



NATIONAL AND LOCAL VALIDATION REQUIREMENTS FOR COUNTY COUNCIL (REGULATION 3) PLANNING APPLICATIONS

MARCH 2025

Introduction

Essex County Council is the determining planning authority for the following types of applications:

- County Council's own development (Reg. 3) including new schools, school extensions, road development (where the council is the Highway Authority), as well as development for other council responsibilities – such as libraries and country parks.
- Mineral extraction and associated development – such as quarries, mineral wharves, rail heads and sand and gravel processing plants.
- Waste proposals including landfill sites, waste transfer/recycling sites and scrapyards.

Planning applications for residential and commercial development are dealt with by the relevant District/Borough/City Council

- [Basildon Borough Council](#)
- [Braintree District Council](#)
- [Brentwood Borough Council](#)
- [Castle Point Borough Council](#)
- [Chelmsford City Council](#)
- [Colchester Borough Council](#)
- [Epping Forest District Council](#)
- [Harlow Council](#)
- [Maldon District Council](#)
- [Rochford District Council](#)
- [Tendring District Council](#)
- [Uttlesford District Council](#)

Unitary Authorities

Southend and Thurrock are unitary authorities. All planning applications for these areas should be addressed directly to the relevant authority.

- [Southend Borough Council](#)
- [Thurrock Council](#)

The purpose of the Validation Checklist

The Checklist sets out the plans and documents, which must be submitted with a planning application, so that it can be registered and validated.

All of the information required for Regulation 3 applications must be provided, so that it can be fully assessed.

An application cannot be registered and validated until all of the necessary documents have been received. Not providing the required information will result in delays in processing the application.

How to use this document

Read the information on both national and local validation requirements.

The plans and documents required are set out in the following pages.

Ensure that the plans and documents submitted with the application are correct and up-to-date.

Failure to submit the required documents will result in delays to the validation and determination process.

If the application does not include the required information, the case officer will contact the applicant/agent requesting the missing information is submitted. The requested information should be provided within the timeframe given (usually 21 days).

It may be possible to agree a longer period if there are exceptional circumstances, such as the need to undertake a habitat survey at a certain time of year.

National and local validation requirements

The Government sets out which documents must be provided with every planning application. These are the National Validation Requirements.

Essex County Council requires additional information to fully assess an application. These are the Local Validation Requirements.

National Validation Requirements

These requirements have been set out by National Government. These requirements must be provided with every planning application.

The National Validation Requirements are:

- Application Form
- Site Location Plan
- Block Plan
- Correct Application Fee
- Correct Ownership Certificate
- Agricultural Holdings Certificate (combined with ownership certificate)
- Design and Access Statement (if relevant)
- Biodiversity Net Gain Statement (if relevant)

Local Validation Requirements

These requirements are set by the relevant Planning Authority, in this case, Essex County Council. The documents required for Regulation 3 applications are set out in Section 2.

Personal and confidential information

All information submitted in supporting and personal statements may be published on the Council's website. If any statement contains personal or confidential or commercially sensitive information that the applicant/agent does not want displayed on the Council's website, they should make this clear when the application is submitted.

Pre-application

Essex County Council recommends that applicants/agents discuss their proposals with a planning officer before submitting an application. Various levels of [pre-application advice](#) are provided by the County Council to help inform the preparation of planning applications.

As part of pre-application discussions, the planning officer can advise which supporting documents would be required and whether an Environmental Impact Assessment (EIA) would be required as part of the application.

Online submissions

Essex County Council encourages you to make your application online via the Planning Portal. Following these simple tips will help us process your application as quickly and efficiently as possible:

- Use PDF format for all documents.
- Keep individual file sizes small.
- Give your files accurate names that reflect their content.
- Where possible, separate drawings so that they can be printed to the original scale in individual sheets of A4 or A3 paper.
- Try not to group all drawings onto a single A2 or larger sheet.
- Use landscape format for drawings.
- Indicate the sheet size and scale.
- Firewall restrictions limit the maximum size of individual attachments to 10MB. Documents exceeding this limit can be submitted on portable media such as USB with the Planning Portal reference clearly marked.

Regulation 3 Development

[The Town and Country Planning General \(Amendment\) \(England\) Regulations 2018](#) have amended [The Town and Country Planning General Regulations 1992](#) by omitting Regulation 9. As such, any planning permission granted pursuant to Regulation 3 would now run with the land rather than the applicant. Any obligations would be required through the submission of a Unilateral Undertaking at application stage, and those obligations would be enforceable by the Local Planning Authority.

SECTION ONE

NATIONAL REQUIREMENTS

[Planning Application Forms](#)

Page 9

[Planning Application Fee](#)

Page 10

[Site Location Plan](#)

Page 11

[Certificates](#)

Page 12-13

[Design and Access Statements](#)

Page 14-15

[Biodiversity Net Gain Statement](#)

Page 16

Planning Application Forms

Required for all applications by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

- An application form is required for all applications.
- All questions on the application form should be answered.
- The form should be signed and dated.
- ECC should be named as applicant.

The Planning Portal provides guidance on how to complete the application form.

Applications should be submitted on-line through the [Planning Portal](#).

If the application cannot be submitted on-line, forms can be downloaded from the Planning Portal and submitted on portable media (such as USB).

The Council does not provide paper copies of application forms.

Planning Application Fee

Required by [Article 11 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

Planning Application fees are set nationally and cannot be negotiated.

The [Planning Portal – Fee Calculator](#) can be used to calculate the correct planning fee.

If an application is submitted and later withdrawn, the application fee cannot be refunded post-validation.

How to pay?

- Via the Planning Portal - the application fee can be paid via the Portal using a standardised set of payment options detailed on their website.
- Via credit card on [ECC website](#)
- Via internal journal transfer (for internal applications)

If the fee cannot be paid by any of the above options please contact the case officer who can advise on other ways to pay.

Full details of which applications require the submission of a planning application fee and fee exemptions are available at: [Fees for planning applications - GOV.UK \(www.gov.uk\)](#).

Site Location Plan

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications except approval of details reserved by condition and non-material amendment applications.

The Site Location Plan should:

- Be based on an up-to-date map (plans from the 1970's are not acceptable!).
- Be at a scale of 1:1250 or 1:2500.
- Show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. In rural locations, it may be acceptable to show just one named road.
- Ensure the application site is edged clearly with a red line.
- Include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
- Have a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

The [Planning Portal](#) provides a service to purchase plans.

Certificates

Required by [Article 13](#) and [Schedule 2 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications except:

- Approval of reserved matters.
- Discharge of conditions or S73 applications.
- Non-material amendment applications.

Certificate A – Sole Ownership and no agricultural tenants – This should be completed if the applicant is the sole owner¹ of the land to which the application relates and there are no agricultural tenants².

Certificate B – Shared Ownership (All other owners/agricultural tenants known) – This should be completed if the applicant is not the sole owner of the land to which the application relates, or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants. The applicant must confirm who has been served notice and when.

Certificate C – Shared Ownership (Some other owners/agricultural tenants known) – This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of all of the owners and/or agricultural tenants. The applicant must confirm who has been served notice and when. The applicant must also give details of the steps taken to find the other owners, including details of the advert published in the local paper.

Certificate D – Shared Ownership (None of the other owners/agricultural tenants known) – This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

A notice to owners of the application site must be completed and served in accordance with [article 13 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

¹ An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.

² An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for:

- Reserved matters.
- Discharge or variation of conditions.
- Listed Building Consent
- Non-Material Amendment

Design and Access Statement (DAS)

Required by [Article 9 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for the following:

- Major development³;
- Listed Building Consent
- Development in a designated area⁴, where the proposed development consists of:
 - One or more dwellings; or
 - A building or buildings with a floor space of 100 square metres or more.

A DAS is not required for an application for a material change of use or a Section 73 (S73 – variation of removal of conditions).

A DAS is a concise report accompanying certain applications for planning permission and applications for listed building consent. It provides a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrates that it can be adequately accessed by prospective users. Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.

The level of detail included within a DAS should be commensurate with the scale of proposed development.

A DAS should:

- a) Explain the design principles and concepts that have been applied to the proposed development.
- b) Demonstrate the steps taken to appraise the context of the proposed development and how the design of the development takes that context into account.

A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and the DAS should be tailored accordingly.

³ As defined in Article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

⁴ A World Heritage Site or Conservation Area

The DAS should explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

Listed Building Consent

A DAS accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works; and how they have been taken account of:

- a) The special architectural or historic importance of the building.
- b) The particular physical features of the building that justify its designation as a listed building; and
- c) The building's setting.

Unless the proposed works only affect the interior of the building, a DAS accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.

Biodiversity Net Gain Statement (BNG)

Required by [Schedule 7A of the Town and Country Planning Act 1990 \(inserted by the Environment Act 2021\)](#) for all applications for planning permission, unless the proposed development is exempt from BNG as set out within Planning Practice Guidance 'Biodiversity Net Gain' (dated 1 May 2024).

The Statement should include the minimum information set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015:

- Confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition.
- The pre-development biodiversity value(s) either on the date of application or earlier proposed date (as appropriate).
- Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date.
- The completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value.
- A statement whether activities have been carried out prior to the date of application (or earlier date), that result in loss of onsite biodiversity value ('degradation') and where they have:
 - A statement to the effect that these activities have been carried out.
 - The date immediately before these activities were carried out.
 - The pre-development biodiversity value of the onsite habitat on this date.
 - The completed metric calculation tool showing the calculations; and
 - Any available supporting evidence of this.
- A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the applicant relates, that exists on the date of application, (or earlier date); and
- Plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

SECTION 2

LOCAL REQUIREMENTS

<u>Site/Block Plan</u>	Page 20
<u>Existing and Proposed Elevations</u>	Page 21
<u>Existing and Proposed Floor Plans</u>	Page 22
<u>Existing and Proposed Site Sections</u>	Page 23
<u>Roof Plans</u>	Page 24
<u>Photographs and Photomontages</u>	Page 25
<u>Planning Statement</u>	Page 26
<u>Statement of Community Involvement</u>	Page 27
<u>Airport Safeguarding Statement</u>	Page 28
<u>Air Quality Assessment</u>	Page 29
<u>Archaeological Assessment</u>	Page 31
<u>Biodiversity Checklist</u>	Page 32
<u>Climate Change, Energy Statement, Renewable Energy, Sustainability Statement</u>	Page 35
<u>Community Infrastructure Levy (CIL)</u>	Page 36

<u>Contaminated Land Assessment</u>	Page 37
<u>Construction Management Plan</u>	Page 37
<u>Daylight/Sunlight Assessment</u>	Page 39
<u>Environmental Statement</u>	Page 40
<u>External Materials Board</u>	Page 41
<u>Flood Risk Assessment</u>	Page 42
<u>Foul Sewage and Utilities Assessment</u>	Page 45
<u>Green Belt Statement</u>	Page 46
<u>Habitat Regulations Assessment</u>	Page 47
<u>Health Impact Assessment</u>	Page 49
<u>Heritage Statement</u>	Page 50
<u>Landscape Visual Impact Assessment</u>	Page 52
<u>Landscape Scheme</u>	Page 53
<u>Lighting Scheme</u>	Page 54
<u>Noise Impact Assessment</u>	Page 55
<u>Open Spaces and Playing Field Assessment</u>	Page 56

<u>Parking Provision</u>	Page 57
<u>Public Rights of Way</u>	Page 58
<u>Structural Survey</u>	Page 59
<u>Sustainable Drainage Systems</u>	Page 60
<u>Transport Assessment/Statement</u>	Page 61
<u>Travel Plan</u>	Page 63
<u>Tree Survey, Arboricultural Impact Assessment, Arboricultural Method Statement</u>	Page 64
 ANNEX 1	
<u>Essex Housing applications</u>	Page 67

Site/Block Plan

Required for all applications except Outline

The Plan should:

- Be drawn at a scale of 1:500 or 1:200.
- Accurately show the direction of north.
- Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundary.
- Show all the buildings, roads and footpaths on land adjoining the site including access arrangements.
- Show all public rights of way⁵ crossing or adjoining the site.
- Show the position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- Show the extent and type of any hardstanding; and
- Show boundary treatment including walls or fencing where this is proposed.

⁵ Footpath, bridleway, restricted byway or byway open to all traffic.

Existing and Proposed Elevations

Required for all applications where new built development is proposed

The plans should:

- Be drawn to a scale of 1:50 or 1:100.
- Show clearly the proposed works in relation to what is already on site.
- Show all sides of the proposal and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.
- Show blank elevations, if only to show this is the case.
- Where a proposed elevation adjoins another building or is in close proximity, clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Existing and Proposed Floor Plans

Required for applications for new development and for existing buildings altered by the proposed development

The plans should:

- Be drawn to a scale of 1:50 or 1:100.
- Explain the proposal in detail.
- Where existing buildings or walls are to be demolished these should be clearly shown.
- Show details of existing building(s) as well as those for the proposed development.
- Show new buildings in context with adjacent buildings (including property numbers where applicable).

Existing and Proposed Site Sections (including finished floor and site levels)

Required for all applications where the existing or proposed site levels would impact on built development

The plans should:

- Be drawn at a scale of 1:50 or 1:100.
- Show a cross section(s) through the proposed building(s).
- In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment into adjoining land is to be avoided.
- Include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development.
- Show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and show the proposals in relation to adjoining buildings.

Roof Plans

Required for any application where a new roof would be created by the proposed development or an existing roof would be altered

The plans should:

- Be drawn at a scale of 1:50 or 1:100. Include the recommended scale 1:50 or 1:100.
- Show the shape of the roof and include details such as the roofing material and the materials of vents, solar panels etc and their location.

Photographs and photomontages

Required for applications where the development would result in a significant change in the appearance of a building and/or landscape (including the demolition of an existing building). This includes development affecting Listed Buildings and Conservation Areas.

- Photographs should show the external appearance of a building(s) or area(s) in its current state and photomontages to show the proposed change.
- Computer generated images may also be helpful.

Planning Statement

Required for all applications

The Statement should be commensurate with the scale of proposed development.

The Statement should include:

- An explanation of the principles behind and the justification for the proposed development.
- A description of the site, setting out the physical features of the site and its surroundings.
- A description of the site's existing use, planning designations and physical constraints.
- A full description of the scope of the proposed development.
- Details of existing and proposed pupil and staff numbers (for school development).
- Details of site layout, buildings and details of existing and proposed external building materials.
- Details of boundary treatment.
- An educational need statement (if relevant).
- Details of the topography and geology of the site.
- An explanation of how the proposed development accords with national and local plan policy.
- Details of any pre-application consultation (including community engagement) carried out prior to the submission of the application and any amendments made to the scheme as a result of comments received.

Statement of Community Involvement

It is good practice to engage with the community at an early stage of any proposed development, especially 'major development'⁶ as defined in the Development Management Procedure Order. Exceptions would include small scale proposals where the potential impact would be limited in scale and area.

The statement should demonstrate how the applicant has complied with the requirements set out in the County Council's [Statement of Community Involvement](#) (SCI) and demonstrate how the views of interested parties were sought and taken into account prior to the submission of the planning application.

⁶ The winning and working of minerals or the use of land for minerals-working deposits, waste development, the provision of a building or buildings where the floor space to be created by the development is 1,000m² or development is carried out on a site having an area of 1 hectare or more.

Airport Safeguarding Statement

Required for all applications within the consultation area of civil and military aerodromes and airstrips⁷ involving:

- Any development over 90m in height.
- Any building or structure, which because of its size, shape, location or construction materials has the potential to act as a reflector or diffractor of the radio signals on which navigational aids, radio aids and telecommunication systems depend.
- Lighting which has the potential to distract or confuse pilots.
- Development which has the potential to increase the number of birds or the bird risk hazard.

The Statement should include:

- An accurate site plan of the proposed development with the site clearly outlined and six figure (Ordnance Survey) 'eastings' and 'northings' grid references.
- The ground level of the site to an accuracy of 0.25m Above Ordnance Datum (AOD).
- The layout, dimensions, materials and particularly heights, of the proposed development above ground level.
- Any landscaping and/or Sustainable Drainage Systems (SuDs) proposals.
- Any associated construction or development lighting details.
- Any other information that may be deemed necessary to assess the application (e.g., installation of solar panels on buildings).

⁷ London Stansted, Southend, North Weald, Earls Colne, Andrewsfield Aerodrome, Clacton, Stapleford Aerodrome

Air Quality Assessment (AQA)

Required for the following:

- Major development.
- Substantial earthworks or demolition.
- Any development that could have a significant impact on air quality, either directly or indirectly.
- Development within 1km of a sensitive area (e.g., Air Quality Management Area (AQMA) or an Air Quality Area of Concern (AQAC)).
- Development that will have a significant impact on traffic in terms of volume or change of vehicle composition.
- Development that will involve major road infrastructure changes.
- Development that will introduce its own potentially polluting source.
- Development that will involve significant dust emissions.

The AQA should consider measures to reduce potential impacts to an acceptable level. It should be proportionate to the scale and type of development.

The AQA should be undertaken by a competent person.

The information that should be included will differ depending on whether a basic or detailed air quality statement is required.

Basic Air Quality Assessment

The Assessment should include:

- A review of air quality around the development site using existing air quality monitoring and/or modelling data.
- An assessment of the impact on air quality during the construction phase. It should also include detailed mitigation methods for controlling dust and pollution emissions associated with plant and vehicles.
- An indication of the number of receptors which will be exposed to poor air quality as a result of the development. Their location should be shown on a map. The significance of air pollution exposure should be quantified in accordance with the “Air Quality Impact Significance Criteria – New Exposure”.

- An outline and justification of mitigation measures associated with the design, location and operation of the development in order to reduce air pollution and exposure to poor air quality. Where a proposed development is in an area of poor air quality, it is essential to demonstrate that from the earliest stages, the building has been designed to reduce occupant exposure. This includes consideration of orientation, elevation of residences and the use of green infrastructure, screens and trees.

Detailed air quality assessment

This should include:

- Air quality dispersion modelling data
- An indication of the number of receptors which will be exposed to poor air quality, as a result of the development. Their location should be shown on a map. The significance of air pollution exposure should be quantified in accordance with the “Air Quality Impact Significance Criteria – New Exposure”.
- An outline and justification of mitigation measures associated with the design, location and operation of the development in order to reduce air pollution and exposure to poor air quality. Where a proposed development is in an area of poor air quality it is essential to demonstrate that from the earliest stages, the building has been designed to reduce occupant exposure. This includes consideration of orientation, elevation of residences and the use of green infrastructure, screens and trees.

If there is an AQAP in place the proposed development should be in accordance with that Plan.

Archaeological Assessment

Required for all applications for development, within an Area of Archaeological Potential, that involves a new building or disturbance of the ground.

The Assessment should include the following:

- Consultation of the [Essex Historic Environment Record](#) (EHER).
- Targeted documentary research (including consultation of available and relevant historic maps and documents).
- Details of a site visit (if applicable) to identify potential archaeology within the site.
- Assessment of identified archaeological assets within the site.
- Recommendations for further work (if necessary and appropriate).

An archaeological desk-based assessment is a desktop appraisal using existing archaeological and historical information to determine any potential archaeological heritage assets and their impact on a site.

An archaeological investigation is a physical investigation of a place carried out by an appropriately qualified person for the purpose of investigating, recording or conserving the archaeological artefacts or underwater cultural heritage artefacts of a place.

Biodiversity Checklist

Required for the following:

- major⁸ development.
- within an Impact Risk Zone (IRZ).
- within a Site of Special Scientific Interest (SSSI).
- within 100m of a national or local nature reserve.
- triggers a financial contribution (RAMS).
- has a local wildlife site, special roadside verge or priority habitat within 100m.
- has protected or priority species located on or adjacent to the site.

All sections of the checklist should be fully completed.

Biodiversity Surveys and Assessments

Required for all applications which have the potential to affect Protected Sites⁹, European Protected Species¹⁰, National Protected Species¹¹, Priority Habitats and Species¹²

Surveys and assessments may not be required if pre-application advice has been received from Natural England and/or Essex County Council's ecologist confirming they do not consider the proposed development would have an impact on any designated sites.

⁸ The winning and working of minerals or the use of land for minerals-working deposits, waste development, the provision of a building or buildings where the floor space to be created by the development is 1,000m² or development is carried out on a site having an area of 1 hectare or more.

⁹ Special Areas of Conservation (SACs), Special Protection Areas (SPAs), Ramsar Sites, Sites of Special Scientific Interest (SSSI), Local Wildlife Sites and Special Roadside Verges

¹⁰ Species protected under the Conservation of Habitats and Species Regulations 2017

¹¹ Species protected under the Wildlife & Countryside Act 1981 (as amended) and badgers (The Protection of Badgers Act 1992)

¹² Habitats of Principal Importance in England (Priority Habitats) and Species of Principal Importance in England (Priority Species)

If it is clear that no protected or priority species are present, despite the guidance in the Biodiversity Checklist indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g., report from a suitably qualified and experienced person).

Preliminary Ecological Appraisal (PEA)

A PEA is a rapid assessment of the ecological features present, or potentially present, within a site and its surrounding area. A PEA normally comprises of a desk study and a walkover survey.

The desk study should include the following information:

Site information – basic initial information about the site and surrounding area, which gives an indication of the type of habitats and species likely to be present and contextual information about the setting of the site within the landscape.

Designated site information – Identification of any designated nature conservation sites within the zone of influence of the project. The desk study should collect information on the location of each designated site, its site boundary, distance from the project site, connectivity to the project site and reason for designation. This information will inform the assessment of whether a designated site is within the zone of influence of a specific project.

Species Records – Existing records indicating the presence of protected or priority species within the zone of influence. This information will be important in:

- Identifying the confirmed or possible presence of particular protected or priority species in the area, potentially triggering the need for more detailed surveys if suitable habitat for such species is present and if they could be affected.
- Providing contextual information about the presence/distribution of a species in the area surrounding a site, which can be useful in determining the importance of the species population locally; the likely use/importance of the site for a species (such as data on the location of bat roosts around a site); and the impact of the proposals, such as fragmentation effects.

Habitat information – existing information on the habitat types within the site and the surrounding area.

Distribution information – contextual information about the protected or priority habitats or species which are present (e.g., distribution maps), allows an assessment to be made of the geographical scale of importance.

Walkover Survey

In most circumstances, a walkover survey will be required to support a PEA. If a site has not been visited by an ecologist, this should be clearly stated in the PEA and any limitations resulting from this should be reported in full. Walkover surveys should consider both habitats and species, focussing upon protected and priority habitats and/or species.

A Walkover survey should typically include the following (where relevant):

1. Mapping of the habitat types present following a published and recognised habitat classification appropriate for the site's location.
2. An assessment of the possible presence of protected or priority species and (where relevant) an assessment of the likely importance of habitat features present for such species, with reference to available desk study information. This should include:
 - Plants
 - Fungi
 - Terrestrial and aquatic invertebrates
 - Fish (where relevant, based on an assessment of any watercourses and water bodies present)
 - Amphibians (including both breeding and terrestrial habitat)
 - Reptiles
 - Breeding, wintering and migratory birds
 - Bats (including potential roost sites, and foraging and commuting habitats/features)
 - Other protected or priority mammal species (as relevant)
3. Mapping of any stands of non-native invasive plant species.
4. Recording of any incidental sightings of priority or protected species or field signs of such species.

Information relating to badgers should be provided separately, to avoid sett locations being identified.

Climate Change, Energy Statement, Renewable Energy, Sustainability Statement

Required for all applications for major development¹³ and encouraged for minor applications which include new built development.

The Statement should include:

- Details of measures that will be taken to reduce the energy demand associated with the proposed development beyond the minimum required by Building Regulations.
- Details of measures that will be taken to limit the carbon consumed through the implementation and construction processes e.g., by reusing existing on-site materials or sourcing materials locally.
- Details of the measures that will be taken to utilise renewable or low carbon energy sources.
- Details of measures that will be taken to ensure the building design and layout has been optimised to energy efficiency beyond the minimum requirements in Part L of the Building Regulations.
- Details of measures that will be taken to reduce the potential impacts of flooding associated with the proposed development.
- Details of measures that will be taken to reduce water stress associated with the proposed development.
- Details of measures that will be taken to reduce air pollution associated with the proposed development (if relevant).

¹³ The winning and working of minerals or the use of land for minerals-working deposits, waste development, the provision of a building or buildings where the floor space to be created by the development is 1,000m² or development is carried out on a site having an area of 1 hectare or more.

Community Infrastructure Levy (CIL)

CIL only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.

CIL may be payable on new residential and non-residential development which creates net additional floor space of 100 square metres or more.

The following should be submitted:

- Community Infrastructure Levy (CIL) Additional Information Requirement Form [\(AIR/Form1\)](#) – to enable determination of whether a development is liable to pay CIL or not.
- [CIL Form 2](#) (Assumption of Liability) – if the proposed development is CIL liable.

Contaminated Land Assessment

Required for applications for development where contaminated land and/or buildings/structures are known or suspected to exist.

If there is reason to believe contamination could be an issue, a proportionate but sufficient risk assessment should be prepared by a competent person to determine the existence or otherwise of contamination, its nature and extent, the risks it may pose and the 'receptors' so that the risks can be assessed and satisfactorily reduced to an acceptable level.

The risk assessment should identify the potential sources, pathways and receptors ('pollutant/contaminant linkages') and evaluate the risks. This information will enable the local planning authority to determine whether more detailed investigation is required, or whether any proposed remediation is satisfactory.

As a minimum a desk study and site walk-over will be required, which may be sufficient to develop a conceptual model of the source of contamination, the pathways by which it might reach vulnerable receptors and options to show how the identified pollutant/contaminant linkages can be broken.

If the initial assessment does not show that the risk from contamination can be satisfactorily reduced to an acceptable level, further site investigations and risk assessment will be required prior to the determination of the application.

Remediation or site investigation activities, including field trials, may require planning permission if not carried out as part of a development. In some cases, they may also require environmental permits.

Construction Management Plan

Required for applications which involve new built development. Details should demonstrate how on-site construction impacts will be managed, particularly on neighbouring properties, sensitive uses, biodiversity and the highway network.

The Plan should include (but not be limited to) details of:

- Timetable/programme of works.
- Parking of vehicles of site personnel, operatives and visitors.
- Loading and unloading of plant and materials.
- Storage of plant and materials.
- Location of contractor compound and facilities
- Programme of works including measures for traffic management, vehicle routing, hours of operation, numbers of HGVs and design of delivery areas.
- Segregation and safe routing for pupils, staff and visitors.
- Provision of boundary hoarding behind any visibility zones.
- Specifications for vehicle turning within the site to enable vehicles to leave the site in forward gear.
- Measures for the suppression and control of dust during construction.
- Wheel and underbody washing facilities.
- Before and after condition survey to identify defects to the highway in the vicinity of the access to the site, and where necessary ensure repairs are undertaken (if appropriate).
- Measures to protect and manage existing trees, hedgerows and other protected vegetation/wildlife habitats and protected species during construction. This should include location and type of fencing, method statements and timing of operations to avoid adverse effects on species and habitats (unless included in other documents).

Daylight/Sunlight Assessment

Required for any application where there is potential adverse impact upon current levels of daylight/sunlight enjoyed by adjoining properties or buildings including associated gardens or amenity space.

The assessment should include:

- Details of a site inspection (if undertaken) to understand the existing conditions and surrounding environment. This should include details of the orientation of neighbouring buildings and their windows.
- Details of daylight availability in existing and proposed conditions.
- Details of the analysis demonstrating how the proposed development could cast shadows on neighbouring properties. This should take account of different times of the day and year, taking into account the changing position of the sun.
- Recommendations on design modifications or mitigation measures if the proposed development falls short of daylight and sunlight standards.

Environmental Statement

Required for all applications proposing development included in Schedule 1 or Schedule 2 of the 2017 Regulations which may have significant effects on the environment.

The ES should include (as a minimum):

- a) A description of the proposed development comprising information on the site, design, size and other relevant features of the development.
- b) A description of the likely significant effects of the proposed development on the environment.
- c) A description of any features of the proposed development, or measures envisaged, in order to avoid, prevent or reduce and, if possible, offset likely significant adverse effects on the environment.
- d) A description of the reasonable alternatives studied by the developer, which are relevant to the proposed development and its specific characteristics, and an indication of the main reasons for the option chosen, taking into account the effects of the development on the environment.
- e) A non-technical summary of the information referred to in points (a) to (d) above; and
- f) Any additional information specified in Schedule 4 relevant to the specific characteristics of the particular development or type of development and to the environmental features likely to be significantly affected.

The ES should be prepared by competent experts and be accompanied by a statement from the developer outlining the relevant expertise or qualifications of such experts.

The ES must

- a) Where a scoping opinion or direction has been issued in accordance with regulation 15 or 16, be based on the most recent scoping opinion or direction issued (so far as the proposed development remains materially the same as the proposed development which was subject to that opinion or direction);
- b) Include the information reasonably required for reaching a reasoned conclusion on the significant effects of the development on the environment, taking into account current knowledge and methods of assessment; and
- c) Be prepared, taking into account the results of any relevant UK environmental assessment, which are reasonably available to the person preparing the ES, with a view to avoiding duplication of assessment.

External Materials Board

Required for all applications where new built development is proposed.

Details and samples/photos of proposed external materials for new buildings (e.g., RAL numbers), hard landscaping and boundary treatments.

Flood Risk Assessment

Required for development:

- In Flood Zones 2 or 3 including minor development¹⁴ and change of use¹⁵
- Of more than 1 hectare in Flood Zone 1
- Of less than 1 hectare in Flood Zone 1, including a change of use in a development type to a more vulnerable class (e.g., from commercial to residential), which could be affected by sources of flooding other than rivers and the sea (e.g., surface water drains, reservoirs)
- In an area within Flood Zone 1 which has critical drainage problems as notified by the Environment Agency

A Flood Risk Assessment is not required for development less than 1 hectare in Flood Zone 1 unless it could be affected by sources of flooding other than rivers and the sea (e.g., surface water drains).

Sequential Test

A Sequential Test is required if both of the following apply:

- The proposed development is in Flood Zone 2 or 3
- A Sequential Test hasn't already been done for the type of development proposed for the site.

The sequential test compares the proposed site with other available sites to determine which has the lowest flood risk.

If a sequential test is required both the name and location of the proposed development site should be included together with an explanation of why that specific site was chosen.

If the sequential test shows that there are not any suitable alternative sites an exception test may be required.

¹⁴ Minor non-residential extensions (industrial/commercial/leisure etc.): extensions with a floorspace not in excess of 250 square metres and development that does not increase the size of buildings, e.g., alterations to external appearance.

¹⁵ Where a change of use would introduce a more vulnerable use

A Sequential Test is not required if either of the following apply:

- The development is minor development.
- The proposed development involves a change of use (e.g., from commercial to residential) unless the development is a caravan, camping chalet, mobile home or park home site.

A Sequential Test is also not required for development in Flood Zone 1 unless there are flooding issues within the area of proposed development.

Exception Test

An Exception Test is required if the proposed development is:

- Highly vulnerable and in Flood Zone 2
- Essential infrastructure in Flood Zone 3a or 3b
- More vulnerable in Flood Zone 3a

The Exception Test shows how flood risk will be managed on the proposed site.

The Exception Test should show that the sustainability benefits of the development to the community outweigh the flood risk.

It should be demonstrated that the development will be safe for its lifetime, taking into account the vulnerability of its users and that it won't increase flood risk elsewhere.

The Flood Risk Assessment should include:

- A description of the proposed site, including a location plan which clearly indicates the site, a postal address and/or national grid reference, the current use of the site, the Flood Zone (for river or sea flooding) the site is within and details of any other sources of flooding that may affect the site now or in the future.
- A general summary of the proposed development including a block plan of existing and proposed development, details of any change of use of the site, the vulnerability classification of the proposed development, and the expected or estimated lifetime of the proposed development.

- An assessment of the flood risk from all sources of flooding for the proposed development, plus an allowance for climate change.
- The estimated flood level for the proposed development, taking into account the impacts of climate change over its lifetime.
- Details of the finished floor levels.
- Details of the flood resistance and resilience plans.
- Supporting documents and drawings.
- Any other information required by the relevant standing advice.
- Details of how flood risk at the site is likely to be affected by climate change.
- Details of how the sequential test has been applied to the proposed development (if required).
- Details of the risk of flooding to and from the proposed development over its expected lifetime, including appropriate allowances for impacts of climate change.
- Details of arrangements for surface water management.
- Summary of the number of future occupants and users of the proposed development, the likely future pattern of occupancy and use and proposed measures for protecting vulnerable people from flooding.
- Evidence to support certain development proposals in flood zones 2 or 3, if required following application of the sequential test.
- Description of any residual risks that remain after the flood risk management and mitigation measures are implemented and explain how these risks can be managed to keep the users of the development safe over its lifetime.
- Details of the author and date of flood risk assessment.

Foul Sewage and Utilities Assessment

Required for applications where the proposal involves connection to or changes the existing utility infrastructure systems.

All new buildings require separate connections to foul and storm water sewers. If it is proposed to connect a development to the existing drainage system, details of the existing system should be shown on the relevant application drawing. In most circumstances it is not permitted to connect surface water to the public foul sewers.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development will require connection to existing utility services, including electricity and gas suppliers, telecommunications and water supply. It also requires connection to foul and surface water drainage and disposal.

The assessment should include:

- Details of the existing system.
- A full assessment of the site, its location and suitability for storing, transporting and treating sewage.
- Details of connection to the mains sewer. If this is not practical it should be demonstrated why this is not possible and show alternative means of disposal are satisfactory.
- Scale plans of any new foul drainage arrangements.
- Details of how the proposed development connects to existing utility infrastructure systems.
- Details of the availability of utility services that have been examined and confirmation that the proposed development would not result in undue stress on the delivery of the services to the wider community.
- Details of any utility company requirements for substations, telecommunications equipment or similar structures.
- Confirmation that service routes have been planned to avoid the potential for damage to trees and archaeological remains.
- Details of agreements with the service provider for the relocation and/or protection of existing infrastructure.

Green Belt Statement

Required for all applications for development within the Green Belt.

The Statement should be commensurate with the scale of proposed development and should include (where relevant):

- A justification for the proposed development having regard to local and national policy.
- An explanation as to whether the proposed use falls within one of the exceptions to green belt policy or is 'inappropriate development' in the green belt.
- Where the use is considered to fall under one of the exceptions to green belt policy, the specific criteria/category applicable should be identified and a justification provided.
- Where the use is 'inappropriate development' in the green belt, a full and detailed explanation of any 'very special circumstances' that the applicant believes to exist to justify the development should be provided.
- Where applicable volume and floor space calculations should be provided including:
 - The original building (a building existing on 1 July 1948 or a building constructed on or after that date).
 - All existing extensions to the original building.
 - Any demolition of the original building proposed.
 - Any demolition of an existing extension proposed.
 - Any proposed extensions.
 - Any proposed new building.
- '

Habitat Regulations Assessment (HRA)

Required for all development proposals which may have an impact on a Zone of Influence (Zoi) within one of the European sites listed below.

- Essex Estuaries Special Area of Conservation (SAC)
- Hamford Water Special Protection Area (SPA) and Ramsar site
- Stour and Orwell Estuaries SPA and Ramsar site (Stour on the Essex side only)
- Colne Estuary SPA and Ramsar site
- Blackwater Estuary SPA and Ramsar site
- Dengie SPA and Ramsar site
- Crouch and Roach Estuaries SPA and Ramsar site
- Foulness Estuary SPA and Ramsar site
- Benfleet and Southend Marshes SPA and Ramsar site
- Thames Estuary and Marshes SPA and Ramsar site (Essex side only)

An HRA Recreational Disturbance Avoidance & Mitigation Strategy (RAMS) will be required if the proposed development is for residential development for one or more new dwellings.

A HRA RAMS contribution will be required based on the number of new dwellings proposed to be created. The contribution must be paid before work commencement on the development.

Habitat Regulations Assessment (Epping Forest SAC)

Required for all development proposals that may impact on the Epping Forest Special Area of Conservation (EFSAC).

The Assessment shall include consideration of the following:

- Recreational visitor effects for sites within 0-6km Zone of Influence
- Atmospheric pollution effects from any additional traffic generation on roads within the EFSAC or within 200m proximity; and
- How any urbanisation effects for sites within 400m of the Forest (including from fly tipping, the introduction of non-native plant species and incidental arson) will be mitigated against.

A project level HRA note and/or detailed assessment should be completed by competent person(s).

Further information relating to the respective interim SAC mitigation strategies concerning visitor recreation and air pollution impacts can be viewed under the [EDSAC](#) guidance note.

This is not a general Ecological Assessment, but rather a specific assessment relating to the identified Pathways of Impact on designated/protected habitats and/or sensitive areas.

Health Impact Assessment (HIA)

Required by District/Borough/City Local Plan policies.

The Assessment should:

- Identify the potential health consequences of the proposed development.
- Identify measures proposed to encourage healthy activities such as walking and cycling.
- Identify how the positive health benefits have been maximised and potential adverse impacts on health have been minimised.

The Assessment should also connect with other statements such as Environmental Statement and Transport Assessment where appropriate.

Heritage Statement

Required for:

- Applications for listed building consent.
- Applications within the curtilage of a listed building.
- Applications in conservation areas (including demolition).
- Applications affecting Scheduled Monuments.
- Applications affecting a Registered Park and Garden.
- Applications affecting an archaeological site.
- Applications affecting non-designated heritage assets, such as buildings included on the Council's list of local heritage assets or those identified during the pre-application process.
- Applications affecting the setting of a heritage asset (whether designated or non-designated).

A Heritage Statement describes the architectural and historic significance of a heritage asset. It enables the significance and special character of historic places to be understood and consequently retained in a sustainable way. It incorporates a brief summary of a site's historical development and a description of its current character, state of preservation and significance and assesses the likely impact of a proposed development on the significance identified.

A Heritage Statement should be proportionate to the importance of the heritage asset and be no more than sufficient to understand the potential impact of the proposal on its significance.

The Heritage Statement should include information about:

- The significance of the heritage asset affected, including any contribution made by its setting.
- The principles of and justification for the proposed works, and
- The impact of the proposal on the significance of a heritage asset

The information should explain:

- The sources that have been considered
- The expertise that has been consulted
- The steps that have been taken to avoid or minimise any adverse impacts on the significance of the asset.

The Heritage Statement should cover 3 main points:

1. Assessment of heritage significance: an assessment of the significance of the heritage asset or assets which may be affected by the proposed development, including its setting. (Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic.)
2. Assessment of Impact: an assessment of the likely impacts of the proposed development of the heritage asset and their setting. The following questions can be used when preparing the statement:
 - Does the statement sufficiently explain why the proposals are necessary or desirable?
 - Does the proposal affect any views looking away from or towards the asset?
 - If any historic fabric is to be removed or altered, is its significance properly understood and explained in the document?
 - Are the design details of any proposed new work clearly described in the Statement, to make up for any shortcomings in the submitted plans?
 - Have a variety of options been considered and why was this option chosen?
 - Are the works reversible in whole or in part?
3. Mitigation strategy: A statement outlining a mitigation strategy to address any impacts of the proposed development on the significance of the heritage asset.

Landscape Visual Impact Assessment (LVIA)/Landscape and Visual Appraisal (LVA)

An LVIA is generally required for proposed development in a rural area if the development is large or complex; would change the character of the site and/or area and if the affected landscape is sensitive or the site is within or adjacent to a protected or highly valued landscape.

An LVIA is an assessment of the proposed development.

An LVA is a review of land and its sensitivity to accommodate the development in landscape and visual terms. It is not an assessment of the effects of a development as it addresses the principal of development rather than a fixed scheme.

The Assessment should include:

- An assessment and evaluation of the landscape character and the potential impact the proposed development may have upon it.
- Details of visual receptors (e.g., PRowS, public open spaces, residential properties, other sensitive locations) should be included together with other important features and views.
- Details of relevant Landscape Character Assessment undertaken.
- Proposed mitigation measures (e.g., screening, landscaping, design etc).

Landscape Scheme

Required for applications where new or replacement landscaping is proposed.

Drawings should be clearly legible and based on an accurate site survey. Final landscape schemes must overlay the final development layout drawing.

The scale of drawings should be adequate for a detailed landscape scheme (e.g., 1:500, 1:200, 1:100 or 1:50).

Drawings should include a north point, scale bar and a key to any symbols used. Keys should rely on symbols and not colour coding to ensure legibility as a black and white copy.

The Scheme should include:

- Details of development setting and character.
- Details of site layout and appropriate location of site access.
- Details of links to other developments and the wider landscape.
- Details of protection of established trees and landscape features.
- Details of potential impact on neighbouring properties and screening.
- Details of soft landscaping e.g., trees, shrubs and other plantings, turfing and seeding.
- Details of hard landscaping e.g., paving, street furniture, walling and fencing materials.
- Details of biodiversity issues and habitat creation.
- Details of the sustainability of the scheme.
- Details of the reinstatement of the site after completion of the works.
- Details of landscape management objectives.
- Details of staff issues- appointment of competent professionals e.g., landscape architect and landscape contractor.
- Details of the landscape specification.
- Details of landscape maintenance and aftercare.

Lighting Scheme

A lighting scheme is required for any application that includes floodlighting or a significant amount of external lighting where the proposed development would be:

- Adjacent to a residential property.
- Adjacent to a listed building.
- Within or adjacent to a conservation area.
- Adjacent to a roost, breeding or resting place of, or a habitat of importance to, a legally protected species (such as bats, badgers, barn owls and great crested newts).
- Within open countryside.
- Alongside watercourses and habitats, where there is a risk of impact on bats, especially light sensitive bats.

The scheme should include:

- Details of the location, height, design, luminance and operation.
- Overview of lighting design including maintenance factor and lighting standard applied.
- Justification for the proposed lighting design.
- Lighting drawing showing lux levels on the ground, angles of tilt and average lux (minimum and uniformity) for all proposed external lighting.
- Contour plan detailing likely spill light from proposed lighting, in context of adjacent site levels.
- Details of how the lighting has been designed to minimise potential nuisance of light spillage on adjoining properties and highways.
- Details identifying areas/features on site that are particularly sensitive for bats and those likely to cause disturbance in or around their breeding sites and resting places or along important routes used to access key areas of their territory (e.g., foraging).
- Details of how and where external lighting would be installed through provision of appropriate lighting contour plans and technical specification to demonstrate that areas to be lit will not disturb or prevent bats using their territory or having access to breeding sites and resting places.
- Details of proposed hours of operation.

Noise Impact Assessment

Required for all applications which may have a potential noise impact and for development considered to be noise sensitive¹⁶ or development within a noise sensitive area¹⁷.

A Noise Assessment is used to show the effect of existing noise levels on a proposed development, or the effect of the proposed development on noise levels.

The Assessment should include:

- Measurement of existing noise levels at and around the development site.
- Prediction of noise impacting upon the proposed development.
- Prediction of noise impacting on the existing area, as a result of a new development.
- Predictions can be undertaken by calculations and computer noise modelling of the development.
- Details of noise mitigation measures which either protect the development from existing noise or to protect existing areas from a new noise source.

¹⁶ Schools, residences, libraries, hospitals and other care facilities

¹⁷ Residential properties, holiday accommodation, noise sensitive recreational activities

Open Space and Playing Field Assessment

Required for all applications that involve the loss, or provision of, open space, sports and recreation facilities (including school playing fields)/green infrastructure. This mainly affects development by the County Council at existing school sites or for the provision of new facilities including:

- Playing fields as designated within Schedule 4 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- Development on school playing fields.
- Replacement of grass surface with a hard or artificial surface.

The assessment should include:

- Details of the facility to be lost in terms of use, size and condition.
- An assessment of the facilities to be retained against the current standards.
- Justification as to why the facility is no longer required.

If the proposed development involves the provision of alternative facilities to compensate for the loss of existing facilities, details of the replacement facility should be provided including details of construction and future maintenance.

Planning applications for County Council school development which involve the loss of or impact upon school playing field provision should include drawings showing the existing and proposed summer and winter pitch layouts, together with a justification as to why the proposed development and location is required.

Parking Provision

Required for all applications where new floorspace is proposed and where a loss of car parking is involved.

All applications will be required to provide details of existing and proposed parking provision, including cycle parking. The level of provision should be justified.

A drawing which shows the vehicular access to the site and the car parking area should be submitted.

A drawing clearly showing where new car parking spaces will be provided and where existing car parking spaces will be removed should be submitted.

The drawings should be at a scale of either 1:100, 1:200 or 1:500.

It is recommended that applicants refer to the [Essex Parking Standards 2024](#) guidance.

Public Rights of Way (PRoW)

Required for all applications that affect a PRoW¹⁸, whether a footpath, bridleway or other defined legal route.

This includes where a new road crosses a PRoW, even if a diversion is not required.

All PRoWs crossing or adjoining the proposed development site must be shown on the drawings.

The information supplied should make it clear how the development will impinge on any rights of way.

If a diversion of a PRoW is required, the current and proposed diverted route must be clearly shown on a drawing, to metric scale.

Development, in so far as it affects a PRoW, should not commence and the right of way should be kept open for public use, unless or until the necessary order has come into effect.

The requirement to keep a PRoW open for public use will preclude the developer from using the existing footpath, bridleway or restricted byway as vehicular access to the site unless there are existing additional private rights.

¹⁸ Footpath, bridleway, restricted byway or byway open to all traffic.

Structural Survey

Required for applications where the demolition of a listed building or structure is proposed.

The survey should be undertaken by a competent person and include full details of the structural integrity of all elements of the building to be demolished and include full details of the proposed demolition works.

A method statement is required which sets out how the proposed demolition would be undertaken.

Sustainable Drainage Systems (SuDs)

Required for applications for major development¹⁹.

A Sustainable drainage strategy is required to be submitted containing proportionate information on the proposed sustainable drainage systems, having regard to the nature and scale of the development proposed.

Supporting information should describe the existing and proposed surface water management arrangements to ensure there is no increase in flood risk to others off-site. It may need to address:

- The existing surface water drainage arrangements for the site.
- The approximate existing rates and volumes of surface water run-off generated by the site (if known).
- The proposals for managing and discharging surface water from the site using sustainable drainage systems, accounting for the predicted impacts of climate change.
- The proposals for restricting discharge rates.
- How the hierarchy of drainage options has been followed. An explanation and justification why the types of sustainable drainage systems and method of discharge have been selected and why they are considered appropriate. Where sustainable drainage systems are considered to be inappropriate, clear evidence should be provided as justification. Where cost is a reason for not including sustainable drainage systems, information should be provided to enable comparison with the lifetime running costs of a conventional public sewer connection.
- How sustainable drainage systems have been integrated with other aspects of the development such as open space or green infrastructure to ensure an efficient use of the site.
- The multifunctional benefits the sustainable drainage system will provide. For major developments, if multifunctional sustainable drainage systems are not being provided, evidence that such techniques are not possible.
- Opportunities to reduce the causes and impacts of flooding identified and included as part of the proposed sustainable drainage system.
- How run-off from the completed development will be prevented from causing an impact elsewhere.
- How the sustainable drainage system has been designed to facilitate maintenance and, where relevant, adoption. What are the plans for ensuring an acceptable standard of operation and maintenance throughout the lifetime of the development?

¹⁹ Additional floorspace of 1,000m² or more or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015

Transport Assessment/Statement

A Transport Statement/Assessment is required for all developments that generates significant amounts of traffic.

The Transport Statement/Assessment should be commensurate with the scale of proposed development.

The following should be included within the Assessment/Statement (if relevant):

- Information about the proposed development, site layout (particularly transport access and layout across all modes of transport).
- Information about neighbouring uses, amenity and character, existing functional classification of the nearby road network.
- Data about existing public transport provision, including provision/frequency of services and proposed public transport changes.
- A qualitative and quantitative description of the travel characteristics of the proposed development, including movement across all modes of transport that would result from the development and in the vicinity of the site.
- An assessment of trips from all directly relevant committed development in the area (i.e., development that there is a reasonable degree of certainty will proceed within the next 3 years).
- Data about current traffic flows on links and at junctions (including by different modes of transport and the volume and types of vehicles) within the study area and identification of critical links and junctions on the highways network.
- An analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent 3-year period, or 5-year period if the proposed site has been identified as within a high accident area.
- An assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas).
- Measures to improve the accessibility of the location (such as provision/enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms.
- A description of parking facilities in the area and the parking strategy of the development.
- Ways of encouraging environmental sustainability by reducing the need to travel.
- Measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads).

In general, assessments should be based on normal traffic flow and usage conditions (e.g., non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

Travel Plan

Required for any proposed development which would generate significant amounts of traffic.

A Travel Plan should identify the specific required outcomes, targets and measures and set out clear future monitoring and management arrangements which should be proportionate. It should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

A Travel Plan should set explicit outcomes rather than just identify processes to be followed. It should address all journeys resulting from the proposed development by anyone and should seek to fit in with wider strategies for transport in the area.

A Travel Plan should evaluate and consider:

- Benchmark travel data including trip generation databases.
- Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development.
- Relevant information about existing travel habits in the surrounding area.
- Proposals to reduce the need for travel to and from the site via all modes of transport.
- Provision of improved public transport services.

It may also include:

- Parking strategy options
- Proposals to enhance the use of existing, new and improved transport services and facilities for cycling and walking both by users of the development and by the wider community.

Tree Survey

A tree survey is required for any development proposal which may potentially affect trees within a development site or on land adjacent to it that could influence or be affected by the proposed development, including street trees. A survey is also required if proposed development requires the removal of existing trees within the development site.

The Tree Survey, Arboricultural Impact Assessment and Arboricultural Method Statement should be undertaken by a suitably qualified person in accordance with the provisions of BS 5837:2012 Trees In relation to Design, Demolition and Construction.

Tree Survey

The Tree Survey should include:

- A topographical survey showing the exact location of the tree/s.
- A schedule to the survey that includes the following:
 - A reference number for each tree or group to be recorded on the tree survey plan.
 - Species listed by common name.
 - The approximate height.
 - The stem diameter measured in accordance with Annex C of BS5837:2012.
 - The branch spread at four cardinal points.
 - Existing height above ground level of the first significant branch and canopy.
 - Life stage (e.g., young, semi-mature, early mature, mature, over-mature).
 - General observations, particularly of structural and/or physiological condition.
 - The removal/retention category U or A to C grading (see 4.5. and table 1 and 2 of BS5837:2012).
 - An estimate of remaining contribution in years (<10, 10+, 20+, 40+).
 - The preliminary management recommendations.

Arboricultural Impact Assessment

The Assessment should:

- Be undertaken by a competent person.
- Record the species, dimensions and quality of trees within the application site.
- Distinguish between trees being removed for health reasons and those being removed to facilitate development.
- Identify and mitigate any problems that might arise (including excavations within the tree's root area, sustained damage from heavy construction vehicles and the proximity of proposed buildings to a tree's roots or branches).
- Detail the specific tree protection measures for the proposed development.
- Ensure the health and safety of trees during and after the construction phase of the proposed development.
- Include mitigation measures such as new trees to replace any recommended for removal.

Tree Constraints Plan

The Plan should:

- Identify the desired tree retention category of trees on site and identify their Root Protection Area (RPA).
- Be used to design the proposed layout of the proposed scheme. The proposed development layout should be overlaid on the Tree Constraints Plan to identify the potential areas of conflict between retained trees and the proposed development. Any decision should take account of the quality of the trees and assess the practicalities of retaining them whilst achieving the development's maximum potential.

Tree Protection Plan (TPP)

Once the development layout has been finalised and the trees identified for removal have been agreed, tree protection measures should be identified and detailed on a Tree Protection Plan.

The TPP should:

- Identify measures such as temporary tree protection fencing barriers and ground protection to prevent soil compaction.
- Highlight trees that are to be removed.
- Identify trees which require remedial works.

Arboricultural Method Statement (AMS)

An AMS is required where construction activity would take place within the tree rooting area or where pruning works are required.

Essex Housing applications

1. Viability Assessment

Required for major development where no developer contributions or a reduced level is being offered to mitigate the impact of the development.

An Open Book assessment of the viability of the proposal must be provided and made available for independent analysis by a consultant chosen by the Council (at the applicant's cost).

2. Accessibility Assessment

Required for new residential development.

The Assessment should set out how the proposed development meets the provisions of the Equality Act 2010 and BS8300.

3. Sustainability Assessment

The assessment should demonstrate how it is intended that the proposed development would achieve the highest levels of energy and water efficiency practical and viable and opportunities to incorporate sustainable design features have been maximised.

Other local validation requirements may apply to residential applications. The applicant should seek confirmation from the case officer on the documents required prior to the submission of a planning application.