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Gary Ridley Acting Chief Executive

24<sup>th</sup> June 2008

Dear Councillor,

I hereby give you Notice that a Meeting of the **REGENERATION COMMITTEE** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **WEDNESDAY 2<sup>nd</sup> JULY 2008 at 6.00 P.M.**

### AGENDA

1. Apologies for absence.
2. Declarations Of Interest.

Members are invited to declare any personal and/or prejudicial interests in matters appearing on the agenda and the nature of their interest.

Members should use either of the following declarations:

**Personal Interest – to be used where a Member will be remaining and participating in the debate and any vote:**

I have a personal interest in agenda item (....) regarding the report on (....) because I am (....)

**Personal and Prejudicial Interest – to be used where a Member will be withdrawing from the room for that item:**

I have a personal and prejudicial interest in agenda item (....) regarding the report on (....) because I am (....)

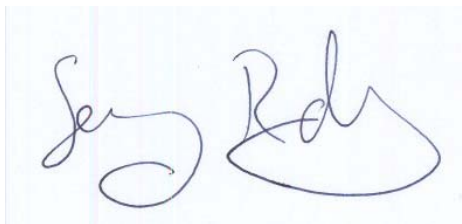
Officers are also invited to declare any interest in any matters appearing on the agenda.

**NOTE: Members are requested to complete the enclosed declarations form and, after declaring interests verbally, to hand the form in to the Committee Administrator.**

- |    |  |                 |
|----|--|-----------------|
| 3. | To consider the Minutes of the last Meeting of the Committee held on 14 <sup>th</sup> May 2008 as a true record. | Copies attached |
| 4. | To consider the early integration of the Local Development Framework Function.                                   | 1 - 7           |
| 5. | To consider Bishop Auckland Town Centre Management.  | 8 - 11          |

6. To consider progress in the delivery of the Bishop Auckland Renaissance Master Plan. 12 - 19
7. To consider the validation of planning applications. 20 - 63
8. To consider such other items of business which, by reason of special circumstances so specified, the Chairman of the meeting is of the opinion should be considered as a matter of urgency

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Sey Rd', is written on a light blue background.

**Acting Chief Executive**

Members of this Committee: Councillors Bailey, Mrs Bolam, Buckham, Ferguson\*, Harrison, Henry, Kay, Laurie, Mews, Mowbray, Miss Ord, Stonehouse, Taylor, Mrs Todd\*, David Wilson, Yorke and Zair.

\*ex-officio, non-voting capacity

Chair: Councillor Mews

Deputy Chair: Councillor Mrs Bolam

TO: All other Members of the Council for information  
Management Team

## DECLARATIONS OF INTEREST FORM

NAME AND DATE OF COMMITTEE	AGENDA ITEM NUMBER	NATURE OF INTEREST AND REASONS	PRINT NAME	SIGNATURE

## REGENERATION COMMITTEE

2 JULY 2008

Report of the Strategic Director for Environment and Regeneration

### **EARLY INTEGRATION OF THE LOCAL DEVELOPMENT FRAMEWORK FUNCTION**

#### **purpose of the report**

1. The purpose of this report is to request Member agreement to the early integration of all District and County Council work on the production of Local Development Frameworks (LDF) in anticipation of the forthcoming creation of a unitary authority for County Durham.
2. As statutory local planning authorities, all District and County Councils have a Local Development Scheme (LDS), agreed with GONE, which identifies the scope and programme which guides the production of individual LDFs. For districts this involves comprehensive local planning and for counties mineral and waste planning. At vesting day 2009, the new Council will assume its role as the single local planning authority for the county and will need to embark upon the production of a single LDF. The current programme of district based LDF production will not allow sufficient time for any LDF to have reached formal submission stage by vesting day. There is, therefore, little value in continued individual activity, but value in early collaborative work to make an early start on the production of a new county LDF and which in the medium term would be beneficial for establishing a 'county-wide' perspective for inclusion in the production of an Integrated Regional Strategy and assisting with the housing review of the Regional Spatial Strategy (RSS).
3. The Department of Communities and Local Government (CLG) has now published draft regulations for consultation, which propose an immediate transfer of responsibility for LDF preparation from the Districts to the County Council. This will also require the transitional authority to submit a revised Local Development Scheme (LDS) by 30<sup>th</sup> September, which will replace all the existing LDSs.
4. This report on early integration is being taken to all Councils across the county for authorisation, so that work can commence on the new Unitary Local Development Framework prior to vesting day.

#### **background**

5. All eight LPAs in County Durham have embarked on LDF production in accordance with CLG's existing guidance. Each have presented the content and timetable for production in their respective Local Development Schemes (LDS) and agreed such schemes with GONE.

6. LDF production across County Durham is proposed to consist of the following key components:
  - Core Strategies – District wide based core strategies proposed by all seven District authorities (although Durham City will be relying on their recently adopted Local Plan in the short to medium term) and two topic based core strategies by the County Council relating to waste and minerals planning.
  - Development Control (DC) Policy Development Plan Documents (DPDs) (proposed by all 7 district authorities although some have combined the DC DPDs and the Core Strategy). The Minerals and Waste Core Strategy DPDs also include development control policies.
  - Major allocations DPD (proposed by 6 District and County Council (x2)).
  - In addition there is proposed a number of area action plans and topic based Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).
7. These LDF documents are supported by:
  - Local Development Schemes which describe the LDF proposed activity by individual authorities and agreed with GONE;
  - Statements of Community Involvement (SCI) now agreed by all eight authorities;
  - Sustainability Appraisal, Sustainability Environment Assessment (SEA) and Appropriate Assessment Frameworks against which all LDF documents are assessed;
  - A robust evidence base; and
  - Annual Monitoring Reports submitted to GONE by end of December each year.
8. None of the key components of LDF production, by either District or County, have reached the 'formal' stage of plan production, i.e. submission stage, although for Sedgefield and Easington submission stage was originally planned for March and May 2008 respectively. The vast majority of Core Strategy production was expected to reach Preferred Options stage during 2008 (6 of the 9 plans being prepared). Only the core strategies for Durham City LDF (April 2010) and the Waste Strategy (July 2009) lie outside this time framework. The latest date for a Core Strategy to reach Preferred Option stage was anticipated to be April 2010.
9. Progress on plan making is also a requirement the allocation of the Housing and Delivery Grant in 2008/09. Guidance is awaited from the Government to determine the impact of production of a single LDS and single AMR. In addition individual authorities will need to advise on what is to happen with currently unallocated Planning Delivery Grant funds.

10. Given the early stage of preparation of most documents there is the potential to explore how a single LDF for the new authority can be commenced (say by September 2008) and in so doing make best use of available resources, whilst also supporting the promotion and development of the aspirations of individual Councils and the wider aspirations for the County as a whole.
11. Early integration of activity can be facilitated through a formal process in which CLG regulations could formally transfer LDF responsibility to the County Council (as proposed in the recent CLG Consultation) or through existing LDF regulations which allow for informal joint working between authorities. The latter would need each authority to formally agree with GONE the withdrawal of individual LDS's and their replacement with a single LDS.
12. Whichever way is chosen the proposals contained in this report apply but under a formal transfer the County Council would have decision-making responsibility.

**draft local government (structural changes) (transitional arrangements) regulations 2008 – town and country planning**

13. CLG published the above draft regulations for consultation on the 18<sup>th</sup> June. A response from the JIT to the draft regulations is expected to be submitted by the deadline for responses of Wednesday 2<sup>nd</sup> July. The final regulations are likely to be published very shortly and are expected to take effect immediately.
14. In essence the draft regulations propose that in areas affected by local government restructuring the Implementation Executive or Shadow Council leading the transition to unitary status (ie Durham County Council) becomes the local planning authority except in relation to development control (ie. decisions relating to planning applications will continue to be undertaken by existing districts). The County Council will continue to have responsibility for waste and minerals planning. Predecessor councils, such as Wear Valley, will be consulted on, and receive copies of, relevant documents that are produced up to vesting day.
15. The County Council will be required to submit a Local Development Scheme to the Secretary of State six months before the reorganisation date (ie. 30 September 2008). It is open to a transitional council to include in the LDS a DPD, which is being prepared by a predecessor council and will be adopted over the coming months. Any Local Development Documents must be prepared in accordance with the SCIs of predecessor councils until a new unitary-wide SCI is adopted.

**benefits of early integration**

16. Early integration could have significant benefits for the new unitary authority. These include:

- A single collective and strategic approach to spatial planning would be beneficial to present County Durham's perspective for work on the proposed Integrated Regional Strategy and the possible RSS review of housing and the new Integrated Regional.
- It would enable early consideration and alignment of strategic economic, transport and housing policy, and collective alignment of evidence gathering and research.
- It would provide for continuity and momentum in development planning activity, which is currently 'stalling' in some authorities.
- It would enable current resources, which are deployed (and currently declining) to development planning to be re-focused giving potential additional staff stability.

### **resources/management/structure**

17. Facilitation of early integration will require further consideration of the resource, management/supervisory and operational implications, and the need to continue 'other' forward planning activity, including the policy input to decision making through development control, the production of site development briefs and input into other 'corporate' policies and activities.
18. It is also important to facilitate this process without conveying advantage or disadvantage on existing staff by establishing structures/operational arrangements which could also prejudice future staffing arrangements coming forward for the new council. It is considered essential that arrangements are seen as temporary pending decisions to be taken by the new council.
19. The preferred option would involve:
  - The Planning workstream being given responsibility for overseeing all LDF activity, managing work programmes, priority setting and reporting to individual councils through respective departmental arrangements;
  - An Interim manager being 'appointed' or seconded (preferably external) in accordance with job profile to be agreed, responsible to Workstream for day to day management and supervision of collective LDF activity;
  - An Interim team being formed with individuals being seconded/nominated by district and county, working virtually or centrally.

### **resources specific to wear valley district**

20. There are 5 full time and 2 part time posts in Wear Valley District's Forward Planning Team. These comprise of the Forward Planning Manager, 2 Forward Planning Officers, 2 Planning Information Officers and 2 Sustainability Appraisal Officers. The latter two posts are a shared resources with Sedgefield Borough and Teesdale District Councils. Both Planning Information and Sustainability Appraisal Officer posts are currently vacant. In addition to supporting the Forward Planning function the Planning Information Officer posts provide GIS and National Land and Property Gazetteer (NLPG)

Support for the wider Council. Alternative ways to deliver this aspect of the team's role are currently being explored.

### **description of functions**

21. The first task of the new interim team structure would be the production of the new LDS by the 30<sup>th</sup> September. The LDS will need to have reference to district based priorities developed through district issues/preferred options reports and the assessment/collation of district commissioned and compiled LDF evidence base. The Planning Advisory Service, which is currently working with Northumberland authorities, has offered to assist in facilitating the production of a single LDS, if required.
22. Other duties of the Interim Team are likely to include the following but will be dependent on the priorities identified by the new County Council Members:-
  - Production of single SCI (to replace existing).
  - Consultation/negotiation with GONE;
  - Commencement on the production of a LDF Core Strategy and Development Management DPD (which could include minerals and waste);
  - Preparation and implementation of LDF Sustainability Appraisal and Appropriate Assessment activity;
  - Production of a Housing Allocations DPD (PSA20 requires adoption of this document by April 2011);
  - Supporting Supplementary Planning Documents on issues such as Affordable Housing and S106 agreements;
  - Input into the County Durham Sustainable Community Strategy;
  - Liaison with other emerging strategic housing, economic development and transport functions of new authority;
  - Input to other strategy production, including Integrated Regional Plan, LTP, County and Regional Economic Strategies;
  - Appraisal and compilation of comprehensive evidence base;
  - Development of comprehensive monitoring systems and facilitating the transfer of data to single system; and
23. The functions that will continue to be undertaken by District Councils until vesting day would include:
  - Providing policy input into Development Control, including negotiation of affordable housing provision;
  - Policy input to other District based plans and strategies;
  - Production of site development briefs and other development guidance including Housing Market Renewal;
  - Continued work on existing action area/master planning priorities, in consultation with new authority;



- Day to day forward planning enquiries;
  - District based monitoring and facilitating the transfer of data to single system.
24. Development Plans Managers will continue to manage the other non-planning staff within their teams until their future within the new unitary authority has been agreed.
25. In exploring the opportunity to integrate forward planning activities it will be essential to understand and maintain the critical functional and operational links with Development and Building Control to ensure no fall in service delivery and performance.

### **impacts of early integration**

26. There are important issues relating to the immediate transfer of functions. These include:
- financial costs of relocation of staff for part of the working week including IT support (eg laptops etc.), accommodation rental, mileage and subsistence;
  - the immediate cessation of district based activity;
  - the impact on already agreed production/consultation processes planned for implementation by District authorities;
  - how to capture evidence building already undertaken and achieve consistency across all District areas in timescale for integration;
  - need to merge/amalgamate IT and district based systems; potential public/consultee confusion;
  - potential loss of front-line customer interface;
  - the potential loss of policy interface with existing Development Control functions and with other District based corporate plans and strategies;
  - potential political resistance to early transfer;
  - direct immediate impact on staff currently employed in the Forward Planning sections of District Councils; and
  - indirect immediate impact on staff in both District and County Councils who have wider management responsibility (often covering all aspects of Planning Workstream functions).

### **impacts specific to wear valley**

27. The Forward Planning team is currently continuing its adopted programme of LDF production. Slippage of 1 month has been incurred due to staffing shortages, which have now been resolved with the return of the Forward Planning Manager from maternity leave.
28. Leading on from consultation on the Core Strategy and Development Control Policies Issues and preferred options was carried out between July and September 2007 the team has been undertaking the process of identifying the

preferred options. This process has been informed by the Sustainability Appraisal and Appropriate Assessment of the alternative policy options. At the time of preparing this report the identification of the draft preferred options relating to the Core Strategy was almost completed. It is intended to report these draft preferred options to members at the next Regeneration Committee in any event. Should early integration be endorsed by members this proposal is still considered appropriate; it is considered that these findings will provide the new unitary authority with an appropriate planning policy steer to inform the production of the unified Countywide LDF.

29. Increasingly over the past 18 months the majority of the Forward Planning Officers time has been focused upon LDF related activity. Given that the new interim team would take on much of the Forward Planning team's function it follows that a significant proportion of the 3 Forward Planning Officers' time could be made available to undertake integrated Forward Planning Activity. However, irrespective of whether a fully integrated or virtual LDF team was created the Council would need to ensure that an adequate in-house resource was retained to carry out the Forward Planning, GIS and NLPF functions to be retained by the district until vesting day.

## conclusions

30. It is clear that early integration of LDF activity will ensure best use of resources and enable work on the single LDF for County Durham to progress as quickly as possible. CLG also favour the initiation of early integration and feel that this can be legally undertaken. The benefits of the proposal are also clear.
31. Given the urgency and number of tasks to be undertaken by the new integrated Interim Team it is proposed that arrangements should be in place immediately.

## RECOMMENDED

- 1 That Members agree to the formal cessation of work on the Wear Valley Local Development Framework, and;
- 2 That Members agree to the early integration of the Local Development Framework (LDF) function from Wear Valley District Council and the creation of an Interim Team and the interim appointment of a Strategic Planning Manager as outlined above.

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### Officer responsible for the report

Robert Hope  
Strategic Director for Environment and  
Regeneration  
Ext 264

### Author of the report

Carole Dillon  
Forward Planning Manager  
Ext 271

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## REGENERATION COMMITTEE

2 JULY 2008

### Report of the Strategic Director for Environment and Regeneration **BISHOP AUCKLAND TOWN CENTRE MANAGEMENT**

#### **purpose of the report**

1. To re-affirm the Council's commitment to the Bishop Auckland Town Centre Forum and inform Members of concerns expressed by the Town Centre Forum Marketing and Promotions sub-group in relation to the Bishop Auckland Food Festival and other events and request a budget increase to allow for contracts to be issued to enable this and other events to continue and grow further as part of the regeneration of Bishop Auckland.

#### **background**

2. Wear Valley District Council has been an integral partner in the Bishop Auckland Town Centre Forum since its inception as part of the implementation of a programme of Single Regeneration Budget (SRB) funded activity focused on the role of the town centre.
3. The Forum has been very successful in pursuing an events-lead strategy to promoting and attracting people into the town. The majority of this activity is co-ordinated through the Marketing and Promotions sub-group consisting mainly of a group of 5 or 6 volunteers and supported by a wider volunteer group and officers from Wear Valley District Council (particularly Town Centre Manager, Tourism Promotion and Development Officer, Arts Officer, Public Protection Manager, Commercial Manager and Assistants).
4. The Food Festival, in particular, has grown exponentially and is a major asset to the town. Started in 2003 the event had an estimated 23,000 visitors on Easter weekend in 2007 and 20,000 when switched to a different weekend in mid-April 2008. The Food Festival is a flagship event providing excellent promotion for the town (including regional TV / Radio), the local food sector businesses (many from within the County) and other retailers within the town. This is a real asset and has attracted the attention of a number of major sponsors (Co-op, Northern Rail, etc).
5. Whilst the Food Festival is the flagship there are a number of other events, which the volunteers with the support of WVDC officers, organise within the town. This has been recognised within the region with the Town Centre Forum winning the Enterprising Britain award for the North East.

6. However, this success is now placing extra demands on small number of volunteers and officers and additional support is required to ensure the continuation of the partnership between volunteers and officers and ensure that events will be held in 2009, and can continue to grow and expand. In particular there is a need for further support in relation to the food festival. The Marketing and Promotions group has identified a number of areas which they feel are essential to ensuring Food Festival 2009 takes place:
  - a) Day before
    - assistance with the construction of the stalls / banners / signage / stages / other preparatory labour-intensive duties
  - b) Day of Festival
    - assistance with Marshalling of car parks / castle grounds / marquees / appropriate public accessible rooms within Castle (including activating evacuation procedures)
    - assistance with the immediate tidy-up / deconstruction
  - c) Day after
    - finalise the deconstruction of the stalls / banners / signage / stages / other preparatory labour-intensive duties
7. The proposal outlined below takes account of the comments from the Marketing and Promotions group and is designed to formalise and increase WVDC's "sponsorship" of the event and help support the group to deliver the food festival and other events.
8. Integral to this "sponsorship" will be the continued support and buy-in of existing officers within WVDC (and as LGR progresses within the new County Durham Council).

### **proposal**

9. In 2008, WVDC made a contribution to the group for the Food Festival of around £4,000. This came from the Town Centre Management budget and in return included an advertisement in the brochure and support for the provision of the Park and Ride facility. In addition the group were given a substantial amount of officer support and in-kind costs for which a financial value cannot be estimated.
10. Consideration is requested to increasing the Town Centre Management budget to allow formal sponsorship of the event by WVDC and it's successor. This will allow discussions to take place with the Marketing & Promotions group about a sponsorship contract for the organisation of the event.

11. Obviously attached to this contract would be a number of expectations and this would include a requirement for role in the organisation and management of the event with a single WVDC officer acting as a conduit between the authority and the group. The group would also be required to provide evidence of defrayment and ensure that appropriate output information was maintained.
12. This additional resources would allow the group to buy-in additional support where required (which may also include WVDC offering staff paid weekend work to carry out the required duties listed above). However, the continued in-kind support of officers as part of their role would also be necessary to ensure the success of this event.
13. Whilst the Food Festival is undoubtedly the flagship event the volunteers also play a key role with organising other events, and particularly the Christmas event is seen as important both in terms of a community event but also for retailers and traders.
14. Christmas 2008 presents an ideal opportunity to pilot the arrangements suggested above in advance of the Food Festival, and therefore it is proposed that the contract and sponsorship should initially focus on these two events with the potential for expansion to other events in the longer term.
15. Community involvement and ownership of events is essential and given the major capital investment which is taking place in the Market Place to attract new businesses to the town and create the infrastructure for more events to take place attracting more visitors. This proposal will also help to strengthen the business case being made to ONE North East for their investment in the town.
16. The capacity of the volunteers is of concern and creates vulnerability in the existing arrangements so in addition to requesting resources for the Food Festival and Christmas events, the Regeneration Manager is also working to try to facilitate additional administration capacity for the volunteers to ensure that administration and finance can be dealt with efficiently and effectively.

### **financial implications**

17. The proposal would require an increase to the town centre management budget of around £10,000. This would allow the proposal as outlined above to be implemented and would be supplemented by the use of some additional resources from the existing budget in line with previous years.

### **legal implications**

18. The sponsorship contract would be issued in accordance with WVDC's contract procedures and would be subject to agreement with DCC as it would be expected to continue beyond March 2009.

## **health and safety implications**

19. This matter will also be considered by the Safety Advisory Group.

## **human resource/information technology/crime and disorder and other implications**

20. None.

## **timescale**

21. Early agreement is needed to this proposal to ensure that early planning can commence for both the Christmas event and Food Festival 2009.

## **monitoring**

22. The contract would be managed by the Town Centre Manager, and overseen by the Regeneration Manager with support from the Regeneration team with their experience of managing grant programmes.

## **conclusion**

23. Bishop Auckland Town Centre Forum is an active group of volunteers with a successful track record. The proposal outlined above ensures that the group have the tools, resources and support to continue to organise events which support the council's objectives of the regeneration of Bishop Auckland.

<b>RECOMMENDED</b>	1	That Members agree the proposal outlined including the increase of the Town Centre Management budget by £10,000 to allow a sponsorship contract with the Bishop Auckland Town Centre Forum – Marketing and Promotions group.
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### **Officer responsible for the report**

Robert Hope  
Strategic Director for Environment and  
Regeneration  
Ext 264

### **Author of the report**

Alan Weston  
Regeneration Manager  
Ext 387

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## REGENERATION COMMITTEE

2 JULY 2008

### Report of the Strategic Director for Environment and Regeneration **BISHOP AUCKLAND REGENERATION**

#### **purpose of the report**

1. To update Members of progress in the delivery of the Bishop Auckland Renaissance Master Plan and provide feedback from an initial public consultation exhibition showing the initial designs of the proposed works.

#### **background**

2. The Bishop Auckland Urban Renaissance Master Plan, produced by the Red Box Design Group, outlines a programme of public investment in order to achieve the regeneration of the northern part of the town and to stimulate private sector investment.
3. The plan identifies a long term public investment programme of over £10.2 million which is intended to attract in excess of £30million of private sector investment in key locations within the town.
4. Previously Members have agreed the priorities of the programme with the focus in the first phases being on: Theatre Corner, Fore Bondgate, Market Place, North Bondgate and Auckland Castle Park. Delivery of these projects is underpinned by funding for the management and implementation of the project to enable the employment of a dedicated officer.

#### **section 1 – progress report**

5. This section of the report outlines the progress made in each key phase of the renaissance initiative and highlights key activities, which need to take place over coming weeks to enable further progress to be made towards implementation.

#### **project management**

6. This project was seen as essential, employing additional capacity and expertise to help bring about the successful delivery of the programme of projects. A funding package to enable the appointment of a Bishop Auckland Regeneration Projects Officer and fund preliminary design work, was approved using ONE North East grant aid matched against WVDC money, for the period August 2007 to March 2010.

7. These resources have enabled substantial progress to be made with the delivery of the other projects within the programme and allowed Durham County Council's Urban Design Team to carry out detailed site assessment in order to prepare initial designs to meet the objectives of the master plan.

#### **phase 0 – theatre corner**

8. This project pre-dates the Bishop Auckland Urban Renaissance Master Plan and although not originally part of the Regeneration Programme it has been now been included as a preliminary phase of the renaissance initiative.
9. The primary focus of the works is within the Theatre Corner itself however, as advocated in the Master Plan, all four corners of this strategic junction have been improved. The planned improvements include new paving, the removal and replacement of shrubs and trees and new pedestrian guard rails. The total cost of this work is estimated at £200,000.
10. Providing a focal point within the public space will be a statue of Stan Laurel which will be installed in the summer. North East artist Bob Olley has been commissioned to create and install the statue at an estimated cost of £40,000.
11. This scheme is to be funded using £15,000 from the Arts Council, together with £100,000 from Wear Valley District Council and the remainder from Durham County Council.
12. Durham County Council Service Direct began the streetscape work in late February 2008 and these are now substantially complete. The statue is scheduled to be installed mid July with a formal launch event planned later in the summer.

#### **phase 1 – fore bondgate**

13. The overall aim of this project is to provide a more pedestrian friendly environment within Fore Bondgate and ultimately to improve linkages between North Bondgate and the Newgate Centre.
14. This scheme comprises of two main elements, improvements to the streetscape and support for improvements to premises to bring them back into productive economic use. Detailed plans for the public realm improvements have been produced in conjunction with Durham County Council Urban Design Team and these were presented for initial public comment in March (see Section 2 below).
15. Service Direct will carry out implementation of the streetscape work and costs have been estimated at £415,000. In addition £100,000 has been identified for premises improvement grants. This is to be funded with a package including contributions from ONE NorthEast, Durham County Council and Wear Valley District Council.
16. Significant work has been required to secure the contribution from ONE NorthEast, confirmation of this funding has allowed the works to begin 9 June 2008. It is anticipated it will take up to 20 weeks to complete.



17. As part of this phase of work the Mater Plan advocated the creation of enhanced linkages between North Bondgate and the Newgate Centre.
18. Projects Officer (together with other appropriate officers from WVDC) will actively explore this further and enter into discussions with the existing premises owner to explore potential redevelopment options.

### **phase 2 – market place**

19. The main aim of this project is the enhancement of the Market Place to make it more pedestrian friendly and create additional event space. This would enable more events to take place and to attract more visitors to this part of town.
20. Initial designs have been produced to meet the objectives of the master plan. The proposed scheme proposes traffic calming measures, reconfiguration of the existing car parking arrangements and the provision of additional public space in front of the key buildings.
21. Some public comments have been attracted in relation to this project and changes to the initial designs are proposed (see Section 2 below). These modifications will be incorporated in the revised designs which will enable the Traffic Regulation Order consultation to begin as the project requires changes to the existing TRO. This is a statutory process requiring considerable consultation with affected parties which may take between 9 and 12 months to complete.
22. Whilst this work is ongoing additional detail can be added to the proposed scheme including further detailed discussions and public consultation around the provision of a vertical feature as a focal point within the Market Place and also the preparation of detailed lighting planting and street furniture proposals.
23. Following completion of these additional pieces of work a fully designed scheme can be presented for further public consideration in late Summer / early Autumn.

### **phase 3 – north bondgate**

24. Proposals for improvements to this part of town are based upon supporting and capitalising upon the proposed Helios / Gentoo retail / residential development on the north side of the street.
25. The submission of the Helios / Gentoo planning application has provided basic details such as the proposed entry points for the car park and service yard which has enabled an indicative design for the public realm improvements to be produced.
26. At this stage, considerable work is still required on this phase of the plan however until the outcome of the planning application is known, little progress can be made on the refinement of the initial designs.

#### **phase 4 – auckland castle park**

27. The Renaissance Master Plan includes the proposed restoration of Auckland Castle Park as a means of improving the visitor potential of the town.
28. Members may recall that a restoration proposal was produced and submitted to the Heritage Lottery Fund in March 2007, but that following a preliminary assessment it was agreed in August to withdraw the application to carry out further development work.
29. Work has been on-going, with Bureau Veritas as our lead consultant, and the Church Commissioners, to revise and strengthen the restoration proposal and address the concerns raised by HLF. Unfortunately, due to a number of issues with the project, particularly around the provision of a visitor centre and following further pre-application advice from HLF it has not been possible to submit the bid for the March 2008 bidding round.
30. However, following further discussions with all parties many of these issues are close to being resolved and work is still continuing on the restoration proposal. It is intended that a joint bid with the Church Commissioners will now be submitted in September 2008.

#### **section 2 – initial public consultation**

31. As outlined above the progress made in relation to designing the respective phases of renaissance initiative has enabled an initial public consultation exhibition at Bishop Auckland Town Hall from 7<sup>th</sup> to 28<sup>th</sup> March 2008. The initial sketch plans showing the public realm works proposed for Fore Bondgate, Market Place and North Bondgate were displayed (these plans will be available for viewing at the Committee meeting).
32. The exhibition was publicised through a variety of means including the Bishop Auckland Town Centre Newsletter, produced by the Town Centre Manager and distributed to businesses within the town centre. All members were sent a copy of this Newsletter to give a brief update of the programme.
33. As part of the consultation WVDC and DCC Officers were available at a variety of times on six separate 2 hour sessions over the 3 weeks to explain the initial proposals and to answer any questions. Questionnaires were made available for public comment and a total of 63 were returned. Initial analysis of the questionnaires has been undertaken and the comments are detailed below for each of the phases. In addition, comments made to Officers during the manned sessions were collated.

#### **member's briefing**

34. In addition, Regeneration Committee Members, Ward Members and Unitary Authority Ward Members, were invited to attend a Bishop Auckland Renaissance Briefing on 3 June 2008. The purpose of the briefing was to explain the design principles of the initial plans and the modifications intended following the initial consultation.

35. The Bishop Auckland Regeneration Projects Manager and other appropriate officers of Wear Valley and Durham County Councils guided Members through progress to date and the next stages of the renaissance initiative, explained the intended modifications and answered Member's questions.
36. Overall, the plans were well received although there were a number of comments made, some of which can be addressed through the physical improvements and some which will have to be addressed through associated proposals or through subsequent maintenance regimes.

#### **phase 1 – fore bondgate**

37. The plans showing the intended streetscape to Fore Bondgate were generally well received.
38. The main comments concerned the extent of the current pedestrianisation which prevents vehicular access into the street between 11am and 4pm. At this stage it is not intended to pursue an extension to the pedestrianisation as consultations were inconclusive, however the proposed improvements will not preclude further exploration of this in the future. Improved enforcement of the existing arrangements are to be explored (see below).
39. Shortly after the exhibition the owners of adjoining premises, Bar None and The Bay Horse, numbers 38 and 40 Fore Bondgate respectively, requested the omission of the loading bay to the front of their premises, as deliveries can be taken at the rear of these buildings.
40. This modification would provide a wider pavement which would potentially enable these businesses to provide pavement facilities, subject to the appropriate licence.
41. The initial plans indicated that the western section of carriageway be constructed in hot rolled asphalt however as the additional cost of granite setts in place of the asphalt, is negligible it is now intended to use the latter. This will match the lower section of carriageway and help give the appearance of a more pedestrian friendly environment throughout the whole of Fore Bondgate.

#### **phase 2 – market place**

42. This phase of initiative attracted the most significant comments and issues, see below. Overall, there was broad support for the provision of a vertical feature within this area and this has been identified above for further exploratory work.

#### **disabled parking**

43. Significant concern was expressed at the perceived decrease in provision of disabled parking.

44. Currently, of the 31 parking bays within the Market Place, 12 are for disabled parking, (10 to the west and 2 to the south) however, none of these existing disabled parking bays comply with current guidelines for the recommended size and markings for disabled parking bays.
45. The traffic calming and reconfiguring of the existing car parking provision will require the removal of the 10 parking bays to the west which at present are reserved for disabled drivers between the hours of 9am to 6pm.
46. The proposed layout shows 19 parking bays to the south of which 5 are for disabled parking and are compliant with the new size guidelines. The plans also show 2 additional parking bays within a proposed lay-by on North Bondgate.
47. In addition, the proposed Helios / Gentoo development on North Bondgate will increase the parking provision within the town substantially almost doubling the provision on this site. It will be expected that some of this additional provision will be for disabled parking.
48. In considering the design of the scheme it was felt important to ensure that the parking provision within the Market Place has a balance between disabled and standard car parking bays. Although the proposed plan does meet the recommended ratio of disabled bays to standard bays, it is proposed to adjust the designs to take into account the views expressed and adjust the car parking provision to provide 7 disabled parking bays and 12 standard parking bays.

#### **taxi rank**

49. The residents and proprietors of the Castlegate Café, number 8 Market Place, have lobbied over a considerable period, for the relocation of the taxi rank. However, in consultation the police have indicated their objections to any proposed relocation. In the draft designs the taxi rank is therefore shown in its existing location.
50. In discussions with the café proprietors, the option of moving the taxi rank a little to the west has been discussed to help reduce disturbance from the taxi rank. This option would also provide additional space to potentially enable the café to provide pavement facilities, subject to the appropriate licence.

#### **phase 3 – north bondgate**

51. The initial plans for the North Bondgate streetscape were in general well received within the consultation exercise with public support for crossing points and traffic calming. No major comments were expressed about the proposed streetscape works although a number of comments were made in relation to the Helios / Gentoo development.

52. Therefore designs for the North Bondgate improvement scheme will be progressed on the basis of the draft designs, subject to the outcome of the planning application process for the Helios / Gentoo development.

### **general comments**

53. In addition to the comments made about the specific phases of the scheme, as would be expected, a number of other general comments were made. Whilst these do not materially affect the design of the proposed streetscape improvement works, they may require further action by the Projects Officer, or may affect the public perception of the outcomes of the improvements and are therefore included for reference and action as necessary.

### **street cleaning**

54. Significant concern was expressed in relation to the soiling of the pavements with discarded chewing gum and problems associated with the proliferation of pigeons. It is vital that these matters are addressed ahead of the implementation of improvement works, not only for the Market Place but also within the whole town centre.
55. This is being addressed by the Projects Officer working closely with the appropriate officers at both WVDC and DCC to ensure that an effective enhanced maintenance regime will be put in place post-completion of phases of works to ensure a good standard of maintenance and aftercare. This will be particularly important to convince ONE NorthEast that the considerable investment they are making in the town will be maintained into future years.

### **traffic regulation order and parking enforcement**

56. The lack of enforcement of the current traffic regulations was raised during the exhibition. The proposed changes to the Traffic Regulation Order in Market Place will make effective enforcement an important aspect of the success of the improvements. With reduced parking capacity in this area of town, enforcement will ensure that 'churn' of the short-stay spaces will maximise their effectiveness.
57. Ultimately, enforcement will govern the public perception of the success of regeneration programme. Therefore the Projects Officer will continue to work with appropriate WVDC and DCC officers and with the Police to agree measures to assist enforcement.

### **conclusion**

58. Overall, good progress has been made in relation to the delivery of the investment programme over the second half of 2007/8. This has been aided by the employment of a dedicated officer and the additional capacity brought to the regeneration programme.

59. The implementation of the Theatre Corner works and the commencement of the Fore Bondgate improvement works are significant steps towards achieving the objectives of the master plan.
60. Unfortunately, following pre-application advice from HLF, the bid for funding of the restoration of Auckland Castle Park was not submitted in March 2008 as had been hoped, mainly due to some technical issues relating to the visitor centre. These issues are being addressed and work is on-going to enable this submission to be made in September 2008.
61. The initial designs for Fore Bondgate, Market Place and North Bondgate have been shown to the public and attracted some comments but have generally been well received.
62. The Fore Bondgate scheme will be implemented to the revised design including the modifications outlined above.
63. The modifications to the Market Place outlined above will allow refinement of the designs, although further progress with the implementation of Market Place will be delayed until the statutory TRO process is completed.
64. The North Bondgate proposals attracted little comment although further progress with this scheme cannot be made until the outcome of the planning application process for the Helios / Gentoo development is known.

## **RECOMMENDED**

1. That Members note the report and the progress which has been made since the appointment of the Bishop Auckland Regeneration Projects Officer.
2. That Members support the continued work on the restoration proposal for Auckland Castle Park to enable the funding application to be submitted in September 2008.
3. That Members note the modifications intended to the initial drawings produced for each phase of the scheme and receive further reports at the next consultation stage in late Summer/Autumn.

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### **Officer responsible for the report**

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## REGENERATION COMMITTEE

2 JULY 2008

Report of the Strategic Director for Environment and Regeneration

### **THE VALIDATION OF PLANNING APPLICATIONS – STANDARDISATION OF PLANNING APPLICATION FORMS (1APP)**

#### **purpose of the report**

1. To report to Members with the findings of the consultation exercise in relation to the introduction of a new standard planning application form and to recommend that local lists of requirements are adopted for making valid planning applications.

#### **background**

2. As part of the drive to provide a more efficient and predictable planning service, the Government introduced a new standard application form under the heading '1 APP'. Alongside this and to support the use of a standard application form, the Government intends to introduce new requirements for the validation of planning applications by local planning authorities.
3. The Government introduced a mandatory standard application form and associated national information requirements for validation of applications, from 6th April 2008.
4. Guidance has been issued to support the use of the standard application form. This guidance follows on and takes account of responses to the Government's consultation paper "Validation of Planning Applications" (July 2006) and outlines and provides guidance on the scope of information that should be supplied with planning applications specified in "local lists" which would be in addition to national mandatory requirements.

#### **1 APP**

5. Previously, local planning authorities (LPAs) produced their own planning application forms. These often differed in their questions asked, their style and the number of copies of the form and plans needed for submission, creating inconsistencies in the planning process and difficulties for applicants particularly those making multiple applications and sometimes to different LPAs. 1 APP is intended to remove the differences in application forms by ensuring the same information will be required for comparable applications by every LPA in England. This standardisation will make the planning system clearer and more efficient for planning professionals and public alike and will save applicants time and effort completing applications. The new form is designed to make the application process easier by asking standard questions and ending confusion over individual LPA requirements.

6. 1 APP is primarily designed as an electronic form and will be available online via the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)). In its online form, 1 APP will intelligently determine the planning consent type that is required and specify the LPAs additional information requirements, significantly increasing the chances of a valid application being submitted first time. This will benefit both the applicant and LPA staff who process the application, potentially resulting in a faster decision. However, a number of applications will not be made electronically thus there will still need to be an available paper form from LPAs. The standard application form covers the following types of applications:-

- Householder consents
- Outline and full planning permission and approval of reserved matters
- Listed Building Consent
- Conservation Area Consent
- Advertisement Consent
- Consent under Tree Preservation Orders
- Lawful Development Certificates
- Applications for Prior Notification under the General Permitted Development Order
- Removal or variation of conditions

#### **information supporting applications**

7. Different types and scale of application require different levels of information and supporting documentation to be submitted. In all cases it will be for the LPA to specify requirements but under the new arrangements set out in the guidance these will comprise a national core list that will apply in all cases and additional items specified locally from a list provided by central Government.
8. The national list sets out statutory requirements that came into effect from the 6th April 2008 which include:-
- Completed form (3 copies to be supplied unless the application is submitted electronically)
  - A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
  - A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
    - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
    - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)



- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
  - Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
  - Design and Access Statement, if required
  - The appropriate fee
  - In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.
9. In addition to the national list, LPAs are encouraged to consult on and adopt their own local lists which should be drawn from the recommended nationally defined list of local requirements which may be updated from time to time to reflect changes in national policy and legislation. The overall content of the local list will be at the discretion of the LPA. However where national policy requires the provision of certain information this must be specified on the list if it is relevant. For example, a flood risk assessment. LPAs will not be able to require information that is not included on the local list in order to validate a planning application, although, this information could still be required post validation or by way of a planning condition.
10. The recommended national list of local requirements that may be adopted locally; include some or all of the following :-
- Affordable housing statement
  - Air quality assessment
  - Biodiversity survey and report
  - Daylight/sunlight assessment
  - Economic Statement
  - Environmental Statement
  - Evidence to accompany applications for Town centre uses
  - Flood risk assessment
  - Foul sewerage and utilities assessment
  - Heritage statement

- Landfill statement
  - Land contamination assessment
  - Lighting assessment
  - Landscaping details
  - Noise impact assessment
  - Open space assessment
  - Parking provision
  - Photographs and photomontages
  - Planning Obligations – Draft head(s) of terms
  - Planning statement
  - Site waste management plan
  - Statement of community involvement
  - Structural survey
  - Transport assessment
  - Telecommunication development – supplementary information
  - Travel plan
  - Tree survey/Arboricultural implications
  - Ventilation/extraction statement
11. The guidance recommends that LPAs adopt specific local lists that are linked to the standard application form and tailored to their own context and requirements. Local lists should be subject to consultation prior to adoption. Detailed local lists by application type are included as Annex A.
12. The Government recommends that the process for adopting local lists for different types of application should be:-
- Resolution of the relevant committee to consult on the proposed local list.
  - A minimum period of 6 weeks for consultation with relevant stakeholders which should include:- Statutory consultees; Town and Parish Councils; Relevant voluntary and community groups/amenity societies; and, agents Forums or representatives
  - Formal review of comments and report back for formal resolution and adoption of the local list
  - Publication of the adopted local lists on the web-site (and made available through the Planning Portal) in addition to paper copies being made available.

13. Where an LPA has consulted and adopted local lists in accordance with this procedure they can be used as the local requirements when validating applications under the, to be amended, GDPO.
14. The proposed local list of validation criteria was the subject of a public consultation for a period of 6 weeks expiring on 18<sup>th</sup> April 2008. The consultation was sent to Parish and Town Councils and all District Councillors as well as 35 agents who regularly submit planning applications to the local planning authority. No representations were received.
15. Within County Durham, the District Council's are following an agreed approach that the local list of requirements, contained within Government Guidance, will be adopted in entirety.

#### **finance, IT and human resource implications**

16. None.

#### **RECOMMENDED**

That the content of this report is noted and the local lists of requirements at Annex A are adopted in entirety for use when validating planning applications.

#### **background information**

1 APP planning application forms.

Communities and Local Government guidance on "The Validation of Planning Applications December 2007".

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## Appendix A. Lists of information by type of application

### Householder application for planning permission for works or extension to a dwelling

#### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required<sup>1</sup>
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

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<sup>1</sup> The requirements and exemptions relating to Design and Access Statements are explained on page 24.

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Land Contamination assessment
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural implications

## **Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landscaping details
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

## **Householder Application for planning permission for works or extension to a dwelling and Listed Building consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation



**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Foul sewage and utilities assessment
- Land Contamination assessment
- Landscaping details
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

## Application for Planning Permission

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

## **Application for Outline Planning Permission with some matters reserved**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

## **Application for Outline Planning Permission with all matters reserved**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations-Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

## **Application for Planning Permission and Conservation Area consent for demolition**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation



**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations-Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

## Application for Planning Permission and Listed Building consent

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

## Application for Planning Permission and Advertisement consent

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs and Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

## Conservation Area consent for demolition in a Conservation Area

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

### LOCAL REQUIREMENTS – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

## Listed Building consent for alterations, extension or demolition of a listed building

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications



## **Application for Advertisement consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and Photomontages
- Planning Statement

## Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

## **Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically.
  - Existing elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Photographs/Photomontages
- Planning Statement

## **Application for a Lawful Development Certificate for a proposed use or development**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning Statement

## **Application for prior notification of proposed agricultural development – proposed building**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Landscaping details

Plans (3 copies to be supplied unless the application is submitted electronically).

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Photographs/Photomontages
- Planning Statement

## **Application for prior notification of proposed agricultural development – proposed road**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Landscaping details
- Planning Statement

## **Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Landscaping details
- Planning Statement



## **Application for prior notification of proposed agricultural development – proposed fish tank**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Planning Statement

## **Application for prior notification of proposed development in respect of permitted development by electronic communications code operators**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development
- A plan indicating the proposed location
- The appropriate fee
  - Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
  - Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Acoustic report where relevant
- Any other relevant additional information
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

## **Application for Hedgerow Removal Notice**

### **NATIONAL REQUIREMENTS**

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Arboricultural implications
- Biodiversity survey and report
- Landscaping details

## **Application for prior notification – proposed demolition**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Biodiversity survey and report
- Landscaping details
- Photographs/Photomontages
- Planning Statement
- Structural Survey
- Tree survey/Arboricultural implications

## **Application for Approval of Reserved Matters following outline approval**

### **NATIONAL REQUIREMENTS**

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access Statement
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewage and utilities assessment

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Photographs/Photomontages
- Planning obligations/Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

## **Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)**

### **NATIONAL REQUIREMENTS**

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically)
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement



## **Useful Supporting Information – Application for Approval of Details Reserved by Condition**

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing.

However, you may submit the following:

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically)

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Photographs/Photomontages
- Planning Statement

## **Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)**

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.