



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

**DECEMBER 2021**

## **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 scrap yards

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 document**

The purpose of this document is to provide applicants and agents with guidance on the information required by Essex County Council to support planning applications submitted under Regulation 3. Please see other guidance notes for minerals and waste applications.

Paragraph 44 of the National Planning Policy Framework (NPPF) (July 2021) requires local planning authorities to publish a 'local list' setting out their information requirements for planning applications.

Local lists should be reviewed every 2 years and accord with national planning guidance. The requirements should be kept to the minimum needed to make decisions. Local Planning Authorities should only request supporting information that is:

- Relevant
- Necessary
- Material to the application

The local list is not exhaustive and simply aims to cover the most common requirements for planning applications. During the course of an application, it may be necessary for Essex County Council to request additional information where it is considered necessary to determine the application.

If an application is submitted without the relevant supporting documents detailed in this document it may lead to delays in processing and determining the application.

If an application is not accompanied by the relevant information outlined in the appropriate checklist, then the applicant/agent should provide a written statement setting out why it is considered the information is not appropriate.

## **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.

## **Submission of Planning Applications**

Applicants/agents are encouraged to submit planning applications electronically via the Planning Portal (where possible).

If applications are submitted electronically (this includes on a USB storage device) no paper copies of the application are required, unless accompanied by an EIA/Environmental Statement. However, for major applications, it would assist the case officer if one paper copy of the application (particularly large-scale drawings) was provided.

If applications are not submitted electronically one paper copy of the application should be submitted. Confirmation on the final number of paper copies should be discussed with the case officer as part of pre-application.

Planning application fees can be paid via the Planning Portal, [online](#) via credit card, or via internal journal transfer.

## **Online submissions**

The following standards for on-line submissions are recommended to help towards timely planning decisions:

- Firewall restrictions limit the maximum size of individual attachments to 10MB. Documents exceeding this limit can be submitted on portable media such as USB. The Planning Portal reference number should be clearly marked on the device.
- Supporting documents and attachments should be in PDF format. (This avoids the need to convert documents into PDF, which is the format used to publish application details on the website. It also avoids the loss of document quality caused by printing, scanning and the format of non-PDF files prior to publication.)
- The original paper size should be marked on all drawings. This ensures the scale and dimensions used will remain accurate if printed. (The scale becomes inaccurate when a margin is added to a drawing (shrink to fit distortion)).
- Avoid multiple images on a single drawing. Site and/or location plans should be submitted on separate A4 or A3 drawings rather than incorporating with other plans and elevations. This avoids the need to scan in colour to accommodate red and blue lines and makes drawings easier to locate on the County's on-line system.
- Only single PDF plans should be sent as attachments without layers. This avoids the need for multiple drawings to be converted into individual plan attachments. (There is a specific checkbox to save the PDF without the layers on which should be selected before the drawings are saved and submitted).
- All drawings should include a scale bar, north point (where appropriate) and at least one key dimension in addition to the original paper size. (Where possible the original paper size should be limited to A3 as it is more convenient and quicker to deal with). Drawings should be to scale, unless there are special

circumstances, in which case they should be annotated with 'DO NOT SCALE'.

- CAD drawings converted to PDF should be created in landscape to ensure the correct orientation for on-screen display.
- File names should reflect the content. Best practice recommendations include:
  - Providing a clear description of the plan or document in the file name
  - The title of the plan or document not just using a drawing number or reference
  - Avoiding the use of special characters in file names

### **Personal Data and planning applications**

Please note that the information provided on the application form and in any accompanying documents may be published on Essex County Council's website.

To avoid the publication of personal details, do not include them, or any other information which falls within the definition of personal data under the [Data Protection Act 2018](#), in documents supporting the application.

### **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.

## **NATIONAL REQUIREMENTS**

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## NATIONAL REQUIREMENTS

This section identifies the minimum statutory information required in support of a planning application; the policy drivers for each requirement and where further information can be found.

### Planning Application Forms

- Required for all applications by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)
- Application forms should be fully completed, signed and dated
- For Reg 3 applications ECC must be named as the applicant
- Application forms can be downloaded from the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### Planning application fee

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

Applications which are subject to a planning application fee include (but are not limited to):

- Applications for planning permission, including retrospective applications where development has already taken place
- Applications for the approval of reserved matters following the grant of outline planning permission
- Applications under S73 of the Town and Country Planning Act 1990 to vary a condition following the grant of planning permission
- Applications made by local planning authorities for the development of any of their own land within their area, or for development by themselves (whether alone or jointly) of other land in their area
- Deemed applications
- Requests for written confirmation of compliance with a planning condition

The full list is available is available to view at <https://www.gov.uk/guidance/fees-for-planning-applications>

A planning application fee is **not** required for the following types of applications:

- Applications for consents (other than 'reserved matter' approvals) required by a condition imposed on an outline permission
- Applications for listed building or scheduled monument consent

- Applications under section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for discharge of conditions imposed on a listed building consent
- Applications to demolish an unlisted building in a Conservation Area (exempt under Regulation 5a of the 2012 Fees Regulations)

The full list is available is available to view at <https://www.gov.uk/guidance/fees-for-planning-applications>)

### Payment of fees

- Via credit card on the Planning Portal
- Via credit card on [ECC website](#)
- Via internal journal transfer for Regulation 3 applications
- Via cheque made payable to Essex County Council

### References

[A Guide to the Fees for Planning Applications in England](#)

### 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
- Be at an identified scale of 1:1250 or 1:2500 (where possible)
- Be scaled to fit onto A4 or A3 size paper (where possible)
- Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the site is clear
- Be edged clearly with a red line around all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking & open spaces around buildings)
- Have a blue line around any other land owned by the applicant close to or adjoining the application site
- Indicate a north point
- Include a linear scale



## Certificates<sup>12</sup>

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
- Renewal of temporary permission
- Discharge or variation of conditions
- Non-material amendments

Certificate A – if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants

Certificate B – 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

Certificate C – 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

Certificate D – 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 typed signature of the applicant's name is acceptable for an electronically submitted certificate
- Any paper copy certificate submitted with the application form must be signed by hand
- Ownership certificate must be completed for applications for Listed Building consent but no agricultural declaration is required

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<sup>1</sup> 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 and working of minerals, a person entitled to an interest in a mineral in the land is also an owner

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

### Notice of Ownership

Required by [Article 13 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications where there are owners of the application site other than the applicant

A signed certificate confirming the ownership of the land to which the application relates and that the relevant notices have been served in accordance with [Article 13 of the DMPO](#).

### Agricultural Land Declaration

Required by [Article 14 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications except:

- Approval of Reserved Matters
- Renewal of temporary permission
- Discharge or variation of conditions
- Listed Building Consent
- Non-material amendments

Required whether or not the application site includes an agricultural holding.

All agricultural tenants must be notified prior to the submission of the application as required by [Article 13 of DMPO](#)

## Design and Access Statement (DAS)

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

- Applications for major development<sup>3</sup>
- Applications for development in a designated area <sup>4</sup>, where the proposed development consists of a building or buildings where the floor space created by the development is 100m<sup>2</sup> or more
- Applications for Listed Building Consent

A DAS is not required for the following applications:

- A material change of use
- Section 73 (variation or removal of conditions)

A DAS should:

- a) Explain the design principles and concepts that have been applied to the 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
- c) Explain the applicant's approach to access and how relevant Local Plan policies have been taken into account
- d) Detail any consultation undertaken in relation to access issues and how the outcome of this consultation has informed the proposed development.
- e) Explain how any specific issues which might affect access to the development have been addressed.

For Listed Building Consent the following is also required:

- a) The special architectural or historical importance of the building
  - b) The particular physical features of the building that justify its designation as a listed building
  - c) The setting of the building
  - d) Explain how issues relating to access to the building have been dealt with
  - e) Explain the applicant's approach to access, including alternative means of access that have been considered and how relevant Local Plan policies have been taken into account
  - f) Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above
- Explain how any specific issues which might affect access to the building have been addressed.

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

<sup>4</sup> A Conservation Area or a property appearing on the World Heritage List kept under article 11(2) of the 1972 UNESCO Convention Concerning the Protection of the World Cultural and National Heritage (a World Heritage Site)

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## LOCAL REQUIREMENTS

### Site/Block Plan

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

- Recommended 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
- Include all the buildings, roads and footpaths on land adjoining the site including access arrangements
- Show all public rights of way<sup>5</sup> 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
- Show boundary treatment including walls or fencing where this is proposed

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<sup>5</sup> Footpath, bridleway, restricted byway or byway open to all traffic

## Existing and Proposed Elevations

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

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

## Existing and Proposed Floor Plans

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for applications for new development and for existing buildings altered by the proposed development

- Recommended scale of 1:50 or 1:100
- Should show the proposal in detail
- Clearly show where existing buildings or walls are to be demolished
- Show details of existing buildings as well as those for the proposed development
- Show new buildings in context with adjacent buildings



## Existing and Proposed Site Sections including finished floor and site levels

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications where the existing or proposed site levels would impact on built development

- Recommended scale of 1:50 or 1:100
- Show cross section through the proposed building(s)
- Where a change in ground levels is proposed, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided
- Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development
- Plans should 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 by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for any application where a new roof would be created by the proposed development or an existing roof would be altered

- Recommended scale 1:50 or 1:100
- Show the shape of the roof and include details of the roofing material, 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 to 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 by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) 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
- Fully describe the scope of the proposed development
- Include 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
- 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'<sup>6</sup> 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.

## References

Essex County Council's [Statement of Community Involvement](#) adopted September 2015 revised July 2020.

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<sup>6</sup> 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 1,000m<sup>2</sup> or development is carried out on a site having an area of 1 hectare or more

## Airport Safeguarding Statement

Required by the [Town and Country Planning \(Safeguarded Aerodromes, Technical Sites and Military Explosives Storage Areas\) Direction 2002](#) updated December 2016

Required for all applications within the consultation area of civil and military aerodromes and airstrips<sup>7</sup> 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)

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<sup>7</sup> London Stansted, Southend, North Weald, Earls Colne, Andrewsfield Aerodrome, Clacton, Stapleford Aerodrome

## Air Quality Assessment

Required by the [Environment Act 1995 Part IV Air Quality](#) & District/Borough/City Council Local Plan policies

Required for applications where development is proposed:

- Within or adjacent to an Air Quality Management Area (AQMA)
- Where the development could in itself, result in the designation of an AQMA
- Where the granting of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan (AQAP)
- Significantly affect traffic in the immediate vicinity of the proposed development site or further afield (e.g. generating or increasing traffic congestion; significantly changing traffic volumes, vehicle speed or both, significantly altering the traffic composition on local roads)
- Introduce new point sources of air pollution
- Expose people to existing sources of air pollutants

Assessments should be proportionate to the nature and scale of proposed development and the level of concern about air quality. The scope and content of supporting information is best discussed between ECC and the applicant before it is commissioned.

The following information could be included in the assessment and agreed at the outset:

- A description of baseline conditions and how these could change
- Relevant air quality concerns
- The assessment methods to be adopted and any requirements around verification of modelling air quality
- Sensitive locations
- The basis for assessing impact and determining the significance of the impact
- Construction phase impact; and/or
- Acceptable mitigation measures

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

## References

[Planning Practice Guidance – Air Quality](#)

[NPPF](#) - Section 15 (Conserving and Enhancing the natural environment)

[ECC Highways Development Management Policies](#) February 2011 (Policy DM16 – Air Quality)

[Essex Design Guide](#)

## Archaeological Assessment

Required by the [NPPF](#) (Section 16 - Conserving and enhancing the historic environment) and The [Ancient Monuments and Archaeological Areas Act](#) 1979 (as amended).

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:

- Description of the significance of the heritage assets affected by the proposed development and their contribution to the site
- A desk-based assessment of the impact of the proposal. It should show the sources that have been considered and the expertise that has been consulted
- Any relevant supporting documentation, such as plans showing historic features that may exist on or adjacent to the development site. This includes listed buildings and structures, historic parks and gardens and historic battlefields.

A desk-based assessment is designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development.

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

## References

Essex [Historic Environment Record](#) (EHER)

[Planning Practice Guidance](#) – Historic Environment

[Historic England](#) website



## Biodiversity Checklist

Required for all applications for major<sup>8</sup> development and recommended for any development where there may be major effects on biodiversity

All sections of the checklist should be completed

## Biodiversity Surveys and Assessments

Required by Borough/District/City Council local plan policies

Required for all applications which have the potential to affect Protected Sites<sup>9</sup>, European Protected Species<sup>10</sup>, National Protected Species<sup>11</sup>, Priority Habitats and Species<sup>12</sup>

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.

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)

Consists of a desk-based study collating data on statutory designated sites and priority habitats, locally designated sites and existing records of protected and priority species within the vicinity of the site.

## Extended Phase 1 Habitat Survey

- Contains details of the habitats present on the development site and surrounding area
- Information on the plant species present and their abundance
- Potential of the site for protected and priority species is assessed and recorded
- Guidance on measures that could be incorporated into the proposed development design to avoid and mitigate ecological impact

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<sup>8</sup> 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 1,000m<sup>2</sup> or development is carried out on a site having an area of 1 hectare or more

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

<sup>10</sup> Species protected under the Conservation of Habitats and Species Regulations 2017

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

<sup>12</sup> Habitats of Principal Importance in England (Priority Habitats) and Species of Principal Importance in England (Priority Species)

- Identifies the need for further surveys required. These would form part of the Ecological Impact Assessment
- Identifies the need for a Biodiversity Statement and Mitigation Plan if there are potential impacts from the development (either direct or indirect) or likely harm to protected species and/or habitats

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

## References

[Environment Act November 2021](#)

[Conservation of Habitats and Species Regulations 2017.](#)

[NPPF](#) – Section 15 (Conserving and enhancing the natural environment)

[Natural Environment & Rural Communities Act 2006](#) (NERC)

[Planning Practice Guidance](#) – Natural Environment

[Planning Practice Guidance](#) – Appropriate Assessment

[MAGIC Map](#)

[Essex Design Guide](#)

## Climate Change, Energy Statement, Renewable Energy, Sustainability Statement

Required by the [Climate Change Act 2008](#) and Local Plan policies

Required for all applications for major development<sup>13</sup>

The Statement should include:

- A sustainability appraisal outlining the elements of the proposed development which addresses sustainable development issues (e.g. choice of building design, facilities aimed at reducing energy needs, water consumption and overall carbon footprint)
- Details of how sustainable design and construction have been addressed (e.g. reducing energy consumption and carbon emissions, minimising waste and increasing recycling, conserving water resources, incorporation of green infrastructure, sustainable drainage systems (SuDs), minimising pollution, maximising use of sustainable materials and adaptation to climate change)

### References

[NPPF](#) – Section 14 (Meeting the challenge of climate change, flooding and coastal change)

[Essex Design Guide](#)

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<sup>13</sup> 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 1,000m<sup>2</sup> or development is carried out on a site having an area of 1 hectare or more

## Construction Management Plan

Required by Policy DM20 (Construction Management) of the [ECC Highways Development Management Policies](#) February 2011

Required for all applications which involve the provision of new built development

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

- Parking of vehicles of site personnel, operatives and visitors
- Loading and unloading of plant and materials
- Storage of plant and materials
- Programme of works including measures for traffic management, vehicle routing, hours of operation, numbers of HGVs and design of delivery areas
- 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 washing facilities

## References

[NPPF](#) – Section 9 (Promoting Sustainable Transport)

## Daylight/Sunlight Assessment

Required by the [NPPF](#) - Section 12 (Achieving well-designed places)

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 existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties
- Details of the measures to be taken to mitigate against the expected impact of the proposed development

## References

[Site layout planning for daylight and sunlight: a guide to good practice](#) – Building Research Establishment – September 2011

[British Standard Code of Practice for daylighting](#) (BS8206-2:2008 Lighting for buildings)

[Education Funding Agency Guidance: Acoustics, lighting and ventilation in schools](#) updated December 2014

[Essex Design Guide](#)

## Environmental Impact Assessment

Required by the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)

Required for all applications proposing development included in [Schedule 1](#) or [Schedule 2](#) of the EIA Regulations which may have significant effects on the environment

[Schedule 4](#) of the EIA Regulations sets out the information which should be included within the Environmental Statement and Non-Technical Summary.

## References

[Planning Practice Guidance](#) – Environmental Impact Assessment

## External Materials Sample 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.

## References

[NPPF](#) – Section 12 (Achieving well-designed places)

[Essex Design Guide](#)

## Flood Risk Assessment

Required by The [Flood and Water Management Act 2010](#) and [NPPF](#) - Section 14 (Meeting the challenge of climate change, flooding and coastal change)

Required for all applications which propose development:

- In Flood Zone 2 or 3 including minor development and change of use
- 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)

The Environment Agency's standing advice should be followed if a Flood Risk Assessment is being undertaken for development classed as:

- A minor extension (household extensions or non-domestic extensions less than 250 square metres) in Flood Zone 2 or 3
- 'more vulnerable' in Flood Zone 2 (except for landfill or waste facility sites, caravan or camping sites)
- 'less vulnerable' in Flood Zone 2 (except for agriculture and forestry, waste treatment, mineral processing and water and sewerage treatment)
- 'water compatible' in Flood Zone 2

The Standing Advice should also be followed for development involving a change of use into one of the vulnerable categories or into the water compatible category

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

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



- The proposed 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 and off site

The Flood Risk Assessment should include:

- A location plan showing street names, any rivers, streams, ponds, wetlands or other bodies of water and other geographical features (e.g. railway lines, schools, churches etc.)
- Site plan showing the existing site; the development proposal and structures which could affect water flow (e.g. bridges, embankments etc.)
- Survey showing the existing site levels<sup>14</sup> and the levels of the proposed development
- A cross section of the site showing finished floor or road levels and any other levels that inform the flood risk (e.g. existing raised banks and flood defence walls).
- An assessment of the risk to the proposed development if there was a flood
- Consideration of flooding from other sources (e.g. surface water drains, canals etc.) as well as from rivers and the sea and the inclusion of an allowance for climate change
- The estimated level for the proposed site (i.e. the 1 in 100 year river flood level or the 1 in 200 year tidal flood level)
- Estimation of the duration of a flood
- Estimation of the rate of surface water runoff
- Estimation of the order in which areas of the site would be flooded
- Estimation of the consequences for people living on or using the site
- Details of past flooding incidents on the site (where available)
- An assessment of surface water runoff from the site
- An estimation of how much surface water runoff (excess water that flows over surfaces) the proposed development would generate – both the volume and rate of the runoff

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<sup>14</sup> Site levels should be stated in relation to the Ordnance Datum (the height above average sea level)

- Details of the existing methods for managing surface water runoff<sup>15</sup> (e.g. drainage to a sewer)
- Details for managing surface water ensuring no increase in level of surface water runoff
- Details of existing flood resistance and resilience measures on the proposed site
- Capacity of drains or sewers (existing and proposed) on the proposed site
- Details of how the proposed development would reduce flood risk
- Details of how people will leave buildings during a flood
- Explanation of how raised flood embankments or changes to ground levels could affect water flow
- Explanation of how the proposed development could affect rivers and their floodplain or coastal areas
- Explanation of residual risks to the proposed site after any necessary flood defences have been built and how these risks would be managed
- Details of the extra flood resistance and resilience measures that need to be undertaken to reduce flood risk
- If an environmental permit is required and whether it has been applied for
- If the proposed development falls within the functional flood plain<sup>16</sup> (only 'water compatible' development or 'essential infrastructure' that has met the requirements of the exception test are allowed in the functional floodplain)
- Details showing that any water compatible or essential infrastructure developments have been designed to stay safe and operational during a flood, the blocking of water flows or increased flood risk elsewhere has been avoided and the loss of floodplain storage (i.e. loss of land where flood waters used to collect) has been avoided
- Details of the extra flood and resilience measures included in the design of the proposed development

## References

[Planning Practice Guidance](#) – Flood Risk and Coastal Change

[Environment Agency Standing Advice](#)

[Essex Design Guide](#)

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<sup>15</sup> Surface water runoff describes flooding from sewers, drains, groundwater and runoff from land, small water courses and ditches that occurs as a result of heavy rainfall

<sup>16</sup> Land where water has to flow or be stored in times of flood

## Foul Sewage and Utilities Assessment

Required by the [NPPF](#) - Section 14 (Meeting the challenge of climate change, flooding and coastal change) and [National Policy Statement for Waste Water](#).

Required for all applications:

- For new built development which require separate connections to foul and storm water sewers
- Which propose to connect a development to the existing system
- Where development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer
- Where the proposed development results in any changes/replacements to the existing system or the creation of a new system

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

## References

[Planning Practice Guidance](#) – Water supply, wastewater and water quality

[Building Regulations Approved Document Part H](#)

## Green Belt Statement

Required by District/Borough/City Council local plan policies

All applications which proposed additional floor space within the Green Belt

The Statement should include:

- A justification for the proposed development
- Alternative sites that have been investigated and reasons for rejection
- 'Very special circumstances' (if relevant)
- How the proposed development has been designed and located to reduce the impact on the openness of the Green Belt
- For extensions to buildings or replacement buildings in the Green Belt, volume calculations (measured externally) of the existing building, the proposed extension/replacement building and any previous extensions to the building

## References

[NPPF](#) – Section 13 (Protecting Green Belt Land)

[Planning Practice Guidance](#) – Green Belt

## Health Impact Assessment (HIA)

Required by District/Borough/City Local Plan policies

Required for applications for major<sup>17</sup>/strategic<sup>18</sup> development

An HIA considers the health impacts of proposed development. It also assesses the impact of a development on existing services and facilities.

An HIA should include recommendations to help enhance the positive consequences for health and avoid or minimise negative consequences.

An HIA should include (but not be restricted to):

- Details on building design and quality
- Access to community facilities and other social infrastructure
- Access to open spaces and the natural environment
- Air quality and noise impact
- Accessibility and travel options
- Crime reduction and community safety
- Social cohesion
- Minimising the use of resources

## References

[NPPF](#) – Section 8 (Promoting healthy and safe communities)

[Essex Design Guide](#)

[Health Impact Assessment Tools – Department of Health](#)

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<sup>17</sup> 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 1,000m<sup>2</sup> or development is carried out on a site having an area of 1 hectare or more

<sup>18</sup> All new mineral workings covering more than 15 hectares or involve the extraction of more than 30,000 tonnes of mineral per year or installations (including landfill sites) for the deposit, recovery and/or disposal of household, industrial and/or commercial wastes where new capacity is created to hold more than 50,000 tonnes per year, or to hold waste on a site of 10 hectares or more or have the potential for a significant adverse environmental impact (i.e. likely to require Environmental Impact Assessment).

## Heritage Statement

Required by [Planning \(Listed Buildings and Conservation Areas\) Act 1990](#) and [NPPF](#) - Section 16 (Conserving and enhancing the historic environment)

Required for any application that could affect/impact a heritage asset<sup>19</sup>

Any works to a Listed Building or demolition of buildings within a Conservation Area may also require Listed Building Consent and Planning Permission.

The Statement should include:

- Details of the history and development of the asset using photographic, map, archival and fabric evidence
- Be accompanied by photographic records showing the site context and features which may be affected by the proposal, preferably cross-referenced to survey drawings
- An assessment of the archaeological, historical or other significance of the asset
- An assessment of the impact of the proposed works on the significance of the asset
- Statement of justification for the proposed works
- Details of mitigation measures

## References

[Planning Practice Guidance](#) – Conserving and enhancing the historic environment

[Historic England](#) website

[Essex Design Guide](#)

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<sup>19</sup> A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listings).

## Land Contamination Assessment

Required by Borough/District/City Council local plan policies

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

The Assessment should include:

- A Preliminary Risk Assessment which includes information about the site and contamination and a conceptual model identifying pollutant sources, pathways and receptors and options for remediation.
- A Generic Quantitative Risk Assessment which includes a site investigation and desk study, refinement of the conceptual model and conclusions and next steps

## References

[NPPF](#) – Section 15 (Conserving and enhancing the natural environment)

[Planning Practice Guidance](#) – Land affected by contamination

Register of contaminated land held by District/Borough/City Councils in Essex

## Landscape Visual Impact Assessment

Required by [NPPF](#) - Section 15 (Conserving and enhancing the natural environment)

Required for any proposal that due to its size, scale or location may have a significant visual impact upon the surrounding landscape.

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. PRowWs, 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)

## References

[The Essex Landscape Character Assessment 2003](#)

[Landscape Character Assessment of the Essex Coast](#)

[Guidelines for Landscape and Visual Impact Assessment \(3<sup>rd</sup> edition\) 2011](#)

[Planning Practice Guidance](#) – Natural Environment

[Essex Design Guide](#)



## Landscape Scheme

Required by District/Borough/City Council local plan policies

Required for all applications where new or replacement landscaping is proposed

The Scheme should include:

- Details of any existing trees and hedgerows on the site
- Details of any trees and hedgerows to be retained and measures for their protection during the period of works/construction
- Details of areas to be planted with species, sizes, spacing, protection and programme for implementation
- Details of maintenance and management of the scheme
- Details of hard landscaping (e.g. paving, fencing, retaining walls etc) including materials, colours etc

## References

[NPPF](#) – Section 15 (Conserving and enhancing the natural environment)

[ECC School Boundaries Guidance](#)

[Planning Practice Guidance](#) – Natural environment

[Essex Design Guide](#)

## Lighting Scheme

All proposals where new external lighting is proposed

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 lighting
- Contour plan detailing likely spill light from proposed lighting, in context of adjacent site levels
- Identify area/features on site 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

## References

[NPPF](#) – Section 12 (Achieving well-designed places) and Section 15 (Conserving and enhancing the natural environment)

[Planning Practice Guidance](#) – Light Pollution

## Noise Impact Assessment

Required by District/Borough/City Council local plan policies

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

The Assessment should include:

- Relevant existing background noise levels
- Indicative noise levels of the proposed developments including likely sources of noise (e.g. machinery)
- Potential impact on neighbouring properties (particularly noise sensitive properties), including noise from the proposed development
- Details of traffic movements associated with the proposed development
- Proposed mitigation measures

## References

[NPPF](#) – Section 15 (Conserving and enhancing the natural environment)

[Planning Practice Guidance](#) – Noise

[Noise Policy Statement for England](#)

## Open Spaces and Playing Field Assessment

Required by District/Borough/City Council local plan policies

Required for all applications involving the loss of or which prejudice the use of open spaces or a playing field 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 statement should include:

- A justification for the proposed development
- An assessment demonstrating that the land is surplus to requirements
- Evidence that the playing field/open space would be replaced by equivalent or better provision, in terms of quantity and quality in a suitable location
- Evidence that the development is for alternative sports and/or recreational provision, the needs of which outweigh the loss
- Evidence that the loss of land is outweighed by the proposed development

For development directly affecting school playing fields

- Plan showing existing pitch layouts (summer and winter)
- Plan showing proposed pitch layouts (summer and winter)

## References

[NPPF](#) – Section 8 (Promoting healthy and safe communities)

[Planning Practice Guidance](#) – Open space, sports and recreation facilities, public rights of way and local green spaces

[Planning for Sport Guidance](#) – Sport England

[Policy Statement on Planning Applications affecting Playing Field Land](#) – Sport England

[Essex Design Guide](#)

## Parking Provision

Required by Policy DM8 (Vehicle Parking) of the [ECC Highways Development Management Policies](#)

Required for all applications providing new and additional parking facilities or proposals which would result in a loss of existing parking provision

- Details of existing and proposed parking provision. This includes car parking spaces (including disabled), powered two wheeler, cycle and/or scooter parking and parking for electric vehicles with charging points
- Permanent access arrangements for vehicles and pedestrians
- Temporary arrangements for vehicles and pedestrians during construction
- Need for visibility splays

## References

[NPPF](#) – Section 9 (Promoting sustainable transport)

[EPOA Parking Standards Design and Good Practice Document September 2009](#)

[Essex Design Guide](#)

District/Borough/City Council Local Plan policies

## Public Rights of Way (PRoW)

Required by [Circular 01/09 – Rights of Way Circular June 2011](#) and [NPPF](#) - Section 8 (Promoting healthy and safe communities)

Required for all proposals requiring any diversions/extinguishments of existing PRoWs and the creation of new PRoWs

Required for any development which requires the temporary closure of a PRoW for health and safety reasons during the development

A drawing showing all PRoWs crossing or adjoining the site should be submitted

Details of how the proposed development could impact the PRoW together with details of any mitigation measures.

## References

[Planning Practice Guidance](#) – Open space, sports and recreation facilities, public rights of way and local green space

## School Travel Plan

Required by [ECC Highways Development Management Policies](#) (Policy DM10 – Travel Plans) and District/Borough/City Council local plan policies

Required for any development which increases the number of pupils/and or staff at a school

The Travel Plan should include:

- Profile of the school including size, location, pupil and staff numbers and existing parking provision (car (including disabled), powered two wheeler, electric cars, cycle, scooter) and facilities (e.g. showers, lockers for staff, electric vehicle charging points etc)
- Simple surveys on travel habits and preferences of staff and pupils
- Analysis of travel and transport issues affecting the school
- Action plan outlining potential solutions for identified issues with named person responsible for action and date

## References

[NPPF](#) – Section 9 (Promoting Sustainable Transport)

[Planning Practice Guidance](#) – Travel plans, transport assessments and statements in decision making

[ECC School Travel Plan Guidance](#)

## Structural Survey

Required by District/Borough/City Council local plan policies

Required for all applications that:

- Involve substantial demolition of a building
- Involve conversion of a building
- Require listed building consent and proposed works could significantly affect the historic fabric of the building
- Involve a building/s with existing structural problems

A structural survey should be carried out by a suitably qualified person

A method statement is required which sets out how the works would be carried out

If alteration/demolition is proposed it must be clearly shown on floor plans and elevational drawings and cross referenced to the survey.

## References

[NPPF](#) – Section 16 (Conserving and enhancing the historic environment)



## Sustainable Drainage Systems (SuDs)

Required under [Schedule 3 of the Flood and Water Management Act 2010](#) and [NPPF](#) - Section 14 (Meeting the challenge of climate change, flooding and coastal change)

Required for applications for major development<sup>20</sup>

Information required includes:

- An assessment of suitability for infiltration based on soil types and geology, which should account for:
  - a) The presence of constraints that must be considered prior to planning infiltration SuDs
  - b) The drainage potential of the ground
  - c) Potential for ground instability when water is infiltrated
  - d) Potential for deterioration in groundwater quality as a result of infiltration
- Evidence of infiltration tests, particularly at the location of an intended infiltration device and groundwater level monitoring is also required.
- Detailed Drainage Plan identifying:
  - a) The proposed 'management train' and total land-take
  - b) Location and type of source control
  - c) Site controls with storage locations
  - d) Conveyance and exceedance flow rates
  - e) Destination of runoff and any runoff rates restrictions
- Detailed SuDs Design Statement covering:
  - a) Final SuDs to be incorporated and final discharge points (where relevant)
  - b) How drainage design satisfies SuDs techniques in terms of water quality and attenuation and discharge quality for the lifetime of the development
  - c) Proposals, where relevant, for integrating the drainage system into the landscape or required publicly accessible open space and providing habitat and social enhancement
  - d) Calculations showing the pre and post development peak runoff flow rate for the critical rainfall event
  - e) Description of overland flow routes and safeguarding of properties from flooding
  - f) Management of health and safety risk in relation to feature design
  - g) The process for information delivery and community engagement to relevant stakeholders

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<sup>20</sup> Additional floorspace of 1,000m<sup>2</sup> 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

- h) System valuation (including capital costs, operation and maintenance costs, cost contributions) and a demonstration of long-term economic viability
  - i) Provision of drainage for large storm events, including protection for SuDs systems
  - j) Preferred point of connection
  - k) Proposed method of flow control
  - l) Reason for changes to any previously submitted drainage scheme
- Method Statement detailing how surface water arising during construction would be handled
  - Confirmation of land ownership for all land required for drainage and relevant permissions
  - SuDs Management Plan, which provides:
    - a) Details of the body responsible for different elements of the Surface Water Drainage System and maintenance for individual aspects of the drainage proposals
    - b) A management statement to outline the management goals for the site and required maintenance
    - c) Description of maintenance schedule
    - d) A site plan including access points, easements and outfalls
  - Foul drainage proposals

For major developments, a plan which shows the allocation of volume storage and discharge rate given to that plot as part of a wider SuDs strategy.

## References

[Essex Design Guide](#)

[Essex Sustainable Drainage Systems Design Guide February 2020](#)

[CIRIA SuDs Manual](#)

## Transport Assessment/Statement

Required by Policy DM13 (Transport Assessments) of the [ECC Highways Development Management Policies](#) and District/Borough/City Council local plan policies

A Transport Assessment (TA) would be required for any new primary or secondary school.

A Transport Statement (TS) would be required for an extension to an existing primary/secondary school which would result in an increase in pupil and/or staff numbers.

The scope and level of detail should be commensurate with the scale of proposed development but should include:

- Description of the proposed development, site layout (including existing and proposed access and layout for all modes of transport)
- Details of neighbouring uses, amenity and character, existing functional classification of nearby road network
- Details of existing public transport provision (including frequency of services, distance to proposed development and any proposed public transport changes)
- A qualitative and quantitative description of the travel characteristics of the proposed development (including all modes of transport that would result from the proposed development and within the vicinity of the site)
- An assessment of trips from all directly relevant committed development in the area (e.g. development where there is a reasonable degree of certainty that it will proceed within the next 3 years)
- Details of the current traffic flows on links and at junctions within the study area and identification of critical links and junctions on the highway network (including different modes of transport and the volume and types of traffic)
- An analysis of the injury accident records on the public highway in the vicinity of the site for the most recent 3 year period (or 5 year period if the proposed site has been identified as being within a high accident area)
- An assessment of the likely associated environmental impacts of the transport related to the proposed 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 (e.g. provision/enhancement of existing/new footpaths and cyclepaths) where these are necessary to make the proposed development acceptable in planning terms
- A description of parking facilities in the vicinity of the site and the parking strategy of the proposed development
- Ways of encouraging environmental sustainability by reducing the need to travel

- Measures to mitigate the residual impacts of the proposed development (such as improvements to the public transport network, the introduction of walking/cycling facilities and physical improvements to existing roads).

Assessments should be based on normal traffic flow and usage conditions (e.g. school term). Implications for any regular peak traffic and usage periods should be considered.

Projections should use local traffic forecast such as TEMPRO drawing where necessary on national Road Traffic Forecasts for traffic data.

### References

[NPPF](#) – Section 9 (Promoting sustainable transport)

[Planning Practice Guidance](#) – Travel Plans, transport assessments and statements in decision making

## Tree Survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)

Required for all applications where there are any trees within the application site, on land adjacent to the application site or which could influence or be affected by the development (including street trees).

The Tree Survey, Arboricultural Impact Assessment and Arboricultural Method Statement should be undertaken by a suitably qualified person in accordance with the provisions of BS5837.

### Tree Survey

The Tree Survey should include:

- Tree survey plan showing the location of all trees referred to
- Schedule accompanying the plan, identifying the trees by way of a unique reference number marked on the plan and on the tree

For each tree the following should be recorded:

- Reference of the tree
- Species by common name and/or scientific name
- Presence of Tree Protection Order (TPO) or Conservation Area protection
- Height in metres
- Stem diameter in centimetres, measured 1.5m above ground level
- The branch spread in metres
- Age class: young, semi-mature, mature, over-mature or veteran
- Physiological condition and structural condition of the tree (health and any physical defects)
- Preliminary management recommendations
- Estimation of the tree's remaining useful life in years
- Categorisation of trees for removal and those suitable for retention, based on consideration of the above, in accordance with Table 1 of the British Standards

A Tree Constraints Plan showing:

- Accurate position and existing crown spread
- Tree Quality Assessment category (A, B, C or U)
- Root Protection Area (RPA) calculated from table 2 of the British Standards
- Future growth potential (ultimate crown spread and height)
- Shade footprint through the main part of the day based on ultimate tree size

The Tree Constraints Plan should be prepared at an early stage and inform site layout design.

## Arboricultural Impact Assessment

Type of tree survey that considers how the proposed development and associated trees will co-exist and interact in the present and future.

An AIA is required where proposed development could potentially affect trees.

An AIA should include:

- Details of tree root protection areas (RPAs) which should be clearly marked on a scale plan
- Proposed changes to site levels
- Proposed changes to surfacing
- Locations for the layout of services
- Demolition of existing buildings and removal of existing hardstanding
- Exposure due to tree and structure removal
- Sunlight and shading
- Site access and site layout during construction
- Allocation of a suitable area for plant and material storage
- Proposed new /replacement tree planting

## Arboricultural Method Statement

Information as to how the proposed development will be undertaken without causing damage to trees on site.

Information as to how the proposed development/works would be managed and how trees would be adequately protected during the development/works.

Should contain a timetable indicating when and how specific works adjacent to trees would be undertaken. The works include (but are not limited to) installation of protective fencing, hand excavation within tree protection zones and use of boarding to avoid compaction.

Specification sheets should be included for protective fencing, special surfaces, methods of trenching etc.

Site supervision by an arboricultural consultant or County's Arboricultural Officer may be stipulated for some or all of the development/works identified as requiring an AMS.

The AMS should include:

- Schedule of tree surgery works (prior to and upon completion of the construction works)
- Tree Root Protection zones (clearly indicated on a scale plan, including details of fencing and signage)
- Details of surface changes and methods of construction
- Details of level changes and methods of construction

- Trenching methods
- Locations of bonfires, chemical storage etc
- Contingency plan (chemical spillage, collision, emergency access to root protection zones)
- Post construction landscaping close to existing trees (methods, locations, scale plans)
- Tree planting (storage of trees, site preparation)
- Contact listing (Planning Authority, Arboricultural Consultant, Architect, Site Manager)
- Copies of all relevant site plans and tree survey schedule

#### References

[NPPF](#) – Section 15 (Conserving and enhancing the natural environment)

[Planning Practice Guidance](#) – Natural Environment

BS5837:2012 Trees in relation to design, demolition and construction

[Planning Practice Guidance](#) – Tree Preservation Orders and tree in conservation areas

[Essex Design Guide](#)