

Test Valley Borough Council - Planning and Building Service

Descriptions of Local Requirements for Planning Applications (PAR) – 2015 - updated 15 March 2016

Information item	Information required	Policy driver	Further Guidance
	Note: The information submitted in respect of these items should normally be proportionate to the specifics of the proposed development and the potential impact it has. Completion of the Planning Application Requirements (PAR) Checklist form allows for applicants to explain the extent of information being submitted.		
Additional Plans	The requirement for most plans to accompany applications is included in the national requirements. However, in some cases certain plans are included in the local requirements. Please refer to the individual PAR checklist for details.	NPPF and TVBCLP	
Affordable housing statement	Within housing developments in Test Valley the provision of affordable housing will be required in accordance with policy COM7 of the Adopted Test Valley Borough Revised Local Plan 2016. The affordable housing statement should provide information concerning both the affordable housing and any market housing, e.g. the numbers of residential units; the mix of units with numbers of habitable rooms and/or bedrooms; the floor space of habitable areas of residential units; plans showing the location of units and the number of habitable rooms and/or bedrooms and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. It should also include details of any Registered Social Landlords acting as partners in the development.	NPPF paras.47, 50, 54 and TVBCLP policy COM7	TVBC Affordable Housing SPD. Planning Advice Note – Revised Local Plan Policy COM7 Affordable Housing Financial Contributions. http://www.testvalley.gov.uk/assets/files/10192/pp1-2-160118-COM7-Advice-note-v.5.pdf

	For information - In a number of situations financial contributions towards affordable housing is required as set out in policy COM7 of the Test Valley Borough Revised Local Plan 2016. See 'Planning Advice Note – Revised Local Plan Policy COM7 Affordable Housing Financial Contributions' for more information.		
Biodiversity survey and report	Applicants/agents are requested to complete one of the Biodiversity Checklists which are designed to help identify whether any biodiversity surveys are required for a particular application. A completed Test Valley Biodiversity Checklist should be submitted with the application along with any required biodiversity surveys/reports. Where a proposed development may have possible impacts on wildlife and biodiversity, information (<i>e.g. surveys and impact assessments</i>) should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. Certain	NPPF paras. 109, 113, 117, 118, 119 and TVBCLP policy E5. Circular 06/2005, Conservation of Habitats and Species Regulations 2010 [SI No.2716], Schedule 5 of the Town and Country Planning (Development Management Procedure)(England) Order 2010	Test Valley Biodiversity Checklist for Householder Applications Test Valley Biodiversity Checklist for all other applications Biodiversity Action Plan for Test Valley Romsey Waterways and Wetlands Enhancement Strategy. Hampshire Biodiversity Information Centre

	proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. See also policy E5 of the Adopted Test Valley Borough Revised Local Plan 2016.		
Community Infrastructure Levy	Completion of the Additional Information Form (CIL – Determining whether a Development may be CIL Liable – Planning Application Additional Information Requirement form) for the following development: • <i>All Residential development including extensions and annexes</i> • <i>The creation of 1 or more dwellings (even if it is less than 100m² GIA floorspace)</i> <i>Retail development of at least 280m² GIA floorspace</i>	NPPF [paras 47, 50, 54, 69-78, 173-175, 203-206 and Annex 1], TVBC CIL Information, TVBCLP policies COM2 COM9, COM12, COM13, COM15, LE11, LE12, LE13	The Community Infrastructure Levy Regulations 2010. The CIL Charging Schedule was adopted on the 27th January 2016 and CIL will be charged on applications permitted on or after the 1st August 2016. Developers will need to take the charging schedule into account when reviewing developer contributions in relation to planning applications. Applications for either Charitable Relief or Social Housing Relief will be required to include a statement which addresses the criteria set out in Part 6 of the CIL Regulations 2010 (as amended). Please follow the link below for information relating to exemptions and reliefs. http://planningguidance.communities.g

			ov.uk/blog/guidance/community-infrastructure-levy/relief/self-build-exemption/#paragraph_149
Environmental statement	The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 011/1824), set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning permission. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases where a full EIA is not required the local planning authority may still require environmental information to be provided <i>such as</i> a landscape and visual impact assessment. For example within the North Wessex Downs AONB the impact on conserving and enhancing its scenic beauty, character and qualities should be assessed with reference made where relevant, to its Management Plan and Position Statements and accordingly to ensure suitable mitigation is provided e.g. new landscaping.	NPPF paras. 109, 113, 115, 116, 123 and TVBCLP policies E2, E5, E7, E8	Test Valley Community Landscape Project

Flood risk assessment	A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. An FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should assess the impact of the development on flooding elsewhere and identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding. The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. See also policy E7 of the Adopted Test Valley Borough Revised Local Plan 2016.	NPPF paras. 99-104 and TVBCLP policy E7	The Flood and Water Management Act 2010. Please use the Site-specific flood risk assessment : Checklist via the link below to ensure that all necessary elements of the FRA are considered - https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section Technical Guidance to the National Planning Policy Framework (March 2012), DCLG Environment Agency http://www.environment-agency.gov.uk
Foul sewage and utilities assessment	All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or	NPPF paras. 99-104, 110, 121 and TVBCLP policies, E2 and E7	Environment Agency http://www.environment-agency.gov.uk Building Regulations Approved Document Part H and in BS6297

	the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DCLG Circular 03/99 and Building Regulations Approved Document Part H and in BS6297. If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice will need to be served on the owners of that land. An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient		
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	capacity to accommodate the supply/service demands which would arise from the completed development and, secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. The applicant should demonstrate: (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider (e.g. for overhead electricity lines and cables that there is formal agreement with the Network Operator in respect of rerouting or undergrounding).		
Heritage Statement (including Historical, archaeological features and Scheduled Ancient	Heritage statements should be submitted where the proposals impact on 'heritage assets'. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. The following is a guide to the sort of information that may be required for different types of application. For applications for listed building consent, a written	NPPF paras 115, 126-141 and TVBCLP policy E9	Definition of Heritage Asset http://www.english-heritage.org.uk/professional/advice/hpg/hpr-definitions/h/536274/ Conservation Guidance Note for War Memorials, TVBC Conservation Areas – An Introduction,

Monuments)	statement may be required that includes schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings. A structural survey may be required in support of an application for listed building consent. For applications for demolition in a conservation area, a written statement may be required that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area. For applications either related to or impacting on the setting of heritage assets, a written statement may be required that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the asset, the principles of and justification for proposed works to Listed buildings and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings . For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.		TVBC and Conservation Area Assessments and Appraisals, TVBC http://www.testvalley.gov.uk/resident/planningandbuildingcontrol/heritage/conservationarea/ Local Register of Historic Parks and Gardens http://www.testvalley.gov.uk/resident/planningandbuildingcontrol/heritage/parks-gardens/ English Heritage www.heritagegateway.org.uk/gateway/ HCC Archaeology Service advice http://www3.hants.gov.uk/landscape-and-heritage/historic-environment/environment-landscape_planning_amp_heritage-newpage.htm Historic Environment Record (HER) database for Hampshire = HCC 'The Archaeology and Historic Buildings Record' (AHBR) http://www3.hants.gov.uk/landscape-and-heritage/historic-environment/historic-buildings-register.htm
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	For all applications involving the disturbance of ground within an area of archaeological potential or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of the archaeological impact and submit the results as part of the Heritage Statement. See also policy E9 of the Adopted Test Valley Borough Revised Local Plan 2016.		
Landscaping details	Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which may follow from the design concept in a Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.	NPPF paras. 56, 57, 61, 109, 115, 118 and TVBCLP policy E2	
Parking Provision	Required where there is an increased requirement for vehicle parking or where parking arrangements are changing. Applications should provide details of existing and proposed parking provision. New residential and commercial development will require provision of cycle parking/stores. See policy T2 and Annex G of the Adopted Test Valley Borough Revised Local Plan 2006 for parking standards. This requirement can often be satisfied through the design and access statement or planning statement. These details should also be shown on the site layout or block plan.	NPPF paras. 39, 40 and TVBCLP policy T2	

Planning Statement	A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national and local planning policies. It should therefore include reference to the loss of any local facilities or services (e.g. community facilities, shops, sports fields and recreational facilities) and also financial contributions required in connection with policies of the Test Valley Borough Revised Local Plan such as COM7, LHW1 and COM15 and the Infrastructure and Developer Contributions Supplementary Planning Document. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.	NPPF and TVBCLP	Test Valley Borough Revised Local Plan Infrastructure and Developer Contributions SPD, TVBC Sports England
Transport assessment	A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals the TA should illustrate accessibility to the site by all modes of transport and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Where appropriate a travel plan should be	NPPF paras. 29, 30, 36 and TVBCLP policies T1, T2, T3	Guidance on Transport Assessment (March 2007) published by the Department for Transport. DfT Circular 02/2013 (The Strategic Road Network and the Delivery of Sustainable Development)

	included. Further guidance will be found in the Department for Transport's Guidance on Transport Assessment (March 2007) and Circular 02/2013 for developments affecting the strategic road network and delivery of sustainable development and economic growth and safeguarding the primary function and purpose of the strategic roads network. See also chapter 9 of the Test Valley Borough Revised Local Plan 2016.		
Tree survey/ Arboricultural implications	Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. See also policy E2 of the Test Valley Borough Revised Local Plan 2016.	NPPF para.118 and TVBCLP policy E2	BS5837 'Trees in relation to construction – Recommendations'