would conflict with, or render unworkable, measures contained within an air quality action plan. <p>If any of the following Stage 1 Screening Criteria apply then further consideration will be required against the Stage 2 indicative criteria below:</p> <p>Stage 1 Screening Criteria:</p> <ul style="list-style-type: none"> 10+ residential units or a site area of more than 0.5ha > 1,000 m2 of floor space for all other uses or a site area greater than 1ha <p>Coupled with any of the following:</p> <ul style="list-style-type: none"> > 10 parking spaces a centralised energy facility or other centralised combustion process <p>Consideration should still be given to the potential impacts of neighbouring sources on the site, even if an assessment of impacts of</p>	<p>Applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area, including any proposals for mitigation.</p> <p><i>Further advice is available in:</i></p> <p>The Durham City Air Quality Action Plan 2016</p> <p>Durham County Council: Technical Advice Note-Dust</p> <p>Institute of Air Quality Management Guidance on the Assessment of Mineral Dust Impacts for Planning. May 2016</p> <p>The Durham County Council: Planning & Air Quality Guidance Note. (Latest Version: August 2014);</p> <p>Land Use Planning & Development Control: Planning for Air Quality (January 2017)(Guidance from the Institute of Local Air Quality Management/Environmental Protection UK);</p> <p>Combined Heat & Power: Air Quality Guidance for Local Authorities(2012) (Environmental Protection UK); and</p> <p>Biomass & Air Quality Information for Developers (2009)</p>	<p>NPPF Para's 180-181</p> <p>Minerals M45</p> <p>Waste W35</p> <p>CDP Policies 22, 31</p>

the development on the surrounding area is screened out

Stage 2: Indicative criteria for requiring an air quality assessment

1. Cause a significant change in LDV traffic flows on local roads with relevant receptors. A change of LDV flows of:
>100 AADT within or adjacent to an AQMA
>500 AADT elsewhere.
2. Cause a significant change in HDV flows on local roads with relevant receptors. A change of HDV flows of:
>25 AADT within or adjacent to an AQMA
>100 AADT elsewhere.
3. Realign roads, i.e. changing the proximity of receptors to traffic lanes. Where the change is 5m or more and the road is within an AQMA.
4. Introduce a new junction or remove an existing junction near to relevant receptors. Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts.
5. Introduce or change a bus station. Where bus flows will change by:
>25 AADT within or adjacent to an AQMA
>100 AADT elsewhere.

See: [PPG reference ID32](#)

		<p>6. Have an underground car park with extraction system which is within 20 m of a relevant receptor. Coupled with the car park having more than 100 movements per day (total in and out).</p> <p>7. Have one or more substantial combustion processes, where there is a risk of impacts at relevant receptors.</p> <p><i>NB. this includes combustion plant associated with standby emergency generators (typically associated with centralised energy centres) and shipping. Typically, any combustion plant where the single or combined NOx emission rate is less than 5 mg/sec^a is unlikely to give rise to impacts, provided that the emissions are released from a vent or stack in a location and at a height that provides adequate dispersion.</i></p> <p>8. Minerals Extraction and Waste Management schemes</p> <p>9. Biomass schemes</p> <p>10. Developments with significant dust potential during demolition or construction, where there are residents within 200m</p> <p><i>*LDV = cars/ small vans <3.5t gross vehicle weight).</i> <i>*HDV = goods vehicles/buses >3.5t gross vehicle weight</i> <i>*AADT= Annual Average Daily Traffic</i></p>		
9	Biodiversity and Geology Survey and Report	A—Protected Species Survey and Report	A—Protected Species Survey and Report	NPPF paras 174-177 CDP Policies 10, 16, 34, 35, 40, 41, 43

		<p>All applications which include conversion, demolition, removal, or modification of existing buildings or removal or pruning of trees as follows:</p> <p>Where protected species are known to be present (confirmed by a data search or local knowledge)</p> <p>Barn Owl Survey - Agricultural buildings including barns and outbuildings except for single skin livestock barns.</p> <p>Bat Survey (Structures) - A risk assessment will be required for all buildings and structures which have features which may support roosts (e.g. hanging tiles, cracks and crevices within roof coverings or stonework), lie within 200m of woodland or water or have clear connectivity to bat foraging habitats. Structures traditionally known to support roosting bats will require bat risk assessments (e.g. bridges, aqueducts and viaduct tunnels, mines, kilns, ice houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures).</p> <p>Bat Survey (Trees). A risk assessment will be required for all trees that exhibit potential to support roosting bats. Surveys will be required for any proposals that involve floodlighting within 50 metres of woodland, water or hedgerows / lines of trees</p>	<p>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, in suitable weather conditions and using nationally recognised survey guidelines / methods where available.</p> <p>Further information on appropriate survey methods can be found in Guidance on Survey Methodology published by the Institute of Ecology and Environmental Management (IEEM).</p> <p>Guidance can be found within the 'Bat Surveys – Good Practise Guidelines' – Bat Conservation Trust.</p> <p>The bat and great crested newt risk assessments may recommend activity surveys or eDNA surveys to determine presence / absence of bats or great crested newts and any such surveys shall be provided within any application.</p>	
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		<p>In the case of householder applications, a bat survey will not be required to validate the application if:</p> <ul style="list-style-type: none"> a) the proposal is for extensions or modifications at ground floor level only; and b) there will not be any disturbance to the roof structure of the dwelling and/or any domestic outbuildings (e.g. garages) <p>Great Crested Newt Surveys. A risk assessment will be required for all applications within 250m of ponds and other standing water habitats.</p> <p>B – Preliminary Ecological Assessment (PEA) & any further Specialist Ecological Surveys</p> <p>A PEA will be required for all minor and major applications (excluding householder)</p> <p>A survey assessment and mitigation report may be waived if following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required</p>	<p>B – Preliminary Ecological Assessment (PEA) & any further Specialist Ecological Surveys</p> <p>PEAs establish baseline conditions and evaluate the importance of any ecological features present (or those that could be present) within the specified site and the locality.</p> <p>A PEA comprises two distinct parts, one desk based, and one field based. These are:</p> <p>A desk study to search for records of any protected species or designated habitats within the area</p> <p>A walkover of the site to evaluate and map the habitats present and to assess any suitability for protected species such as great crested newts or bats or notable species (e.g. UK Priority Species or BAP species)</p>	
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		<p>C – Biodiversity Net Gain and Biodiversity Management and Monitoring Plan</p> <p>All Strategic and major and minor applications (excluding householder applications) will be required to meet biodiversity net gains. A completed DEFRA Metric will be required alongside any supporting information for all strategic and major applications.</p>	<p>A PEA will help indicate the likely significance of ecological impacts from a proposed development or activity and inform the requirement for any further specialist ecological surveys which are required to adequately assess the ecological impacts.</p> <p>A Preliminary Ecological Appraisal (PEA) of the application site should be completed in a format consistent with the ‘Guidelines for Preliminary Ecological Appraisal’ published by the Chartered Institute of Ecology and Environmental Management (CIEEM).</p> <p>The PEA should be prepared by a competent and qualified Ecologist. The PEA must include a description of any recent works, such as vegetation clearance, that have been undertaken at the application site prior to the ecological appraisal that may affect its findings.</p> <p>Any further specialist surveys required to adequately assess the ecological impacts of development must be completed and provided alongside the PEA.</p> <p>C – Biodiversity Net Gain and Biodiversity Management and Monitoring Plan</p> <p>The use of a Biodiversity Impact Assessment Calculator (DEFRA Metric) is required to inform the determination of biodiversity net gains. Note that important species / species assemblages are not accounted for within the DEFRA metric and additional compensation</p>	
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		<p>The need for a DEFRA metric with minor applications will be dealt with on a case by case basis at pre-application stage.</p> <p>A Biodiversity Management and Monitoring Plan will be required for all strategic and major applications except where following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required.</p> <p>Minor applications will require a Biodiversity Management and Monitoring Plan if the use of the DEFRA metric has been agreed.</p>	<p>might be required for any identified important ecological receptors.</p> <p>If biodiversity net gains cannot be delivered on site then off-site compensation at a location specified by the applicant will be required, all habitats (either on-site or off site) delivering for net gain will be subject to a 30 yr Biodiversity management and Monitoring Plan. A financial contribution to the LPA to deliver biodiversity enhancements may be appropriate, especially for minor applications.</p> <p>A Biodiversity Management and Monitoring Plan will follow the PEA and DEFRA Metric, this document provides for each biodiversity feature that will be adversely affected a mitigation plan detailing:</p> <ul style="list-style-type: none"> a. How adverse impacts will be avoided, reduced and/or mitigated. b. How any residual impacts that cannot be avoided and/or mitigated will be compensated for off-site. c. Where appropriate, how mitigation or compensation measures will be managed, resourced and monitored post-permission. d. Explanation of how the development delivers net gains for biodiversity through either on-site or off-site biodiversity delivery or a combination of both. <p>The Biodiversity Management and Monitoring Plan can be incorporated into the PEA.</p>	
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		<p>D - Special Areas of Conservation (SAC) & Special Protection Areas (SPA) Habitats Regulations Assessment</p> <p>All Development which has the potential to increase recreational pressure (e.g. residential development, visitor accommodation/attractions) falling within 6km of the coastal European Protected Sites, and within 3km of upland European Protected Sites, all development within 0.4km of the coastal European Protected Sites</p>	<p>D - Special Areas of Conservation (SAC) & Special Protection Areas (SPA) Habitats Regulations Assessment</p> <p>There are nine European Protected Sites (and one pSPA) in County Durham which are predominantly located in the western uplands and along the coastline.</p> <p>The Council has a duty to ensure that all the activities it controls, including land use planning does not harm any of the sites or the natural processes that support them. In order to determine whether planning proposals are likely to harm a European Protected Site(s) or not, an assessment of their effects is required.</p> <p>This is known as Habitats Regulations Assessment (HRA). Whilst it is the responsibility of the Council, as the competent authority, to undertake the HRA, those proposing or submitting planning applications will need to provide the Council with sufficient information and evidence to enable the assessment to be undertaken.</p> <p>Applicants are advised to agree the extent of the level of information that will be required to support this process during preapplication discussions with the LPA.</p> <p>See: PPG Reference ID8</p>	
10	Building for Life Assessment	All residential developments of 50+ units or 1.5ha+ if outline.	An assessment of the proposal against Building for Life 12 questions, aimed to guide discussions towards good urban design.	NPPF para 124-131 CDP Policy 29

			See: PPG Reference ID26 Building for Life SPD	
11	Coal Mining Risk Assessment	<p>Development within Coal Mining High Risk Areas.</p> <p>Exempt developments include Reserved Matters, householder development, changes of use, variation of condition, prior notifications, advertisement consents etc.</p>	<p>An assessment of existing recorded risks to ground stability and how proposals will mitigate such risks in the interests of public safety.</p> <p>See Appendix C - C1 'Coal Mining Risk Assessments' of the County Durham Plan. Further information can be obtained online.</p> <p>See also: PPG Reference ID45</p>	<p>NPPF para 170 and 178-179.</p> <p>CDP Policy 32 and Proposals Map: (Map A Coal Mining Legacy and interactive Proposals Map).</p>
12	Construction Management Plan	<p>All detailed major proposals with existing sensitive receptors (for example, housing, care homes, or student accommodation) within 100m of site boundary.</p>	<p>Details of the following should be provided for construction phases of the development:</p> <ol style="list-style-type: none"> 1. The hours during which construction & demolition activities would take place; 2. Measures to control emission of dust & dirt; 3. Measures to control the emission of noise & vibration; 4. Where construction involves penetrative piling, details of methods for piling of foundations including measures to suppress any associated noise and vibration; 5. Measures to prevent mud & other material migrating onto the highway; 6. Designation, layout & design of construction access & egress points; 7. Details for the provision of directional signage (on & off site); 8. Details of contractors' compounds, materials storage and other storage arrangements, 	<p>NPPF Para 180</p> <p>CDP Policy 31, 35</p>

			<p>including cranes and plant, equipment and related temporary infrastructure;</p> <p>9. Details for the loading and unloading of plant, machinery and materials</p> <p>10. Details of provision for all site operatives, parking and turning within the site;</p> <p>11. Routing agreements for construction traffic</p> <p>12. Details of security hoarding including decorative displays and facilities for public viewing, where appropriate;</p> <p>13. Waste audit and scheme for waste minimisation and recycling/disposing of waste resulting from demolition and construction works;</p> <p>14. Measures for monitoring of noise, vibration and dust;</p> <p>15. Details of temporary lighting; and,</p> <p>16. Details of measures for liaison with the local community and procedures to deal with any complaints received.</p> <p>17. Surface water drainage measures throughout construction</p> <p>See: PPG reference ID32 PPG Reference ID31 & PPG Reference ID30</p>	
13	Environmental Statement	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an Environmental Statement is required.	<p>Developers are encouraged to request a 'screening opinion' (to determine whether ES is required) before submitting a planning application.</p> <p>Where an ES is required a 'Scoping opinion' as to the information required should be sought.</p>	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

			See: PPG Reference ID4	
14	Health Impact Assessment	<p>Large Developments of 100+ dwellings or employment sites 10ha+</p> <p>Major developments</p>	<p>A full health Impact Assessment is required on large developments demonstrating the health credentials of the development. It should Identify the potential health consequences of a proposal on a specific population and/or community; and maximise the positive health benefits and minimise potential adverse effects on health and inequalities.</p> <p>For smaller major developments the planning statement should evidence how the development reflects the health needs of the population</p>	NPPF Section 8 CDP Policy 29
15	Heritage Statement	<ul style="list-style-type: none"> • All applications for Listed Building Consent. • Applications that fall within or immediately adjacent to a scheduled Ancient Monument or a site on the Register of Parks and Gardens • All development within or adjoining a Conservation Area(except changes of use) • All applications affecting any known or suspected archaeological sites. • Major applications whose scale or nature could impact on heritage assets 	<p>The level of detail should be proportionate to the importance of the asset and be sufficient to understand the potential impact of the proposal on the assets significance. Heritage Statements should include:</p> <ul style="list-style-type: none"> • A Statement of Significance – including a description of the significance of the affected assets and the contribution of their setting to that significance • Archaeological Assessment –will be required for applications in areas of archaeological interest or ones that may be adjacent to and could affect them. In some cases a Written Scheme of Investigation or investigative works prior to submission may be required. Applicants are advised to discuss this requirement at an early stage of developing the scheme. 	NPPF section 16 CDP Policies 44, 45, 46

			<ul style="list-style-type: none"> • Schedule of works affecting the asset, its site and setting. • Assessment of the impact on the special interest and character of the asset, its site and setting and that of any adjacent heritage assets; • Justification for the proposals, in terms of the principles applied, and any mitigation measures. • Detail the sources that have been considered and the expertise that has been consulted. <p>See: PPG Reference ID18a</p>	
16	Hydrogeological Risk Assessment	Mineral planning applications and landfill and landraise planning applications.	The assessment should consider and address the risks posed to all ground and surface water resources (quality and flow) within the vicinity of the site.	NPPF Para 170 Waste LP W26 W27 Minerals LP W38 CDP Policies 13, 32, 36
17	Land Contamination Assessment	<ul style="list-style-type: none"> • All development on brownfield land • New development within 250 metres of current or former landfill sites • Where the end use would be particularly sensitive (for example residential development, schools, day nurseries, care homes or hospitals) 	<p>In considering individual planning applications, the potential for contamination and any risks arising must be properly assessed and where necessary remediation measures incorporated to deal with unacceptable risks. Particular attention should be paid to sites where there is a reason to suspect contamination and also those proposals for particularly sensitive uses such as housing, allotments, schools, day nurseries, care homes or playing fields. In such cases, a minimum of a Phase 1 Land Contamination Assessment (often referred to as a Phase 1 Preliminary Risk Assessment or Desk Top Study) should be carried out.</p> <p>All investigations of land potentially affected by contamination should be carried out by a</p>	NPPF Paras 170 & 178-179 CDP Policy 32

			<p>suitably qualified competent person. Sufficient information should be provided 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.</p> <p>As a minimum a Phase 1 Preliminary Risk Assessment should identify all past uses of the site. As contaminants have the potential to migrate from the source, adjacent and nearby sites, will also need to be risk assessed. The assessment should identify whether a Phase 2 Contamination Assessment is required. Where contamination is known or is likely to be present it may be necessary to undertake a Phase 2 assessment of contamination</p> <p><i>Further information is available in the following guidance:</i></p> <p>YALPAG 'Development on land affected by contamination' including Appendix 2 – Screening Assessment Form YALPAG 'Verification requirements for cover systems' YALPAG 'Verification requirement for gas protection systems'</p> <p>See: PPG Reference ID33</p>	
18	Levels	All developments where the proposal involves a change in ground levels or where ground levels outside of the application site are noticeably different.	Plans will usually be at a scale of 1:50 or 1:100 and show existing and proposed site levels and finished floor levels including cross sections where relevant (with levels related to a fixed datum point off site). Plans shall also show the proposals in relation to adjoining buildings that may be affected by the development	NPPF para 124-131 and 180 CDP Policy 31, 32

			<p>Section drawings should identify existing and proposed ground levels and be accompanied by a plan showing the points between which the cross sections have been taken.</p> <p>The plans should also show existing and proposed buildings within and adjacent to the site and identify finished floor and ridge levels of existing and proposed buildings.</p> <p>Where householder development is being proposed, the levels may be evident from floor plans and elevations. On sloping sites, particularly where detached buildings are proposed, it will be necessary to show how a proposal relates to existing ground levels.</p>	
19	Lighting Assessment	Applications for developments which would involve the provision of significant external lighting (e.g. floodlights or security lighting) that may have an adverse impact on residential amenity, the character of the open countryside or a heritage asset	<p>Schemes involving floodlighting need to provide an assessment covering: light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.</p> <p>The assessment should assess the effects on:</p> <ul style="list-style-type: none"> • Visual amenity, • Local character and distinctiveness, • Neighbouring amenity, • Heritage assets if present, • nature conservation <p>And how those effects will be mitigated.</p>	NPPF para 180 CDP Policies 13, 29, 31, 38, 39, 44, 45, 46

			<p><i>Further advice is available in:</i></p> <p>DCC Technical Advice Note – Lighting</p> <p>Institute of Lighting Engineers ‘Guidance Note for the Reduction of Obtrusive Light 2011’</p> <p>Lighting in the Countryside: Towards Good Practice</p> <p>Durham City Light and Darkness Strategy</p> <p>See: PPG Reference ID31</p>	
20	Meeting Housing Needs Statement	All major housing applications, and applications for 5 units or more in West Durham.	<p>Statement should include the following:</p> <ul style="list-style-type: none"> • Number of dwellings (to include market, affordable and other specialist housing types e.g. self-build/custom build) • percentage proposed as affordable • Tenure of affordable dwellings (rented stated as social rent or affordable rent and intermediate stated as shared ownership), • Type of property proposed and size (no. of bedrooms) by both market and affordable • Gross internal area (sqm) by tenure and property type, • Compliance of any standards (e.g. HCA DQS), • Details of housing to meet the need of older persons and persons with disabilities on sites of 10+ dwellings. • Location of affordable on site layout • Evidence that affordable housing meets the requirements of local RSLs <p>Where it is not intended to provide the required level of affordable housing the statement shall include reference to viability (see 30 below)</p>	NPPF – Section 5 CDP Policies 4, 5, 6, 11, 15, 25

			<p><i>Further information is available in:</i></p> <p>County Durham Strategic Housing Market Assessment (SHMA)</p>	
21	Minerals and/or Waste Infrastructure Assessment	<p>All planning applications within or adjoining a Minerals and Waste Site Safeguarding Zone. Exemptions include:</p> <ul style="list-style-type: none"> • Infilling in an otherwise built up frontage within a settlement; • Householder planning applications within the curtilage of a property; • Alterations and extensions to existing buildings including applications for new or • improved accesses; 'Minor' works such as gates, walls and fences; and • Agricultural buildings adjacent to existing farmsteads. <p>A full list of exempt developments are set out in Appendix C C3 'Minerals and/or Waste Infrastructure Assessment' of the County Durham Plan.</p>	<p>An assessment of compatibility of non-exempt development with the existing established minerals or waste related use and allocation (where relevant). See Appendix C C3 'Minerals and/or Waste Infrastructure Assessment' of the County Durham Plan.</p>	<p>NPPF Section 17 - Para 204e</p> <p>CDP Policy 48 and Proposals Map</p>
22	Noise Assessment	<p>Proposals that raise issues of potential noise disturbance or for new noise sensitive development in existing noisy areas</p>	<p>Assessment should be undertaken by a suitably qualified acoustician, in accordance with relevant guidance and include details of noise impact and mitigation measures proposed.</p> <p>Further advice and guidance can be obtained by contacting the Councils Nuisance Action Team and Technical Advice Note –Noise.</p> <p>See: PPG Reference ID30</p>	<p>NPPF paras 170 and 180</p> <p>CDP Policies 4, 5, 31, 32, 35, 48</p>

23	Open Space, Sport, Play and Leisure Assessment	<p>Applications relating to the creation of or loss of open space (for example public open space, amenity open space and playing fields).</p> <p>All major housing proposals.</p>	<p>Development proposals will be required to provide for and maintain appropriate open space, sports and recreational facilities as an integral part of new development. See: OSNA</p> <p>All major housing applications shall include a detailed breakdown of how the identified typologies and quantum of open space set out in the OSNA would be provided for.</p> <p>Applications involving loss of open space should include evidence that:</p> <ul style="list-style-type: none"> • It can be demonstrated that open space is surplus to requirements, • The needs/benefits of the development clearly outweigh the loss, • Mitigation and/or compensation proposals. <p>For applications regarding playing fields and playing pitches, refer to Sport England Guidance.</p> <p>See: PPG Reference ID37</p>	NPPF paras 83, 92, 96-97 CDP Policies 4, 26, 29
24	Planning Statement	<p>All major planning applications</p> <p>Developments requiring a detailed understanding of relevant policy and context</p> <p>Applications for Gypsies and Travellers sites.</p> <p>Non-employment uses on protected and allocated employment sites</p> <p>Applications for PBSA</p>	<p>Assessment of how development accords with relevant national and local planning policies. Applications where regeneration benefits are of material significance should detail jobs that might be created or supported, community benefits; and, reference to any relevant regeneration strategies and social and environmental benefits.</p> <p>A Planning Statement would be particularly useful where a detailed understanding of specific relevant policy and context is required, such as proposals which may not accord with Local Plan Policies.</p>	NPPF Para 95 Planning Policy for Traveller Sites 2015 CDP Policy 29

			<p>Where development is in an area where large numbers of people are likely to congregate (transport hubs, night time economy venues, cinemas, theatres, sports stadia and arenas, shopping centres, health and education establishments, places of worship, hotels and restaurants, visitor attractions and commercial centres) the statement should identify how the proposal anticipates and addresses potential malicious threats and natural hazards.</p> <p>The assessment should identify the extent of community engagement and consultation undertaken.</p> <p>Where development proposals relate to the creation of pitches (a pitch on a “gypsy and traveller” site) or plots (a pitch on a “travelling showpeople” site (often called a “yard”)) the application will need to be supported by information and evidence as to the status of the applicants and intended occupiers of the site, falling into the definition of “gypsies and travellers” or “travelling showpeople”.</p> <p>Where proposals relate to non-employment uses on protected and allocated employment sites they shall be supported by documented evidence of unsuccessful marketing with at least one recognised commercial agent for the requisite period of:</p> <ul style="list-style-type: none">• at least 12 months for a change of use of a property,• 2 years for the redevelopment of a protected site and development of an allocated site below 10ha,• 5 years for the development an allocated	
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			<p>site of greater than 10ha</p> <p>The planning statement should address need where required by plan policies.</p> <p>See: PPG Reference ID 20</p>	
25	Sequential Test and Impact Assessment for Town Centre Uses	<p>Sequential Test: All 'Main Town Centre Uses' outside of town centres excluding small scale rural development.</p> <p>Impact Assessment: All 'Main Town Centre Uses':</p> <ul style="list-style-type: none"> Proposals for retail, in excess of 1,500 sqm (gross) convenience floorspace or 1,000 sqm (gross) comparison floorspace, proposed outside of a defined centre that could impact on a Sub Regional, Large Town or District Centre*. Proposals for retail, in excess of 400 sqm (gross) convenience or comparison floorspace, proposed outside of a defined centre that could impact on Small Town or Local Centres. For leisure development, the national default threshold of 2,500 sqm is applicable for all centres. Proposals for retail, in excess of 1,500 sqm (gross) convenience floorspace or 1,000 sqm (gross) comparison floorspace within the defined District Centres* will be required to consider the impact on Durham City Centre and other centres potentially impacted. 	<p>Sequential Test should address the following:</p> <ul style="list-style-type: none"> Has the suitability of more central sites been considered? Where the site is an edge of centre or out of centre location, provide justification. Is there scope for flexibility in the format and/or scale of the proposal? If not in a town centre location, provide evidence that there are no suitable sequentially preferable locations. <p>Impact Assessment must assess the impact on existing, committed and planned public and private investment in a centre or centres in the catchment of the proposal and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to 5 years from application submission or 10 years for major schemes.</p> <p>See: PPG Reference ID2b</p>	NPPF para 86-90 CDP Policy 9

		<p>For leisure development, the national default threshold of 2,500 sqm is applicable.</p> <p>See Annex 2 Glossary in NPPF for definition of 'Main Town Centre Uses'.</p> <p><i>* Where an application proposes a scheme that would provide a mix of comparison and convenience retailing, the 1,500 sqm threshold is applicable.</i></p>		
26	Structural Survey	<p>Proposals involving the rebuilding or re-use of buildings, such as barn conversions, or listed buildings and other historic buildings.</p> <p>Proposals involving substantial or total demolition of heritage assets where justification is sought on physical condition.</p>	<p>The report must demonstrate that the building is structurally sound, fit for purpose and capable of conversion without extensive re-building. The report should include scaled drawings highlighting areas that require replacement, repair or renewal and identify the extent to which works or repairs are necessary and the amount of new structural work needed to facilitate the conversion. The plans should make clear the retained and new parts of the building, along with a construction methodology setting out how the existing structure will be protected.</p> <p>Where demolition of a heritage asset is proposed the survey should demonstrate why the building cannot be retained, and justification for its loss.</p>	NPPF 195 CDP Policy 10, 44
27	Surface & Foul Water Management including Flood Risk Assessment	<p>Flood Risk Assessment required for:</p> <ul style="list-style-type: none"> • All development on sites of 1 hectare or more • Operational development of less than 1 hectare in Flood Zone 2 and 3 	<p>Flood Risk Assessments:</p> <p>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.</p>	NPPF Section 14 Minerals LP M38 Waste LP W26, W27 CDP Policies 8, 29, 35, 36

		<ul style="list-style-type: none"> • Change of use resulting in 'highly vulnerable' or 'more vulnerable' development in Flood Zone 2 and 3 • Change of use from water compatible to less vulnerable development in Flood Zone 3 • Non-residential extensions with a footprint of less than 250sqm where the development includes culverting or control of any river or stream or any development within 20 metres of the top of a bank of a main river. <p>Surface and foul water drainage details including Sustainable Urban Drainage (SUDs) details will be required for:</p> <ul style="list-style-type: none"> • Residential developments of 10 or more dwellings or a site of 0.5 hectares or greater • Non-residential developments of 1,000sqm or more a site of 1 hectare or more. 	<p>The FRA should identify opportunities to reduce the probability and consequences of flooding, and address the requirement for safe access to and from the development in areas at risk of flooding. Where the relevant threshold applies, the FRA should include Sustainable Drainage Systems (SUDs) details.</p> <p>In addition applications should include specific criteria relating to sequential and exceptions test as detailed below:</p> <p>Sequential Test - applicable to all development in flood zones 2 and 3, and should be undertaken prior to a flood risk assessment being completed.</p> <p>Exception Test - following the sequential test, an exception test may need to be applied.</p> <p>Sustainable Urban Drainage:</p> <p>Outline applications must provide:</p> <ul style="list-style-type: none"> • Outline Drainage Strategy Statement • Preliminary layout indicating how SuDS are to be used across the site • Outline hydraulic calculations (proposed outfall location, final discharge rate and approximation of on-site storage) • Ground investigation report (infiltration testing) • Topographical Survey <p>Full planning applications must provide:</p> <ul style="list-style-type: none"> • Surface Water Drainage Strategy Statement • Ground investigation report (specifically infiltration testing) • Detailed layout of SuDS and other drainage 	
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			<ul style="list-style-type: none"> • Topographical Survey (existing and proposed levels) • Full hydraulic Model with Computerised model available on request. • Evidence of third party agreement for final discharge • Maintenance schedule and ongoing maintenance responsibilities <p>Details of the means by which foul water will be disposed of should be detailed in the assessment.</p> <p><i>Further advice is available in:</i></p> <p>Technical Guidance to the NPPF.</p> <p>See: PPG Reference ID7</p> <p>Environment Agency's Flood Risk Standing Advice</p>	
28	Sustainability Statement	All new residential development	<p>This statement should set out how the proposal accords with the principles of sustainable development including a sustainability assessment demonstrating how the development will be expected to achieve reductions in CO2 emissions of 10% below the DER and TER.</p> <p>Applications should be supported by a Sustainability Checklist, the template for which can be accessed below</p> <p><i>Further advice is available in:</i></p> <p>DCC Sustainability Statement Guidance</p>	NPPF Section 2 CDP Policy 29
29	Telecommunications	All applications for telecommunications	Planning applications and prior notifications for	NPPF para 113-115

	Assessment	equipment	<p>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.</p> <p>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 or the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p> <p><i>Further advice is available in:</i></p> <p>Code of practice on Mobile Network Development</p>	CDP Policy 27
30	Transport Assessment	<p>A1 Food Retail (Supermarket) - >800sqm A1 Non Food Retail - >1500sqm A2 Financial & Professional Services - >2500sqm A3 Restaurants & Cafes - >2500sqm A4 Drinking Establishments - >600sqm A5 Hot Food Takeaway - >500sqm B1 Business - >2500sqm B2 General Industrial - >4000sqm B8 Storage or Distribution - >5000sqm C1 Hotels - >100 beds C2 Residential Institutions (Hospitals and nursing homes) - >50 bed</p>	<p>Where development could potentially have an effect on the operation of the Strategic Road Network, applicants and their agents are encouraged to consult with Highways England before submitting a planning application.</p> <p>The Transport Assessment should reflect the scale of the development and the extent of the transport implication and illustrate the sites accessibility by all transport modes, and the likely modal split of journeys to and from the site.</p> <p>It should also give details of measures to</p>	<p>NPPF Section 9 Minerals LP M42, M43 Waste LP W29, W31, W32 CDP Policies 3, 5, 21</p>

		<p>C2 Residential Institutions (education) - >150 students C2 Residential Institutions (hostels) - >400 residents C3 Dwellings - >80 units D1 Non Residential Institutions - >1000sqm D2 Assembly & leisure - >1500sqm</p> <p>Development likely to increase accidents or vehicle/pedestrian conflicts</p>	<p>improve access by public transport, walking and cycling, to address the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p><i>Further Advice is Available in:</i></p> <p>Guidance on Transport Assessment (Department for Transport)</p> <p>See: PPG Reference ID 42</p>	
31	Transport Statement	<p>A1 Food Retail (Supermarket) - 250-800sqm A1 Non Food Retail - 800-1500sqm A2 Financial & Professional Services -1000-2500sqm A3 Restaurants & Cafes - 300-2500sqm A4 Drinking Establishments - 300-600sqm A5 Hot Food Takeaway - 250-500sqm B1 Business - 1500-2500sqm B2 General Industrial - 2500-4000sqm B8 Storage or Distribution - 3000-5000sqm C1 Hotels - 75-100 beds C2 Residential Institutions (Hospitals and nursing homes) - 30-50 beds C2 Residential Institutions (education) - 50-150 students C2 Residential Institutions (hostels) - 250-400 residents C3 Dwellings - 50-80 units D1 Non Residential Institutions - 500-1000sqm D2 Assembly & leisure - 500-1500sqm</p> <p>Development not in conformity with the development plan</p>	<p>Where development could potentially have an effect on the operation of the Strategic Road Network, applicants and their agents are encouraged to consult with Highways England before submitting a planning application.</p> <p>To outlines the transport aspects of the application and give details of proposed measures to improve access by public transport, walking and cycling, to address the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p><i>Further Advice is Available in:</i></p> <p>Guidance on Transport Assessment (Department for Transport)</p> <p>See: PPG Reference ID 42</p>	<p>NPPF Section 9 Minerals LP M42, M43 Waste LP W29, CDP Policies 3, 5, 21</p>

		<p>Development generating 30+ two way vehicle movements in an hour</p> <p>Development generating 100+ two way vehicle movements per day</p> <p>Development proposing 100+ parking spaces</p> <p>Development generating significant freight/HGV movements per day or significant abnormal loads per year</p> <p>Development in a location where transport infrastructure is inadequate</p> <p>Development within or adjacent to an AQMA</p>		
32	Travel Plan	<p>A1 Food Retail (Supermarket) - >800sqm</p> <p>A1 Non Food Retail - >1500sqm</p> <p>A2 Financial & Professional Services - >2500sqm</p> <p>A3 Restaurants & Cafes - > 2500sqm</p> <p>A4 Drinking Establishments- >6 00sqm</p> <p>A5 Hot Food Takeaway - >500sqm</p> <p>B1 Business - >2500sqm</p> <p>B2 General Industrial - >4000sqm</p> <p>B8 Storage or Distribution - >5000sqm</p> <p>C1 Hotels - >100 beds</p> <p>C2 Residential Institutions (Hospitals and nursing home) - >50 bed</p> <p>C2 Residential Institutions (education) - >150 students</p> <p>C3 Dwellings - >100 units (at Travel Planners discretion, see Guidance)</p> <p>D1 Non Residential Institutions - >1000sqm</p>	<p>A Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.</p> <p>It should give details of measures to improve access by public transport, walking, and cycling, to address the need for parking associated with the proposal, and mitigate transport impact.</p> <p>There are 4 different types of Travel Plan which are defined as Outline, Framework, Full and STARS; these are expected at different stages of the planning process.</p> <p><i>Further Advice is Available in:</i></p>	<p>NPPF para 111</p> <p>Minerals LP M42, M43</p> <p>Waste LP W29,</p> <p>CDP Policies 3, 5, 21</p>

		D2 Assembly & leisure - >1500sqm	See: PPG Reference ID 42 Guidance on Travel Plans (Durham County Council)	
33	Tree and Hedgerow Assessment	All development where there are mature or semi-mature trees/hedgerows within the site or on land adjacent that could influence or be affected by the development (including street trees).	Information will be required on which trees/hedgerows are to be retained and on the means of protecting these trees during construction works. This will include an accurate survey of the location and size of the trees/hedgerow, classification, identification of any root protection areas, and likely impact of development Full guidance on 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 construction. <i>Further advice is available in:</i> DCC Tree Management Policy See: PPG Reference ID 36	NPPF part 15 CDP Policies 29, 40
34	Ventilation/Extraction Statement	All applications for developments where substantial ventilation or extraction equipment is proposed.	Details of the position and design of ventilation and extraction equipment, including noise and odour abatement techniques, Further advice and guidance can be obtained by contacting the Councils Nuisance Action Team and Technical Advice Note – Odour.	NPPF paras 170 and 180 CDP Policies 30, 31
35	Viability Assessment	For applications when policy-compliant development is not being proposed for viability reasons (e.g. see Meeting Housing Needs above)	The appraisal should include sufficient information to enable an objective review of the scheme, and have regard to the checklist at	NPPF Para 57 CDP Policies 15, 25

			<p>Appendix C of the RICS guidance note, Financial Viability in Planning.</p> <p>As a minimum, the Council will require a site specific viability report and appraisal including:</p> <ul style="list-style-type: none"> • Details of floor areas, types & numbers of units • Estimate of sales values including values for affordable housing • Market evidence in support of the sales values • A calculation of the Gross Development Value, with evidence of how it has been derived • Details of all costs to be incurred, including acquisition costs, site preparation costs, external works and infrastructure costs, construction costs, abnormal costs, level of contingency, finance/interest costs, professional fees, marketing costs, agents fees, legal costs and disposal fees • Details of Section 106 Contributions • Development programme to show pre-build timescales, construction timescales, marketing and sales period and phasing assumptions, • The level of development profit, expressed as profit on cost and/or profit on value. <p>See: PPG Reference ID 10</p>	
36	Visual Impact Assessment (Townscape/Landscape)	All major proposals or other developments having potential landscape/townscape/visual impacts affecting the character or setting of the Durham Cathedral and Castle World	Assessment should include visual representations of the site before and after development using photomontages or artist's impressions.	NPPF Paragraphs 127, 149, 170-172

		<p>Heritage Site, the North Pennines Area of Outstanding Natural Beauty or the Heritage Coast.</p> <p>All applications for solar farms.</p> <p>All applications for wind turbines</p>	<p>The submission should include a list of viewpoints to assess the proposal which should be agreed prior to submission of the application.</p> <p>A detailed visual impact assessment on any receptors including; distance, compass direction, orientation of the receptor to the proposal and the extent of any vision from the receptor point (oblique/direct views), details of any intervening topography/landscaping and manmade features.</p> <p><i>Further Advice is Available in:</i></p> <p>Landscape and Visual Impact Assessment 3rd Edition</p>	<p>CDP Policies 3, 4, 5, 6, 10, 13, 16, 26, 29, 33, 34, 37, 38, 39, 44, 45, 46</p>
37	Minerals Assessment	<p>Minerals – All land within and adjoining a Mineral Safeguarding Area excluding:</p> <ul style="list-style-type: none"> • Infilling in an otherwise built up frontage within a settlement; • Householder planning applications within the curtilage of a property; • Alterations and extensions to existing buildings including applications for new or improved accesses; and • Change of use of existing buildings. <p>A full list of exempt developments are set out in Appendix C C2 of the County Durham Plan.</p>	<p>Mineral Safeguarding Areas are identified throughout County Durham. A Mineral Assessment is an assessment to determine whether no-exempt development will sterilise mineral resources of local and national or which will sterilise an identified 'relic' natural building and roofing stone quarry as shown on Map C of the policies map.</p> <p><i>Further Advice is Available in:</i></p> <p>Appendix C C2 'Minerals Assessments' of the County Durham Plan.</p>	<p>NPPF Section 17 – Para 204c</p> <p>CDP Policy 56 and Map C of Policies Map and Interactive Policies Map.</p>