

West Somerset Council

Application Validation Checklist

Advice for Applicants

August 2013

West Somerset Council – Validation Requirements

1.0 INTRODUCTION.....	4
Context.....	4
Validation.....	5
Development Management Pre-App Service.....	5
General Advice on the Quality and Submission of Plans & Drawings	6
Online planning applications	6
West Somerset Council “Do I” Service.....	7
2.0 NATIONAL REQUIREMENTS	8
TABLE 1 – NATIONAL VALIDATION REQUIREMENTS.....	9
Type.....	9
Application Form	9
Ownership Certificate	9
Notice.....	9
Agricultural Holdings Certificate.....	9
Location Plan	9
Site Plan.....	10
Plans and drawings	10
Correct fee	10
Design & Access Statement	10
WHEN A DESIGN & ACCESS STATEMENT IS REQUIRED	11
3.0 LOCAL LIST VALIDATION REQUIREMENTS	12
TABLE 2A – APPLICATION TYPES & LOCAL LIST VALIDATION REQUIREMENTS	13
Householder Applications.....	13
New Buildings and Non-Domestic Activities	13
Listed Building and Conservation Area Consent.....	13
Outline and Reserved Matters	13
Approving, Removing and Varying Existing Conditions	14
Amendments to Planning Permission	14
Adverts, Trees and Hedgerows	14
Certificates of Lawfulness.....	14
TABLE 2B – REQUIREMENTS FOR SPECIFIC APPLICATION TYPES.....	15
Advertisement	15

Listed Building	15
Certificate of lawfulness.....	15
Prior notification – proposed demolition.....	17
Prior notification – telecommunications	17
Tree works	17
Hedgerow Removal Notice.....	17

TABLE 3 – LOCAL LIST VALIDATION REQUIREMENTS 18

Affordable Housing Statement.....	Error! Bookmark not defined.
Air Quality Assessment	Error! Bookmark not defined.
Archaeological Assessment.....	Error! Bookmark not defined.
Community Involvement Statement.....	Error! Bookmark not defined.
Contaminated Land Assessment.....	Error! Bookmark not defined.
Ecological Mitigation & Enhancement Strategy.....	Error! Bookmark not defined.
Environmental Statement	Error! Bookmark not defined.
Economic Statement	Error! Bookmark not defined.
Flood Risk Assessment (FRA) and Drainage Strategy	Error! Bookmark not defined.
Foul Sewerage & Utilities Statement	Error! Bookmark not defined.
Heritage Statement	Error! Bookmark not defined.
Landscaping and Visual Impact Assessment.....	Error! Bookmark not defined.
Lighting Assessment	Error! Bookmark not defined.
Noise Impact Assessment	Error! Bookmark not defined.
Open Space Assessment.....	Error! Bookmark not defined.
Planning Obligations/Draft Heads of Terms.....	Error! Bookmark not defined.
Planning Statement	Error! Bookmark not defined.
Parking Provision	Error! Bookmark not defined.
Rural Business Dwelling Appraisal	Error! Bookmark not defined.
Site Waste Management Plan	Error! Bookmark not defined.
Structural Survey.....	Error! Bookmark not defined.
Town centre Impact Assessment – evidence to accompany applications	Error! Bookmark not defined.
Bookmark not defined.	
Transport Assessment inc. Transport Statement & Travel Plan..	Error! Bookmark not defined.
defined.	
Tree Survey.....	Error! Bookmark not defined.
Telecomm Development – supplementary information	Error! Bookmark not defined.
Ventilation/Extraction Statement.....	Error! Bookmark not defined.

1.0 Introduction

This document has been prepared in order to aid users of West Somerset Council's Development Management service when submitting a planning application.

Context

On the 6th April 2008 the Government introduced a mandatory Standard Application Form (1APP) accompanied by changes to the procedures involved in the validation of applications. There are two elements to the new validation requirements;

1. A national list of mandatory information that must be submitted with every planning application; and
2. A local list of additional information that will be required when making an application to West Somerset Council.

The introduction of the 1APP Form and the two tiers of validation requirements formed part of the Government's drive to provide a quicker, more predictable and efficient planning service. This goal is reflected in the current Coalition Government's approach to Localism and the planning system.

The Local List clearly outlines the information required for different types of planning applications within West Somerset and this list has incorporated advice provided by DCLG¹.

Each of the Local List Items have been assessed against the principles and criteria for local list preparation of necessity, precision, proportionality, fitness for purpose and assistance in accordance with the above guidance.

The local list formalises the submission of information that is frequently either submitted with applications or requested by the council during the consideration of the application.

The distinction with the formal Local List is that it places a requirement on the submission of specified information **before** the application can be registered. Therefore everyone in the planning application process will benefit from greater certainty and consistency over what information is required. The level of information required must be proportionate to the size and type of application and therefore the local list intends to require only information that is essential for the determination of that particular application.

¹ [Guidance on information requirements and validation – 16th March 2010](#)

Validation

When a new application is submitted to the Council it will be checked against both the national and relevant local lists which are provided in this document and it is essential that you refer to these same checklists before formally submitting an application. It is also strongly recommended that you discuss the list of requirements with the council before submitting.

In the event that an application is submitted which does not meet both the national and local requirements then the application is invalid and as a consequence the Council will be unable to determine the application.

If an applicant disagrees that requested additional information is necessary to make an application valid, they should provide a written justification to the Development Manager at the Council, setting out the reasons why it is considered the additional information is not appropriate in this instance.

In the event that an application is declared invalid, the Council will write and explain what information is required in order to make the application valid. This request for additional information will delay the Council's determination of the application, which is a key reason for recommending the use of the relevant checklist prior to submission of an application.

In the event that an application is initially considered to be valid, but is later discovered to be invalid, it will only be considered valid upon receipt of the all required information. The determination period for the application will be adjusted accordingly from the point at which the application is validated.

Development Management Pre-App Service

West Somerset Council strongly recommends that consultation takes place with Planning Officers prior to the submission of an application. These pre-applications enquiries are important to help ensure that applications are complete in terms of their validation requirements. Information in respect of the Council's [pre-application service](#) can be found on the Council's website.

General Advice on the Quality and Submission of Plans & Drawings

If drawings and plans received in support of an application do not contain sufficient detail, the validation of the planning application may not be possible. This will result in a delay to the determination of application until revised or additional drawings are submitted.

Detailed drawings are an essential component of a planning application and it is therefore important that they are of a suitable standard and include all the information necessary to describe and convey the proposed development in sufficient detail. Applicants are therefore encouraged to adhere to the following guidance:

- All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50;
- Plans/drawings must not contain disclaimers such as “Not to Scale” and “Do Not Scale”. Drawings must be drawn to the prescribed scale as shown;
- It is considered good practice to include relevant measured dimensions on plans/drawings;
- The most convenient way to present proposals is to clearly group them into two groups “Existing” and “Proposed” drawings side by side, using the same scale for both;
- Each plan/drawing should have a suitable title (e.g. proposed south-east elevation, existing ground floor plan) and a drawing reference number, which can be quoted in the decision notice;
- For major applications (see page 12), applicants are requested to provide a copy all drawings and supporting information in a PDF format on a CD as it will ensure that information can be displayed clearly online and will avoid the time it takes to scan each document; and
- The individual file size for electronic submissions should not exceed 2MB as customers may otherwise experience difficulties in viewing the files. Where a single file exceeds 2MB, it should be split into smaller files and labelled appropriately (e.g. part 1, part 2.....).

Online planning applications

Online planning applications are easy and simple to create using the [Planning Portal](#).

The Planning Portal service provides a number of forms and tools, which allow you to create your proposal, calculate the application fee and upload any supporting information. It is also possible to use the Portal to complete the relevant forms and print them out and send them via the postal service directly to the Council.

West Somerset Council “Do I” Service

If you are unsure whether your proposal requires planning permission the Council offers a service called “Do I need Planning Permission”. Under this service you will need to complete the ['Do I Form'](#).

The “DO I Form” is only suitable for householder development. If your query relates to other types of development, the relevant information should be provided clearly in written form with a sketch map as appropriate.

Once completed the form should be returned to:

Planning Services, West Somerset Council, West Somerset House, Killick Way, Williton, Taunton. TA4 4QA.

Or you can take it to the main reception area in Williton or the Council’s Customer Centre at 1-3 Summerland Road, Minehead.

The Council can also be contacted by:

Fax: 01984 635364

E-mail: planningemail@westsomerset.gov.uk

2.0 National Requirements

In order for an application to be registered as a valid application, it must be accompanied by the relevant forms, plans and associated information necessary to provide sufficient detail for the determination of the application. The specified national requirements are mandatory and must be strictly adhered to if an application is to be accepted as valid.

The Development Management Procedure Order 2010 (DMPO) (As Amended) requires, as a minimum, that an application for planning permission shall include the items as set out in **Table 1**. This table sets out:

1. The item required;
2. Description of the information; and
3. The number of copies required when submitting a paper copy.

It should be noted that no copies are required if the application is submitted electronically.

Table 1 – National Validation Requirements

Type	Description	Number
<i>Application Form</i>	All sections of the relevant national 1APP form need to be completed. Application forms can be found on the Council's website . Please ensure that you select the correct form for your application.	4 (3 plus original)
<i>Ownership Certificate</i>	An ownership certificate (A, B, C or D) must be completed stating the ownership of the property. For this purpose an “owner” is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. (These are included in the Application Form)	1
<i>Notice</i>	<p>A notice to all owners of the application site must be completed and served in accordance with Article 11 of the Development Management Procedure Order (DMPO). In the case that all of the land owners are known, the Planning Portal's Notice 1 template can be used to serve notice.</p> <p>In the eventuality that any of the owners are unknown then notice must be given in a local newspaper using the Planning Portal's Notice 2 template. A copy of any notice served must be submitted alongside the application.</p>	1
<i>Agricultural Holdings Certificate</i>	<p>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.</p> <p>Not required for Reserved Matters applications, non-material amendments; agreement/variation of conditions or express consent to display an advertisement, listed building consent and conservation area consent.</p>	1
<i>Location Plan</i>	The plan must show the site outlined in red at a metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. The site location plan should also include nearby properties, their postal numbers and street names. It should also include 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 and open areas around buildings.	4

Type	Description	Number
<i>Site Plan</i>	The site plan should be drawn at an identified standard metric scale (typically 1:200 or 1:500). The site plan should accurately show: (i) the direction of North, (ii) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. The site plan should also show the following unless these would not influence or be affected by the proposed development: (iii) all the buildings, roads and footpaths on land adjoining the site including access arrangements (iv) all public rights of way crossing or adjoining the site, (v) the position of all trees on the site, and those on adjacent land, (vi) the extent and type of any hard surfacing; and (vii) boundary treatments including walls or fencing where this is proposed.	
<i>Plans and drawings</i>	Other plans and drawings or information necessary to describe the subject of the application. The plans and drawings may include the following: Elevations – all existing and proposed (shown at a metric scale i.e. 1:50 or 1:100) Floor plans – existing (where relevant) and proposed (at a metric scale i.e. 1:50 or 1:100). Sections – required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels (at a metric scale i.e. 1:50 or 1:100).	4 of each plan
<i>Correct fee</i>	Please refer to the Planning Portal for a useful fee calculator .	
<i>Design & Access Statement</i>	A Design & Access Statement is a short report accompanying and supporting a planning application to illustrate how the design principles and concepts that have been applied to the development, and to explain how issues relating to access to the development have been dealt with. The level of information will depend on the scale of development and their length will vary accordingly, although it needs to include information about the following aspects of the proposal: (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 development and how the design of the development takes that into account; (c) Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account; (d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and (e) Explain how any specific issues which might affect access to the development have been addressed.	4

Type	Description	Number
	<p>For listed building consent, the Design & Access Statement also needs to include the following:</p> <ul style="list-style-type: none"> • An explanation of how the design has taken account of the historic and special architectural importance of the building, the particular physical features of the building that justify its designation as a listed building and the building's setting. • Explanation and justification to ensure that the proposals preserve or enhance the character of the listed building and any of its features of special architectural and historic interest. Where a proposal will impact upon this, the statement must explain why the proposed works are deemed to be necessary and what measures have been taken to minimise their impact. <p><i>When a Design & Access Statement is required</i></p> <p>Design and Access Statements are required for:</p> <ul style="list-style-type: none"> i) Development which is Major Development; ii) The provision of one or more dwellinghouses where any part of the development is in a designated area (Conservation Areas) iii) The provision of a building or buildings where the floor space created by the development is 100 square metres or more where any part of the development is in a designated area (Conservation Areas) iv) Where the property is a Listed Building <p>Circumstances where an application does not require a DAS and what is required in a DAS are set out in the Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 and DCLG guidance "Guidance on Information Requirements and Validation". Further guidance can be found in the CABE publication "Design and Access Statements: how to write, read and use them - http://www.cabe.org.uk/publications/design-and-access-statements</p>	

3.0 Local List Validation Requirements

Table 3 sets out:

- Items of local list information that could possibly be required (listed alphabetically);
- Where and when the item of information is required, what the policy background of the need is; plus,
- Links to further sources of guidance/help.

It should be noted that **Table 3** outlines the documents required to accompany planning applications before they are validated. Although guidance is provided for each document, the level of detail will be directly linked to the individual site and the type of development proposed.

The list is not exhaustive and it is feasible that once an application has been validated, requests for further information may be required. Therefore the Council's ability to request such information is not restricted by the contents of this list. It is sometimes necessary to seek additional information in order to address issues, which arise during the consideration of an application.

In order to understand which items can be required for each application type, **Table 2A** outlines application types and the documents that could potentially be required. **Table 2B** outlines specific requirements for specific application types.

Reference is made to 'major' application(s), this means:

- Development of 10 or more dwellings (including conversions);
- Residential sites of 0.5ha or more;
- Other buildings with a floor space of 1000 sq.m or more, or on sites of 1ha or more;

Use classes refer to classes set out in the schedule to The Town and Country Planning (Use Classes) Order 1987, as amended.

Table 2A – Application Types & Local List Validation Requirements

Type of Application	Local Requirements (Where applicable & in addition to National Requirements)
<i>Householder Applications</i>	
Householder Application for Planning Permission for works or extension to a dwelling	Items 3, 9, 11, 18 & 25 on Local List
Householder Application for planning permission for works or extension to a dwelling and Listed Building Consent (LBC)	Items 3, 9, 11, 18 & 25 on Local List
Householder Application for Planning Permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area	Items 3, 9, 11, 18 & 25 on Local List
<i>New Buildings and Non-Domestic Activities</i>	
Full Planning Permission	Items 1-27 Local List (inclusive)
Full Planning Permission and Conservation Area Consent for demolition in a Conservation Area	Items 1-27 Local List (inclusive)
Full Planning Permission and LBC for alterations, extension or demolition of a Listed Building	Items 1-27 Local List (inclusive)
Full Planning Permission and consent to display advertisement	Items 1-27 Local List (inclusive)
<i>Listed Building and Conservation Area Consent</i>	
LBC for alterations, extension or demolition of a Listed Building.	Item 11 & 22 Local List
Application for Conservation Area Consent for demolition in a Conservation Area	Item 11 & 22 Local List
LBC for alteration, extension or demolition of a Listed Building and Advertisement Consent.	Item 11 & 22 Local List
<i>Outline and Reserved Matters</i>	
Application for Outline Planning Permission with all matters reserved	Items 1-26 Local List (inclusive) (unless the item is a reserved matter) [Also see Table 1a – requirements for specific application types]
Application for Outline Planning Permission with some Matters Reserved	Items 1-26 Local List (inclusive) (unless the item is a reserved matter) [Also see Table 1a – requirements for specific application types]
Application for Approval of Reserved Matters	Items 1-26

Type of Application	Local Requirements (Where applicable & in addition to National Requirements)
following outline approval	[Also see Table 1a – requirements for specific application types]
<i>Approving, Removing and Varying Existing Conditions</i>	
Approval of details reserved by condition	None
Removal or variation of a condition following grant of Planning Permission	None
<i>Amendments to Planning Permission</i>	
Extensions to the time limits	None
Non-material amendment following a grant of planning permission	None
<i>Adverts, Trees and Hedgerows</i>	
Application for consent to display an advertisement	See Table 2B – requirements for specific application types
Application for tree works	See Table 2B – requirements for specific application types
Application for hedgerow removal notice	See Table 2B – requirements for specific application types
<i>Certificates of Lawfulness</i>	
Application for a Lawful Development Certificate for a Proposed use or development	See Table 2B – requirements for specific application types
Application for a Lawful Development Certificate for an Existing use or operation.	See Table 2B – requirements for specific application types

Table 2B – Additional Guidance for specific application types

Table 2B provides additional guidance on the information expected in support of a range of applications which are covered by the 1-App form (unless otherwise stated) but are more bespoke in their information requirements.

Consent Type	Information Guidance
<i>Advertisement</i>	<p>The drawing of the proposed advertisement should be at a metric scale (i.e. 1:20 or 1:50), show the size of the advertisement and its position on the land or the building in question, indicate the materials and colours to be used, the height above ground and, where it would project from a building, the extent of projection, provide details of the method and colour(s) of illumination, if applicable. Photographs and photomontages will also be required.</p>
<i>Listed Building</i>	<p>Listed building consent is required for any alterations or extensions that "affect the character" of listed building(s). This includes internal works as well as external. It also includes buildings, objects and structures, attached to the building and /or within the curtilage, including boundary walls and gates.</p> <p>Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a metric scale. Where detailed work is proposed (e.g. new or alterations to doors, windows, shop fronts, paneling, fireplaces, plaster moulding and other decorative details) a scale of 1:20 would be appropriate and the drawings should indicate the relationship of the proposed works to adjacent existing structures/details.</p> <p>A Heritage Statement should be provided for all Listed Building applications. The content of a Heritage Statement is detailed in Table 3 below.</p>
<i>Certificate of lawfulness</i>	<p>For existing development, as much information and evidence as possible must be supplied to verify the information included in the application. For example: statutory declarations from person/persons with knowledge of the existing use/works carried out, plans and drawings, statutory declarations from current and/or previous occupiers, employees, suppliers, contractors etc. who have had dealings with the site in the past, receipts and invoices for goods & services, vehicle registration documents, VAT receipts for commercial businesses, previous rates, council tax and utility bills.</p> <p>For proposed development the application should include existing and proposed elevations, block plan of the site, existing and proposed floor plans, site survey plan and a planning statement. All plans should be to an appropriate metric scale.</p> <p>If there is insufficient information presented, a certificate will not be issued. The onus lies with the applicant to supply enough evidence to enable the Council to determine the application.</p> <p>For both application types the correct 1 App form must be submitted.</p>
<i>Outline Applications</i>	<p>The correct 1App form should be completed depending on whether some or all matters are to be reserved.</p> <p>Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 6 of the DMPO) unless the matters include layout, scale or access. However if the Council receives an application for outline planning permission, but decides that the application</p>

Consent Type	Information Guidance
	<p>ought not to be considered separately from all or any of the reserved matters, the Council can notify the applicant within one month from the receipt of the application requiring that further details must be submitted. Department of Communities Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information.</p> <p>As a minimum, applications must always include information on: Use – the use or uses proposed for the development and any distinct development zones within the site identified.</p> <p>Amount of development – the amount of development proposed for each use,</p> <p>Indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate.</p> <p>Scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site.</p> <p>Indicative access points – an area or areas in which the access point or points to the site will be situated.</p>

Consent Type	Information Guidance
<i>Prior notification – proposed demolition</i>	<p>The 1App (Application for prior notification of proposed demolition).</p> <p>A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995 should also be provided.</p>
<i>Prior notification – telecommunications</i>	<p>The 1App (Application for prior notification of proposed development by telecommunications code system operators) should be completed.</p> <p>In addition evidence that the developer has given notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995 where the proposed development consists of the installation of a mast within three kilometers of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.</p>
<i>Tree works</i>	<p>For works to trees protected by a Tree Preservation Order, the following information must be provided:</p> <p>The 1-App form (Application for tree works: works to trees subject to a tree preservation order (TPO_ and/or notification of proposed works to trees in a conservation area) must be used, a sketch plan showing the location of all tree(s), a full and clear specification of the works to be carried out, statement of reasons for the proposed work; and evidence in support of statement of reasons, where required by the standard application form. Where the works are proposed because of the condition of the tree you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert. Where the works are proposed because of alleged damage to property you are required to supply written technical evidence from an appropriate expert(s).</p> <p>For works to trees in Conservation Areas, it is important to supply precise and detailed information on the proposal. It is recommended that the 1 App form (as described above) is completed (but not compulsory), with all relevant questions answered as fully as possible, a sketch plan showing the precise location of all tree(s), and a full and clear specification of the works to be carried out.</p> <p>N.B. - Comprehensive guidance notes accompany the statutory form.</p>
<i>Hedgerow Removal Notice</i>	<p>It is recommended that the 1 App (Application for hedgerow removal notice) form is completed. The hedgerow in question must be clearly identified ideally on a site plan drawn at an identified standard metric scale (typically 1:2,500 or 1:1,250). The application must be accompanied by a statement as to the reasons they wish to remove the hedge (there is the opportunity to provide this on the 1 App form and it may be appropriate to expand on the reasons on a separate sheet. If it is claimed that the hedge has existed for less than 30 years, evidence to back up this claim must be submitted. Further information can be found within the Hedgerow Regulations and The Hedgerow Regulations Guide to Law and Good Practice.</p>

Table 3 – Local List Validation Requirements

No	Item	Where or When this Item is Required	Guidance	Policy Background	Further Info Sources
1	Affordable Housing Statement	<p>An Affordable Housing Statement should be prepared in accordance with the following locational thresholds:</p> <ul style="list-style-type: none"> I. Minehead 8 or more/ 0.5 ha or more dwellings; II. Watchet or Williton 5 or more dwellings/ or 0.2ha or more; and III. Elsewhere for residential development of 2 or more dwellings or 0.1ha or more. IV. A rural exception scheme 	<p>An Affordable Housing Statement should specify what is being proposed with regard to affordable housing and should provide justification for the amount and type proposed. A typical Affordable Housing statement should include details of the following:</p> <ul style="list-style-type: none"> • the numbers of residential units; the mix of units, with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units; plans showing the location of units and their 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. • Design quality standards. • Lifetime Homes / Accessibility standards of proposed Affordable Housing (20% of new dwellings are to be built to this standard). 	<p>Section 6 of the National Planning Policy Framework</p> <p>West Somerset Local Plan Policies H/4 & H/5</p> <p>West Somerset Council Planning Obligations Supplementary Planning Document (December 2009)</p>	<p>West Somerset Council Planning Obligations Supplementary Planning Document (December 2009)</p>

2	<i>Air Quality Assessment</i>	<ul style="list-style-type: none"> I. Major development within/or adjacent to an Air Quality Management Area (AQMA) and/or, II. Development in excess of 100 dwellings or 10,000m2 new floorspace; and/or, III. Development falling within Use Class B2 with floorspace of 1000m2 + ; or, IV. Where >300 new parking spaces are proposed. 	Air Quality Assessments should indicate the change in air quality resulting from the proposed development and outline appropriate mitigation measures as necessary.	<p>Paragraph 124 of the National Planning Policy Framework.</p> <p>West Somerset Local Plan Policy PC/1.</p>	<p>West Somerset Council Air Quality Guidance</p> <p>http://www.westsomersetonline.gov.uk/Environment/Pollution/Air-Quality/Local-Authority-Air-Quality-Monitoring</p> <p>Additional information can also be found at http://www.defra.gov.uk/environment/quality/air/air-quality/</p>
3	<i>Archaeological Assessment</i>	<p>Where any proposal includes works on or adjoining a site of archaeological interest and scheduled ancient monuments and includes:</p> <ul style="list-style-type: none"> I. new building; or, II. ground disturbance. 	<p>Where applications would affect archaeological assets, the statement should include desk-based archaeological assessment and archaeological evaluation report.</p> <p>It is recommended that proposals are discussed with Somerset County Council's Historic Environment Service before an application is submitted, to ascertain their particular requirements and the extent of archaeological information (if any) that is required.</p>	<p>Paragraph 128 of the National Planning Policy Framework.</p> <p>West Somerset Local Plan Policy AH/2 & AH/3.</p>	

4	<i>Community Involvement Statement</i>	Required for applications for 10 or more dwellings and may be requested for any other development on a site measuring 0.5ha or more.	<p>Applicants for larger development are encouraged to consult with the local community prior to making a planning application. The statement should set out how and when consultation has been carried out and how the needs of equality groups have been considered when running the consultation. It may be appropriate to include this item within a Planning Statement.</p> <p>Where no Community Involvement has been conducted the Statement must still be provided and should confirm 'Nil Involvement'</p>	<p>Paragraphs 66 & 188-195 of the National Planning Policy Framework</p> <p>In accordance with the West Somerset District Council Statement of Community Involvement</p>	
5	<i>Contaminated Land Assessment</i>	<p>Required where:</p> <ul style="list-style-type: none"> i. contamination is known or suspected or the development site is in the vicinity of such land and ground-works are proposed; ii. there is a vulnerable or sensitive end user i.e. residential, schools, nurseries, hospitals and Allotments. 	<p>A report, prepared by a competent person, to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.</p> <p>Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p>	<p>Paragraphs 109, 120, 121 of the National Planning Policy Framework</p> <p>West Somerset Local Plan Policy PC/4</p>	

			<p>In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages.</p> <p>For applications involving the decommissioning of underground storage tanks, a method statement for decommissioning of tanks in line with APEA Guidance. A report to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. A report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p>		
6	<i>Ecological Mitigation & Enhancement Strategy</i>	<p>I. Major development applications;</p> <p>II. Where protected species are likely to be present;</p>	<p>A screening opinion should be sought from Natural England if development is likely to have a significant impact on the Special Area of Conservation. As a</p>	<p>Paragraphs 117, 118, 119 of the National Planning Policy Framework</p> <p>West Somerset Local Plan</p>	<p>Natural England has issued standing advice, which assists in understanding if</p>

		<p>III. If proposal is within or adjacent to a designated conservation site (SINC, SSSI, LNR and biodiversity network);</p> <p>IV. Proposals involving demolition of buildings and conversion of buildings</p> <p>V. As requested during pre-application discussions by the Local Authority.</p>	<p>result, an Appropriate Assessment may be necessary.</p> <p>Notwithstanding the above, an Extended Phase 1 Habitat Survey is usually required. Depending on the results of this, further protected species surveys may be necessary, such as:</p> <ul style="list-style-type: none"> • Bat Survey • Breeding Birds • Reptiles • Other Species (e.g. otter, dormouse, badger) <p>Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them to allow full consideration of those impacts. The Mitigation & Enhancement Strategy should demonstrate how the proposal will produce a net gain in biodiversity and provide mitigation and enhancement both during and post construction.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.</p>	<p>Policies NC/1, NC/1A, NC/2, NC/3, NC/4 & NC/5</p>	<p>there is a reasonable likelihood of protected species being on site. The flow chart “dealing with protected species in the planning process” and the associated “decision tree” should be referred to.</p> <p>http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/default.aspx</p>
--	--	--	---	--	--

			<p>This information might form part of an Environmental Statement, where one is necessary (refer to item 7).</p> <p>Ecological Assessments should be carried out at specific times of the year particularly in terms of protected species</p>		
7	<i>Environmental Statement</i>	<p>Developments likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 or Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 may require an Environmental Impact Assessment.</p> <p>The Town and Country Planning (Environmental Impact Assessment) Regulations (SI1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required.</p>	<p>Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.</p> <p>You may request a ‘screening opinion’ (i.e. to determine whether EIA is required) and a “scoping opinion” (scope of EIA) by writing to us before submitting a planning application. In cases, where a full EIA is not required, we may still require some environmental information to be provided.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011</p> <p>Circular 02/99: Environmental Impact Assessment</p>	
8	<i>Economic Statement</i>	<p>An economic statement may be needed for any application resulting in regeneration benefits.</p>	<p>Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including:</p> <ul style="list-style-type: none"> • details of any new jobs that might be created or supported: 	<p>Paragraphs 18-22 of the National Planning Policy Framework</p>	

			<ul style="list-style-type: none"> • the relative floorspace totals for each proposed use (where known); • any community benefits; and • reference to any regeneration strategies that might lie behind or be supported by the proposal 		
9	<i>Flood Risk Assessment (FRA) and Drainage Strategy</i>	<p>For domestic extensions and non-domestic extensions where the additional footprint created by the development does not exceed 1,000 sq. metres then the standing advice form should be completed (see link opposite). Excludes additional dwelling (inc annex)</p> <p>I. Flood Zone 2; or, II. Flood Zone 3; or, III. Development over 1ha only</p>	<p>Householder and other minor extensions guide and standing advice can be found here:</p> <p>http://www.environment-agency.gov.uk/research/planning/93498.aspx</p> <p>A Flood Risk Assessment (FRA) should identify and assess the risks from all forms of flooding to and from the proposed development and demonstrate how the identified flood risks will be managed and taking into account climate change. The Environment Agency's Wessex Area has produced Flood Risk Assessments – Planning Application Summary Guidance to assist applicants in applying national flood risk policy outlined within the National Planning Policy Framework and the Technical Guidance.</p> <p>A Sequential Test should be applied to a planning application (except</p>	<p>Paragraphs 100 – 104 of the National Planning Policy Framework</p> <p>West Somerset Local Plan Policies W/6, W/7 & W/8.</p>	<p>Technical Guidance to the National Planning Policy Framework</p> <p>Demonstrating the flood risk Sequential Test for Planning Applications</p>

			<p>change of use) located in Flood Zones 2 or 3. The aim of the Sequential Test is to steer development to areas within the site to areas with the lowest probability of flooding. Development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower probability of flooding.</p> <p>If following the Sequential Test it is not possible, to carry out development in zones of lower probability of flooding then an Exception Test may be required. For the Exception Test to be passed the following must be demonstrated:</p> <p>i) it must be demonstrated that the development provides wider sustainability benefits to the community that outweigh flood risk, informed by a Strategic Flood Risk Assessment where one has been prepared; and</p> <p>ii) a site-specific flood risk assessment must demonstrate that the development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall.</p>		
--	--	--	---	--	--

			<p>New development can harm water resources if a traditional approach to drainage is adopted and developers must demonstrate how a more sustainable approach to drainage is to be incorporated into development proposals. A Sustainable Drainage System (SUDS) which aims to control the quantity and rate of run-off from a development in order to ensure the quality of the run-off and to enhance the nature conservation, landscape and amenity value of the site and its immediate surroundings. The Environment Agency also provides more detailed guidance in http://www.susdrain.org/</p>		
10	<i>Foul Sewerage & Utilities Statement</i>	<ul style="list-style-type: none"> I. 5 or more dwellings II. Major developments 	<p>Connections to existing drainage systems must be shown on the submitted application drawing(s). Some new buildings may require new separate connections to foul and storm water sewers.</p> <p>If the proposed development involves the disposal of trade waste or foul sewage effluent, other than to a public sewer, then a more detailed foul sewage assessment should be provided. This assessment should include details of the method of storage, proposed treatment and disposal mechanisms. Any assessment must include a full and</p>	<p>Paragraph 162 of the National Planning Policy Framework</p> <p>West Somerset Local Plan Policies W/1 & UN/2</p>	

			<p>complete assessment of the site, its location relative to adjacent land uses and its suitability for storing, transporting and treatment of sewage.</p> <p>In the case where a connection to the mains sewer is not feasible, then the assessment will be required to provide why the development is unable to connect to the public mains sewer system and what alternative method is proposed. Circular 03/99: Planning Requirement in Respect of the Use of Non-mains Sewage incorporating Septic Tanks in new development provides more detailed guidance on this matter.</p> <p>Within the application material it should be clear how any proposed development is to connect to existing utility infrastructure. More often than not new development requires connection to existing utility services e.g. electricity, gas, telecommunications and water supply. The application should also demonstrate how foul and surface water drainage will be disposed of. The Statement should include details on the following:</p> <ul style="list-style-type: none"> • After consultation with the service provider, availability of utility services has been 		
--	--	--	--	--	--

			<p>considered and found not to affect the delivery of services to the wider local network;</p> <ul style="list-style-type: none"> Proposals include any other infrastructure requirements, as specified by the relevant utility company e.g. substations and telecommunications equipment. Proposals where possible are routed so as not to damage trees and archaeological remains; and In the event that the proposed development would adversely impact on existing infrastructure, provisions have been made for its relocation or protection, with the chosen method agreed with the relevant service provider. 		
11	<i>Heritage Statement</i>	<p>Proposals that:</p> <p>I. Affect any listed building, including its setting; or</p> <p>II. Are located within or adjacent to a Conservation Area; or</p> <p>III. Affecting any Scheduled Ancient Monument</p>	<p>The level of information to be provided within a Heritage Statement will vary dependant on the nature and type of application that it is to support.</p> <p>In circumstances where it is to be provided in support of an application for Listed Building Consent the Statement should include a schedule of works to the listed building(s), an</p>	<p>Paragraph 128 of the National Planning Policy Framework</p> <p>West Somerset Local Plan Policies AH/2, AH/3, CA/1, CA/2, CA/3, CA/4, LB/1, LB/2 & LB/3.</p>	

		<p>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 may be required.</p> <p>In instances where it is to support an application for Conservation Area Consent and/or the total or substantial demolition of a listed structure the Statement should include 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 will be required.</p> <p>For applications that will affect heritage assets then the Statement should provide plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building or structure, the principles of and justification for the proposed works</p>		
--	--	---	--	--

			and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.		
12	<i>Landscape and Visual Impact Assessment</i>	<p>All developments in the countryside or on the edge of built up areas, which are likely to have a significant visual impact within the landscape.</p> <p>A Landscape and Visual Impact Assessment will always be required where an Environmental Impact Assessment is required. Please refer to the Environmental Impact Assessment requirement in section 07 of this table to establish where one is required.</p>	<p>A Landscape and Visual Impact Assessment (LVIA) addresses the combined effect of the magnitude of change with the sensitivity of the landscape, which surrounds the proposed development. The ultimate output is a measurement of the significance of the effect on that landscape. The suitability of a proposed development is determined by the extent to which the long-term landscape and visual effects are significant.</p> <p>The sensitivity of the landscape to accommodate change through development is determined by looking at both the character quality and value of that landscape. The sensitivity of receptors to changes in views is dependent upon the activity, location and nature of the view experienced. For example residents who have views from principal rooms and visitors to establish beauty spots are considered to have a high sensitivity to change.</p>	<p>Paragraphs 97, 109 & 116 of the National Planning Policy Framework</p> <p>West Somerset Local Plan Policies LC/3 & SP/5.</p>	
13	<i>Lighting</i>	A Lighting Assessment should be provided	A Lighting Assessment must included	Paragraphs 17 and 125 of	

	<i>Assessment</i>	where proposed development involves the installation and erection of floodlighting or for any other development, which involves the provision of external lighting that could have an impact upon the visual and residential amenities of neighbours.	<p>details of all external lighting and the proposed time periods (e.g. days and hours) where the lighting will be in operation.</p> <p>Submitted details should include:</p> <ul style="list-style-type: none"> • A layout plan with beam orientation; and • A schedule and specification of equipment, including lux levels to the site boundaries. <p>The Government has provided further guidance in the form of Lighting in the Countryside: Towards Good Practice which demonstrates the measures which can be implemented to lessen the impacts of external lighting, including but not limited to street lighting and security lighting. This advice although aimed for the countryside is also applicable for developments in towns.</p>	the National Planning Policy Framework	
14	<i>Levels</i>	Levels of the site (or site sections) should be provided when the development site experiences changes in levels or where the proposal would involve changes to the existing site levels.	Details of the site levels must show the existing and proposed site levels as well as finished floor levels. All levels should be related to a defined datum point.	West Somerset Local Plan Policies BD/2, BD/3, BD/5 and BD/6.	
15	<i>Noise Impact Assessment</i>	I. Potentially noise generating developments (i.e. pubs, clubs, takeaways, industrial/ commercial uses, recreation) in the vicinity of existing noise sensitive developments - residential, schools and	A Noise Impact Assessment should be prepared by a suitably qualified acoustician. A Noise Impact Assessment should provide details of the existing noise levels experienced	<p>Paragraphs 109 and 123 of the National Planning Policy Framework.</p> <p>West Somerset Local Plan</p>	

		<p>hospitals; or,</p> <p>II. Noise sensitive uses in the vicinity of existing noise generating uses, classified roads, railways or in areas with an existing noisy environment such as the city centre; or,</p> <p>III. Mixed use applications comprising both noise generating and noise sensitive uses; or,</p> <p>IV. Commercial applications including extractor or cooling units in the vicinity of noise sensitive uses.</p>	<p>at particular points on or in close proximity to the development site before documenting the resultant impacts should the development go ahead on noise levels. It should provide details for both during the construction and operational phases of the development.</p>	<p>Policies PC/2 & PC/3.</p>	
16	Open Space Assessment	<p>Where a public open space would be lost as a result of a proposed development, in whole or in part.</p>	<p>Open space is defined in the Town and Country Planning Act 1990 as land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, open space must be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, which offer important opportunities for sport and recreation.</p> <p>An Open Space Assessment must be submitted where proposals would result in the loss, or partial loss, of any public open space or associated buildings. Such an Assessment must demonstrate that the open space is</p>	<p>Paragraphs 73 & 74 of the National Planning Policy Framework.</p> <p>West Somerset Local Plan Policies R/3 & R/5.</p>	

			surplus to requirements and include details of any consultation carried out with the local community. It must also provide details of any alternative provision that is being offered.		
17	<i>Planning Obligations /Draft Heads of Terms</i>	In accordance with the West Somerset Council Planning Obligations Supplementary Planning Document which advocates the following thresholds: <ul style="list-style-type: none"> I. Minehead 8 or more dwellings; II. Watchet & Williton 5 or more dwellings; III. Elsewhere 2 or more dwellings. IV. Any other application where a planning obligation is required 	Planning Obligations (Section 106 Agreements) are private agreements negotiated between the local planning authority and applicants/developers with an interest in a piece of land. The intention of such an agreement is to make the development acceptable in planning terms, which, without such an agreement in place, would be considered unacceptable.	Paragraphs 173, 203, 204 & 205 of the National Planning Policy Framework. West Somerset Local Plan Policy PO/1. West Somerset Council Planning Obligations Supplementary Planning Document	
18	<i>Planning Statement</i>	A Planning Statement will be required for: <ul style="list-style-type: none"> • All Major Applications; • Lawful Development Certificates; and • As requested during pre-application discussions by the Local Authority. 	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, regional and local planning policies. It must also outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.	National Planning Policy Framework. West Somerset Local Plan 2006	
19	<i>Parking Provision</i>	Any development which results in parking space losses or gains and/or requires new or alterations to existing vehicular, pedestrian or cycle access.	Existing and proposed parking and cycle storage provision, manoeuvring space within the site and access arrangements for vehicles and pedestrians must be shown on the	Paragraphs 39 & 40 of the National Planning Policy Framework. West Somerset Local Plan	Somerset County Council – Parking Strategy (2013)

			site plan and annotated where appropriate.	Policies T/5, T/6, T/7 & T/8.	
20	<i>Rural Business Dwelling Appraisal</i>	A Rural Business Dwelling Appraisal should be provided where a proposal for a new agricultural, forestry or other occupational dwelling in the countryside and for any application seeking the removal of an occupancy-restricted condition.	<p>A Rural Business Dwelling Appraisal should assess how there is an essential need for a proposed new agricultural, forestry or other occupational dwelling in the countryside. There is a consensus among decision makers that Annex A of Planning Policy Statement (PPS) 7 remains an appropriate means to assess essential need. As such it is recommended that the appraisal has regard to Annex A in PPS7.</p> <p>In the case where an application is proposing the removal or an occupancy-restricted condition, for agricultural, forestry or other occupational dwelling in the countryside, must include a statement, which details why that condition is considered to no longer necessary supported by full details about the nature of any marketing undertaken.</p>	<p>Paragraph 55 of the National Planning Policy Framework</p> <p>West Somerset Local Plan Policy H/2.</p>	
21	<i>Site Waste Management Plan</i>	For proposals involving significant demolition of existing buildings and/or significant excavations.	Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the	Paragraph 7 of the National Planning Policy Framework	

			Department for Business Enterprise and Regulatory Reform detailing the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.		
22	<i>Structural Survey</i>	<p>Required for any applications involving the conversion of rural and/or historic buildings to residential, commercial or tourism use and where the conversion is dependant on the substantial retention and re-use of the existing structure.</p> <p>Where alteration/demolition is proposed this must be clearly shown on the floor plans and elevations of the proposal and be cross-referenced in the Structural Survey.</p> <p>A Structural Survey is also required for any application involving demolition of the whole or part of a listed building or building in a conservation area where such demolition is sought for reasons of structural safety/instability</p>	A Structural Survey investigates the suitability of a building for re-use and must accurately detail the physical condition of existing buildings and the extent of demolition, re-building and repair required as part of any conversion works. Drawings must include scaled sections and coloured or hatched plans identifying building fabric to be demolished, rebuilt or repaired.	West Somerset Local Plan Policies CA/2, LB/2 & H/6	
23	<i>Town centre Impact Assessment</i>	A Town Centre Impact Assessment must accompany applications for retail and leisure developments, which propose a gross floorspace in excess of 2,500 square metres. Such an assessment should also	So that proposals can be considered in accordance with Saved Policies SH/1, SH/2, SH/3 and SH/4 of the West Somerset District Local Plan and Policy provided within the	Paragraph 26 of the National Planning Policy Framework West Somerset Local Plan Policies SH/1, SH/2, SH/3	

	<i>evidence to accompany applications</i>	be provided for developments, which fall outside defined town centre areas.	National Planning Policy Framework	and SH/4																																								
24	<i>Transport Assessment inc. Transport Statement & Travel Plan</i>	Where the proposed development has significant transport implications: <table border="1"> <thead> <tr> <th>Land Use</th> <th>TS</th> <th>TA/TP</th> </tr> </thead> <tbody> <tr> <td>Food Retail</td> <td>>2500- <4000 sqm</td> <td>>4000 sqm</td> </tr> <tr> <td>Non-Food Retail</td> <td>>800- <1500 sqm</td> <td>>1500 sqm</td> </tr> <tr> <td>A2 Financial/ Professional</td> <td>>1000 <2500sqm</td> <td>>2500 sqm</td> </tr> <tr> <td>A3 Restaurant/ Cafe</td> <td>> 300 <2500 sqm</td> <td>>2500 sqm</td> </tr> <tr> <td>A4 Drinking Est's</td> <td>>300 <600 sqm</td> <td>>600 sqm</td> </tr> <tr> <td>A5 Hot Food Takeaway</td> <td>>250 <500 sqm</td> <td>>500 sqm</td> </tr> <tr> <td>B1 Business</td> <td>>1500 <2500 sqm</td> <td>>2500 sqm</td> </tr> <tr> <td>B2 General Industrial</td> <td>>2500 <4000 sqm</td> <td>>4000 sqm</td> </tr> <tr> <td>B8 Storage/ Distribution</td> <td>>3000 <5000sqm</td> <td>>5000 sqm</td> </tr> <tr> <td>C1 Hotels</td> <td>>75 < 100 bedrooms</td> <td>>100 rooms</td> </tr> <tr> <td>C2 Hospitals</td> <td>>30 <50 beds</td> <td>>50 beds</td> </tr> <tr> <td>C2 Education</td> <td>>50 <150 students</td> <td>>150 students</td> </tr> </tbody> </table>	Land Use	TS	TA/TP	Food Retail	>2500- <4000 sqm	>4000 sqm	Non-Food Retail	>800- <1500 sqm	>1500 sqm	A2 Financial/ Professional	>1000 <2500sqm	>2500 sqm	A3 Restaurant/ Cafe	> 300 <2500 sqm	>2500 sqm	A4 Drinking Est's	>300 <600 sqm	>600 sqm	A5 Hot Food Takeaway	>250 <500 sqm	>500 sqm	B1 Business	>1500 <2500 sqm	>2500 sqm	B2 General Industrial	>2500 <4000 sqm	>4000 sqm	B8 Storage/ Distribution	>3000 <5000sqm	>5000 sqm	C1 Hotels	>75 < 100 bedrooms	>100 rooms	C2 Hospitals	>30 <50 beds	>50 beds	C2 Education	>50 <150 students	>150 students	Where a new development is likely to have significant transport implications, a Transport Assessment (TA) should be prepared and submitted with a planning application for the development. It will allow the transport implications of proposed developments to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome. A TA will include an analysis of all existing and proposed trips by all modes of travel generated by the site. The TA should illustrate accessibility to the site by all modes, and the likely modal split of journeys to and from the site. The TA 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. Loading areas and arrangements for maneuvering, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect	Paragraph 32 of the National Planning Policy Framework West Somerset Local Plan Policies T/3, T/14 & T/15.	
Land Use	TS	TA/TP																																										
Food Retail	>2500- <4000 sqm	>4000 sqm																																										
Non-Food Retail	>800- <1500 sqm	>1500 sqm																																										
A2 Financial/ Professional	>1000 <2500sqm	>2500 sqm																																										
A3 Restaurant/ Cafe	> 300 <2500 sqm	>2500 sqm																																										
A4 Drinking Est's	>300 <600 sqm	>600 sqm																																										
A5 Hot Food Takeaway	>250 <500 sqm	>500 sqm																																										
B1 Business	>1500 <2500 sqm	>2500 sqm																																										
B2 General Industrial	>2500 <4000 sqm	>4000 sqm																																										
B8 Storage/ Distribution	>3000 <5000sqm	>5000 sqm																																										
C1 Hotels	>75 < 100 bedrooms	>100 rooms																																										
C2 Hospitals	>30 <50 beds	>50 beds																																										
C2 Education	>50 <150 students	>150 students																																										

		<table border="1"> <tr> <td>C2 Institutional hostels</td> <td>>250 <400 residents</td> <td>>400 residents</td> </tr> <tr> <td>C3 Dwelling Houses</td> <td>>50 - <80 units</td> <td>>80 units</td> </tr> <tr> <td>D1 Non-residential institutions</td> <td>>500 <1000 sqm</td> <td>>1000 sqm</td> </tr> <tr> <td>D2 Assembly & Leisure</td> <td>>500 <1500 sqm</td> <td>>1500 sqm</td> </tr> </table> <p>This is not a definitive list, please see Appendix B of DfT's Guidance on Transport Assessment for all indicative thresholds for Transport Assessments/Travel Plans and Transport Statements – https://www.gov.uk/government/publication/s/guidance-on-transport-assessment</p>	C2 Institutional hostels	>250 <400 residents	>400 residents	C3 Dwelling Houses	>50 - <80 units	>80 units	D1 Non-residential institutions	>500 <1000 sqm	>1000 sqm	D2 Assembly & Leisure	>500 <1500 sqm	>1500 sqm	<p>those conditions and any measures proposed to overcome any problems.</p> <p>For a development that has relatively small transport impacts, a Transport Statement would be required which would contain a similar assessment of the existing and proposed conditions as a TA however, a detailed analysis of impact on the wider network would not be required</p> <p>A draft travel plan should outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use.</p> <p>The Travel Plan should include details of targets and arrangements for monitoring.</p>		
C2 Institutional hostels	>250 <400 residents	>400 residents															
C3 Dwelling Houses	>50 - <80 units	>80 units															
D1 Non-residential institutions	>500 <1000 sqm	>1000 sqm															
D2 Assembly & Leisure	>500 <1500 sqm	>1500 sqm															
25	<p><i>Tree Survey</i></p> <p>Tree Survey to BS5837 :20</p>	<p>For householder applications, any proposals involving development within 2 metres of the canopy spread.</p> <p>I. Where there are trees within the application site; and/or, II. on land adjacent to it that could influence or be affected by the development</p>	<p>Householder applications should indicate the position and spread of any tree on the applications plans.</p> <p>Information will be required describing which trees are to be retained and the protection of these</p>	<p>Town and Country (Trees) Regulations 1999.</p> <p>British Standard 5837:2012 'Trees in relation to construction-Recommendations'.</p> <p>West Somerset Local Plan</p>													

	12	(including street trees).	<p>trees during construction works. A suitably qualified and experienced arboriculturalist should prepare this information.</p> <p>A plan must be provided, including annotated photographs, showing the location of all trees on site and within influencing distance of the proposal (for full applications this plan must show where fencing will be installed to protect the trees and the proposed location of any new underground services). An accompanying report must be submitted in accordance with the recommendations of BS5837: 2012 'Trees in Relation To Construction' to include a survey of existing trees, an arboricultural implications assessment, a concise list of trees that are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works.</p>	Policy TW/1.	
26	<i>Telecomm Development – supplementary information</i>	All planning applications for mast and antenna development by mobile phone network operators.	<p>Supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Applications should also be</p>	Paragraphs 44 and 45 of the National Planning Policy Framework	

			<p>accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on information required is set out in the Code of Practice on Mobile Network Development (2002).</p>		
27	Ventilation/ Extraction Statement	<p>All applications for the use of premises for purposes within Use Classes:</p> <p>I. A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises); or,</p> <p>II. A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment);</p> <p>III. A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises) or,</p> <p>IV. B1 (business) b) research and development of products or processes and c) light industry;</p> <p>V. B2 (general industrial).</p> <p>VI. Commercial developments</p>	<p>The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use.</p> <p>Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required.</p> <p>Details of active odour control systems where proposed.</p> <p>Odour control methods to limit the odour from waste,</p>	West Somerset Local Plan Policy PC/1.	

		<p>that will cause odorous emissions e.g. brewing, rendering, paint spraying.</p> <p>VII. Significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed</p>	location of waste storage.		
--	--	---	----------------------------	--	--