



BEDFORD
BOROUGH COUNCIL

**NATIONAL AND LOCAL LIST OF
INFORMATION REQUIREMENTS FOR THE
VALIDATION OF MINERALS AND WASTE
PLANNING APPLICATIONS WITHIN
BEDFORD BOROUGH**

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INTRODUCTION

This guidance document and the accompanying validation checklists provide applicants and agents with clarification regarding the required content for minerals and waste management planning applications submitted to Bedford Borough Council. Since April 2009, the minerals and waste planning function has been provided by Central Bedfordshire Council through a service level agreement.

In order that a planning application can be registered as valid, it needs to be accompanied by the following information:

- mandatory requirements set nationally, including information provided on the relevant application form – the core requirements of all applications; and
- details as specified in the 'Local List' of information requirements published by each Local Planning Authority ("the Local List").

In order that Bedford Borough Council can register and begin determination of planning applications for minerals and waste management development, the application must contain a minimum level of information to allow the Local Planning Authority to reach an informed view or decision on the proposal. Different information will be required depending on the nature and scale of the development. Not all of the headings on the Local List will be applicable in each case. The successful validation of an application does not preclude a request for additional information or supporting documentation later in the process. Applicants should note that a validated application can be refused on the basis of inadequate information. This is more likely to happen when the information submitted is judged to be of insufficient quality.

The potential environmental effects of minerals and waste management development may be complex and wide ranging. Whilst many of the Local List requirements for minerals and waste proposals will pertain to other forms of development, the unique nature of some types of minerals and waste proposal invariably brings its own technical planning issues.

Where development is likely to have significant effects on the environment, an application must be accompanied by an Environmental Statement, as stipulated in the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 ("the EIA Regulations").

The National Planning Policy Framework, published in March 2012, states that Local Lists should be reviewed and republished on a frequent basis and regulations that came into force on 31 January 2013 reinforce this requirement by making clear that a local authority's Local List of information requirements will only apply if it has been published within two years prior to the date of the planning application. This will help to ensure that information requests are robust and justified yet proportionate to the nature and scale of the development proposal in question.

Applicants and their agents are positively encouraged to enter into pre-application discussions as this can help to identify issues at an early stage and thus minimise delays in securing planning consent. The Council operates a scheme of charging for enquiries for minerals and waste pre-application advice. This has allowed the service to be prioritised and improved. Full details, including a request form, can be obtained by following the link below:

http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/what_is_planning/pre-applications_advice.aspx

This document is formed of two sections. The first section sets out the mandatory national information requirements that make up valid planning application. The second section identifies the Council's 'Local List' of validation requirements. Different information requirements will arise depending upon the particular nature of the minerals or waste management development being proposed. The format and content of the Local List takes into account the Government's policy statement in section 5 of 'Guidance on Information Requirements and Validation' Department of Communities and Local Government (DCLG) (March 2010).

SECTION 1: Statutory National Requirements ("the National List")

This section explains how an applicant should meet mandatory national validation requirements, which have been set by Government in the Town and Country Planning (Development Management Procedure) (England) Order 2010 and form the common elements of a valid planning application. Further advice can be found in the 'Guidance on Information Requirements and Validation' Department of Communities and Local Government (DCLG) (March 2010) which is accessible via the link below: <https://www.gov.uk/government/publications/planning-applications-information-requirements-and-validation>

N1. The Standard Application Form

Since 2008, the Standard Planning Application Form, known as 1APP, has been in existence. It replaced all existing types of planning application forms, except for minerals-related development. Therefore, for waste development proposals, the appropriate standard national application form should be used depending on the type of application, as listed below:

- an application for full consent (including change of use),
- an application for removal or variation of condition(s) following a grant of planning permission;
- an application for a Certificate of Lawfulness of Existing Use or Development (CLEUD);
- an application for a Certificate of Lawfulness of Proposed Use or Development (CLOPUD);
- an application for prior notification of agricultural or forestry development involving the excavation of mineral or deposit of waste material;
- an application for a new permission to replace an extant planning permission granted on or before 1 October 2010 in order to extend the time for implementation; and
- non-material amendments to existing planning permissions.

Forms covered by 1APP can be accessed by selecting the [Minerals and Waste Planning Applications](#) link on the following page of the Council's web-site:

http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/what_is_planning/do_i_need_permission/i_need_permission.aspx

The standard 1APP forms cannot currently be used for applications for mineral extraction and associated development, including variation of conditions on minerals-related permissions. All such applications should therefore be made on a separate form produced by Bedford Borough Council, which can be accessed by selecting the

Minerals and Waste Planning Applications link on the following page of the Council's web-site:

http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/what_is_planning/do_i_need_permission/i_need_permission.aspx

For both minerals and waste applications, the completed application form and accompanying plans, drawings, reports and other information can be submitted in any of the following formats:

- as a paper copy, in which case the statutory requirement is for one original and three copies of the form to be sent to the Minerals and Waste Planning Team, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ;
- electronically via the [Planning Portal website](#). Further information on how to do this can be obtained directly from the website. Please note this is not an option for applications for full planning permission for mineral extraction or associated development (including the variation or removal of conditions following the grant of a mineral planning permission). If it is not possible to submit via the Planning Portal website, applications can be submitted by email MWApplications@centralbedfordshire.gov.uk or CD / DVD, sent to the Minerals & Waste Planning Team at the postal address stated above; and

It is requirement that all of the relevant questions on the form are answered. Application forms that are incorrectly completed or incomplete will not be accepted resulting in a delay in the application being validated.

N2. The Location Plan

All applications must include a location plan based on an up-to-date Ordnance Survey base. The plan should be at an appropriate scale relative to the size and location of the land subject of the application. Generally, plans should be at a metric scale of 1:1250 or 1:2500, although on occasion extensive sites are more appropriately show at 1:5000 or 1:10,000, but whenever possible the plan should be scaled to fit onto A4 or A3 size paper. A minimum of one original and three copies of the plan are required unless the submission is made electronically.

Plans should contain the following information:

- the direction of north;
- the application area **edged by a solid red** line containing all land that is necessary to carry out the development – for example means of access to the public highway, visibility splays, landscaping, car parking, service areas and ancillary open areas around buildings;
- sufficient named roads and surrounding properties or buildings; and
- a blue line drawn around any other land in the applicant's ownership or otherwise under their control, whether close to or adjoining the application site.

The purpose of the location plan is to identify the application site in relation to its surroundings. An accurate location plan will particularly help consultees and members of the public to readily identify a site that may otherwise be unfamiliar to them.

N3. Site Plan

A **Site plan** should be drawn at an identified metric scale, typically 1:200 or 1:500, and should accurately show:

- the direction of north;
- the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries;
- all buildings, roads, footways and public rights of way (e.g. byways, bridleways, footpaths) crossing or adjoining the site;
- the position of all trees on site and those on adjacent land that could influence or be affected by the development;
- the extent and type of any hard surfacing; and
- boundary treatments where proposed such as walls, fencing or bays.

Alternative scaling may be appropriate for sites covering large areas. If there is any uncertainty, advice should be sought prior to submission.

N4. Ownership certificates and notices

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Articles 11 and 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO), the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must therefore include the appropriate **certificate of ownership**. 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 7 years. The ownership Certificates are incorporated into the standard 1APP forms and the minerals extraction and associated development application form.

- Notice(s)

Where the applicant is not the sole owner of the land to which the application relates (i.e. where Certificate A does not apply), a **Notice** must also be served on those persons with an interest in the land not earlier than 21 days before the date of submission of the application.

N5. Agricultural holdings declaration

In order to be valid, applications must include a completed Agricultural Holdings Declaration whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to submission of the application. Such certificate is not required for applications for renewal of temporary planning permission, approval of details reserved by a condition, lawful development certificates, non-material amendments to existing planning permissions and prior notification of agricultural or forestry development.

N6. The correct fee

Most planning applications incur a fee. The main fee categories relevant to minerals and waste development are set out in the Town and Country Planning (Fees for

Applications, Deemed Applications, Requests and Site Visits (England) Regulations 2012 which can be found at:

<http://www.legislation.gov.uk/ukdsi/2012/9780111527290>

It should be noted that in those cases where a minerals or waste application relates to development which is within more than one fee category, the amount shall be calculated in accordance with each category, and the highest amount calculated shall be the fee payable in respect of the application.

To access the national Planning Portal's fee calculator, the following link can be used:

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandAloneFeeCalculator>

N7. Design and Access Statements

Article 4 of the Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013

(<http://www.legislation.gov.uk?uksi/2013/1238/contents/made>) came into effect on 25 June 2013 and reduces the number of types of application that must be accompanied by a Design and Access Statement (DAS). The following types of application are now exempt from the requirement for a DAS:

- removal or variation of condition(s) following a grant of planning permission (a Section 73 application);
- an application for a new permission to replace an extant permission granted on or before 1 October 2010 in order to extend the time for implementation;
- engineering or mining operations;
- material change of use of land or buildings; and
- development which is waste development.

However, a DAS should accompany applications for ancillary buildings, structures and plant at a mine or quarry.

A DAS should comprise a single statement containing a design element and an access element. The design component should describe the design principles and concepts relating to the following aspects:

- amount;
- layout;
- scale;
- landscaping; and
- appearance.

The access element should describe the means of access to the development itself and should demonstrate how all users will have equal and convenient access to buildings and spaces and the transport network, the adaptability of the development to changing needs, what access policies have been taken into account and access for emergency services.

The level of detail required in a DAS will be proportionate to the scale and complexity of the proposal. The statutory requirements for DASs are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010. More detailed guidance is available on pages 28 - 32 of 'Guidance on Information Requirements and Validation' Department of Communities and Local Government

(DCLG) (March 2010) at: <https://www.gov.uk/government/publications/planning-applications-information-requirements-and-validation>

The Planning Portal is also a useful information source at: <http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/desigaccess>

SECTION 2: Proposed Local List Requirements (“the Local List”)

Not all of the information items on the Local List will need to be covered in any given case. Applicants and agents are encouraged to submit the appropriate checklist sheet with their planning application in order to identify the information items or topics in the Local List that have been addressed in the submission. The relevant checklist may also be used at pre-application meetings when agreeing a list of validation requirements. Where there is uncertainty as to whether a particular item on the Local List should be covered, applicants / agents may wish to use the ‘Additional Information’ page at the back of the checklist to explain why it is considered that the matter is not relevant to the proposal.

Where the Local Planning Authority judge that relevant information items have been omitted from an application, it will not be possible to validate the application until the particular documents, statements or plans have been provided. Wherever possible, applicants should seek to agree information requirements with the Local Planning Authority prior to submission. However, this does not extend to the provision of detailed written advice, which can only be obtained when a pre-application enquiry is lodged through the Council’s fee-charging regime (for minerals and waste developments only). Validation of an application does not prevent the Local Planning Authority from subsequently refusing an application on the grounds of insufficient information. This is because when an application is accepted as valid, the Local Planning Authority is not making a judgement on the quality or adequacy of the information submitted.

Validation dispute:

The procedures for validating and processing planning applications were further amended on 25 June 2013 with the introduction of the Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 (SI 2013/1238) (<http://www.legislation.gov.uk?uksi/2013/1238/contents/made>).

The effect of this amendment is to set out a formal route for an applicant to challenge a local planning authority’s information request by enabling an appeal against non-determination after the statutory time period has passed and where no formal validation has taken place. This means that a local planning authority can no longer compel a developer to provide information based on the local validation list. Any applicant who considers that the information requested on a Local List does not meet the tests set out in the National Planning Policy Framework (NPPF) can now challenge the need to provide it.

The tables L1 to L31 that follow set out the adopted Local List information items in alphabetical order and in no way reflect importance or weight attributed to a requirement.

L1***Air Quality Assessment**

(*Odour Impact Assessment is covered separately under item no. L18)

<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13 – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE18 (Disturbance).</p> <p>Bedford Borough Core Strategy and Rural Issues Plan 2008 – Policy CP26 (Climate Change</p>	<p>All application proposals inside or close to a designated Air Quality Management Area (AQMA) where the development itself could result in the designation of an AQMA or where the grant of planning permission would conflict with the aims and objectives of the local authority's air quality action plan.</p> <p>Examples of such developments include those which have the potential to generate significant traffic movements – e.g. energy from waste facilities, landfill sites or new sand and gravel workings.</p>	<p>Applications should be supported by such information as is necessary to allow full consideration of the impact of the proposal on local air quality.</p>	<p>Information on where AQMAs have been established can be found via the Department of Food and Rural Affairs (DEFRA) web-site http://aqma.defra.gov.uk/list.php</p> <p>'Guidance for Local Planning Authorities on implementing planning requirements of the European Union Waste Framework Directive (2008/98/EC)' Department of Communities and Local Government (December 2012) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/37011/Guidance_for_local_authorities_on_implementing_planning_requirements_of_the_European_Union_Waste_Framework_Directive_2008-98-EC.pdf</p> <p>Further information on air quality and AQMAs can also be obtained on the Council's web-site at:</p>

<p>and Pollution).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management or Mineral Extraction and Related development)</p>			<p>http://www.bedford.gov.uk/environment_and_planning/pollution/air_pollution/air_quality_review_and_assess.aspx or by contacting the Environmental Health Team at: ehadmin@bedford.gov.uk</p> <p>Bedford Borough Council Climate Change and Pollution Supplementary Planning Document (December 2008) gives detailed guidance on the implementation of Policy CP26 of the Core Strategy & Rural Issues Plan – https://www.bedford.gov.uk/environment_and_planning/planning_to_wn_and_country/planning_policy/climate_change_pollution_spd.aspx</p>
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<u>L2</u> Biodiversity and Ecological Surveys			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>The Conservation of Habitat and Species Regulations 2010 reinforce the duty on local authorities to have regard to biodiversity in the exercise of</p>	<p>All applications with the potential to affect protected species and species of principal importance, designated sites of international and local importance, habitats of</p>	<p>Applications should be supported by surveys and assessments of any potential impacts arising from the proposed development and include proposals for mitigation</p>	<p>Natural England has adopted national standing advice for protected species – http://www.naturalengland.org.uk/ourwork/planningdevelopment/spa</p>

<p>their functions – http://www.legislation.gov.uk/ukxi/2010/490/contents/made</p> <p>Wildlife and Countryside Act 1981</p> <p>Sections 40 and 41 Natural Environment and Rural Communities Act 2006 – the list of Habitats and Species of Principal Importance, as published by the Secretary of State, is used to guide decision-makers such as public bodies in implementing their duty to have regard to the conservation of biodiversity in when carrying out their normal functions. http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx</p> <p>National Planning Policy Framework (March 2012) (NPPF) particularly sections 11 and 13. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>1APP form.</p>	<p>principal importance and other biodiversity and geological interests.</p> <p>Surveys and assessments will be required for:</p> <ul style="list-style-type: none"> - any development within and/or adjacent to Sites or Special Scientific Interest (SSSI), Regionally Important Geological Sites (RIGS), Local Nature Reserves (LNR), County Wildlife Sites (CWS), Ancient Woodlands and trees subject to Tree Preservation Orders (TPO); - any development within and/or adjacent to habitat(s) of principal importance that lie outside designated sites; - any small scale development proposal or works that involve the demolition or conversion of buildings or alteration of roof spaces; and - any development proposals or works that require the removal of trees, scrub, hedgerows or other habitats; and 	<p>(and where relevant) long term maintenance and management.</p> <p>Surveys, assessments and mitigation proposals may form part of an Environmental Statement (where one is required).</p> <p>Proposals for appropriate biodiversity enhancements should also be included which reflect Priority Habitat Action Plans which have been developed for the Biodiversity Action Plan – see link to BRMC web-site</p> <p>Where surveys and assessments are not considered necessary, planning applications should be supported with evidence or correspondence to justify this approach (e.g. copies of data searches and/or confirmation from conservation groups or bodies such as the Royal Society for the Protection of Birds or Wildlife Trust) that such surveys are not warranted.</p> <p>In order to achieve full biodiversity potential from mineral or landfill site restoration, applicants should</p>	<p>tialplanning/standingadvice/advice.aspx This provides a consistent level of basic advice which can be applied to any planning application that could affect protected species</p> <p>Guidance on when to carry out a preliminary ecological appraisal can be found at: http://www.ieem.net/gpea.asp</p> <p>Bedfordshire & Luton Biodiversity Recording and Monitoring Centre (BRMC), including information on Biodiversity Action Plans – http://www.bedscape.org.uk/BRMC/newsite/index.php</p> <p>Nature After Minerals http://afterminerals.com/index.aspx</p> <p>Habitat Creation Handbook for the Minerals Industry, RSPB (2003).</p> <p>Rebuilding Biodiversity in Bedfordshire & Luton, Bedfordshire & Luton BPA (2006).</p> <p>Rebuilding Biodiversity in Bedfordshire & Luton Volume II: Biodiversity Characterisation,</p>
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<p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE11 (Protection of sites of national nature conservation importance), GE12 (Protection of Locally Designated Sites), GE13 (Species and Habitat Protection and Enhancement)</p> <p>Bedford Borough Core Strategy & Rural Issues Plan – Policies CP2 (Sustainable Development Principles), CP25 (Biodiversity)</p> <p>Bedford Borough Local Plan 2002 – Policies NE4 (Trees and Hedges), NE7 (Wildlife Corridors), NE8 (Replacement provision), NE9 (Conservation</p>	<ul style="list-style-type: none"> - any development proposals or works that involve alterations to watercourses, ponds and other water features; <p>unless evidence is provided to confirm that the site is not a designated site of international or local importance and/or that the site is not suitable to support a legally protected species or contain features of ecological or geological interest.</p>	<p>give consideration to:</p> <ul style="list-style-type: none"> - how the site will deliver a net gain in biodiversity; - the surrounding ecological network (designated sites, nature reserves, habitats of principal importance, etc); - how the mineral or landfill site will link in with the local ecological network and how it will make the network more coherent and resilient; - how the mineral or landfill site will link in with relevant landscape-scale conservation initiatives and support the delivery of their objectives; - co-ordinating restoration with other nearby mineral or landfill sites to deliver maximum biodiversity benefits; and - the habitats of principal importance for the site. <p>These considerations are inextricably linked with the process of formulating overall restoration and afteruse plans for a site – refer to Items L26 and L27.</p>	<p>Bedfordshire & Luton Biodiversity Partnership (2007).</p> <p>Further advice can also be obtained from Bedfordshire Cambridgeshire Northamptonshire and Peterborough Wildlife Trust and Royal Society for Protection of Birds (RSPB)</p> <p>For further information, the Council's Environment and Communities Department can be contacted on 01234 267422</p>
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management)			
Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management or Mineral Extraction and Related Development)			

L3 Climate Change / Energy Statement / Renewable Energy / Sustainability Statement			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 10. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Bedford Borough Core Strategy and Rural Issues Plan 2008 – Policies CP2 (Sustainable Development Principles), CP21 (Designing in Quality), CP26 (Climate Change and Pollution)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policies MWSP2</p>	<p>All applications involving large scale development for new mineral extraction sites and extensions and new waste management facilities that include built development.</p>	<p>A statement is required which considers the impact of the development on climate change in respect of:</p> <ul style="list-style-type: none"> - carbon footprint; - water conservation strategy and resources management; - any sustainable design and construction methods; and - renewable energy statement. <p>A statement should specify what the predicted energy demand is for the development, explain how the development would meet current energy efficiency standards and maximise the use</p>	<p>Overarching National Policy Statement for Energy (EN-1) (Department of Energy and Climate Change) (July 2011) – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/47854/1938-overarching-nps-for-energy-en1.pdf</p> <p>Bedford Borough Council Climate Change and Pollution Supplementary Planning Document (December 2008) gives detailed guidance on the implementation of Policy CP26 of the Core Strategy & Rural Issues</p>

(Climate Change: Waste Management Development, Mineral Extraction and all Related Development including Restoration Proposals), WSP9 (Energy Generation from waste)		of sustainable and / or renewable resources.	Plan – https://www.bedford.gov.uk/environment_and_planning/planning_to_wn_and_country/planning_policy/climate_change_pollution_spd.aspx Bedford Borough Council's Climate Change Strategy 2012/13 – 2015/16: http://www.bedford.gov.uk/environment_and_planning/sustainability/what_is_the_council_doing/climate_change_strategy.aspx For information on Sustainable Urban Drainage Systems (SUDs) visit the construction industry research and information association website at: http://www.susdrain.org/
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<u>L4</u> Contaminated land assessment			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13.	All new proposals (full applications) for minerals and waste development where contaminated land is known or	Sufficient information to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether	BS10175 (2001) Investigation of Potentially Contaminated Sites: Code of Practice.

<p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>1APP form.</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE17 (Pollution Control), GE20 (Water resources).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Developments or Mineral Extraction and Related Development)</p>	<p>suspected to exist (e.g. on brownfield industrial sites) or where the proposed use would be particularly vulnerable or sensitive.</p>	<p>these can be satisfactorily reduced to an acceptable level without undue environmental impact during and following development.</p> <p>All investigations of land potentially affected by contamination should be carried out by or under the direction of a suitably qualified person.</p> <p>As a minimum validation requirement, a preliminary risk assessment (desk top study and walk over) identifying sources, pathways and receptors will need to be submitted. The initial provision of this information is essential to determine whether further more detailed investigation is required.</p> <p>The Preliminary Risk Assessment, once completed, should assess whether a Phase 2 Contamination Assessment is required. Where contamination is found, developers will need to demonstrate that unacceptable risk can be dealt with through remediation.</p>	<p>A phased or tiered approach is recommended in the DEFRA / Environment Agency's Model Procedures for the Management of Contamination' (CLR11) – http://www.environment-agency.gov.uk/research/planning/33740.aspx</p> <p>Groundwater Protection: Policy and Practice (GP3) (Environment Agency) – in particular Position Statements E1, J3, J4, J5, K1 and K2 http://www.environment-agency.gov.uk/research/library/publications/144346.aspx</p> <p>Information on contaminated land can be found on the Council's web-site at: http://www.bedford.gov.uk/environment_and_planning/pollution/contaminated_land.aspx</p>
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L5 Drawings & plans			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
	<p>Block plans - all applications.</p> <p>Elevation plans – all applications for new buildings, structures, plant or machinery where an elevation would be created by the development (<u>not</u> required where there would be no change to an existing elevation)</p> <p>Floor plans - all applications for new buildings and/or where existing buildings are to be extended or altered by the development and would create additional floorspace.</p> <p>Existing and proposed site sections and finished floor level plans – all applications where changes to existing site / ground levels are proposed. Examples include proposals for landfilling or landraising or where new buildings or structures would be 'sunken' below existing ground level or on constructed on 'made</p>	<p>In addition to the mandatory national requirements for a Site Plan and Location Plan, applications will need to be supported by other drawings and plans, namely:</p> <ul style="list-style-type: none"> - block plan of the site, normally at a scale of 1:100 or 1:200, showing all site boundaries, the type and height of boundary treatments (e.g. walls, fences) the position of any building or structure on other side of such boundaries, where these could influence or be affected by the proposed development, the position of any existing watercourses, culverts, drainage ditches or ponds within or bounding the site, connection points for foul and surface waters. - existing and proposed elevations at a scale of 1:100 or 1:200 showing the proposed works in relation to 	<p>'Guidance on Information Requirements and Validation' Department of Communities and Local Government (DCLG) (March 2010) – https://www.gov.uk/government/publications/planning-applications-information-requirements-and-validation</p>

	<p>ground’.</p> <p>Roof plans – all applications where any roof would be created or altered by the proposed development.</p>	<p>what is already there and including details of proposed building materials and their type and finish and where there is another building in close proximity the drawings should show the relationship between the two buildings and detail the positions of openings.</p> <ul style="list-style-type: none"> - existing and proposed floor plans at a scale of 1:50 or 1:100. Where existing walls or buildings are to be demolished these should be clearly shown; - existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100 or greater, with levels related to a fixed datum point off site; and - roof plans at a scale of 1:50 or 1:100, showing the shape of the roof, its location and details of the specification and type of materials to be used. 	
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L6**Dust assessment & mitigation and mud & debris on the highway**

<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13 – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - 'Minerals Policy' section (pages 14 - 17) – https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p>	<p>All new proposals (full applications including changes of use) for mineral extraction and associated operations within the curtilage of a quarry, including mineral processing or blending, waste disposal / infilling and waste recycling or processing.</p> <p>All new proposals (full applications including changes of use) for the landfilling of waste and landraising with waste, including the construction of mounds or bunds.</p> <p>All new proposals (full applications including changes of use) for crushing and screening of construction and demolition waste.</p> <p>All other new proposals for waste management covering waste transfer, recycling, processing and treatment</p>	<p>A Dust Management Plan should set out baseline conditions of the existing dust climate, the potential sources of dust, identify sensitive receptors and put forward measures for mitigation of the effects of dust, including monitoring arrangements.</p> <p>Pages 14 – 17 of Technical Guidance to the NPPF sets out the key stages or framework of a dust assessment study. The scope of a dust assessment, including the level of technical or specialist input (e.g. computer modelling) may be agreed in advance with the Local Planning Authority.</p> <p>Although the NPPF Technical guidance focuses on dust emissions from mineral workings, applicants should apply the same assessment framework to proposals for waste development.</p>	<p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - 'Minerals Policy' section (pages 14 – 17).</p>

<p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Mineral Extraction sites and Related Development)</p>	<p>operations.</p> <p>All applications for variation or removal of condition(s) with the potential to increase the risk of airborne dust emissions and deposition of mud and debris onto the highway.</p> <p><u>Note:</u> Where the proposal is for any type of new waste management development entirely within an enclosed building, an assessment of potential dust impacts shall be limited to consideration of potential dust emissions from the movement of traffic on the site access road to / from the highway and to consideration of the potential for the trafficking of mud and debris onto the highway.</p>		
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<u>L7</u> Economic Statement			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
National Planning Policy Framework (March 2012)	All applications that are likely to directly generate employment or	Applications should be accompanied by a brief supporting	Bedford Borough Economic Development Strategy 2011 – 14

<p>(NPPF), particularly sections 1 and 13 – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP10 (Creation of Jobs).</p>	<p>lead to the retention of existing jobs.</p>	<p>statement concerning any economic, growth or regeneration benefits that would accrue from the proposed development, including details of any new jobs that are likely to be created or any existing staff that are likely to be retained.</p> <p>Where it is considered that the economic, growth or regeneration benefits are significant or complex in nature, a more detailed statement can be provided with identification of any regeneration strategies that lend support to the proposal.</p> <p>This can form part of the Planning Statement (see Information Item L25)</p>	<p>http://www.bedford.gov.uk/business/strategies_plans_and_research/economic_development_strategy.aspx</p>
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<u>L8</u> Environmental Statement			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (the EIA Regulations)</p>	<p>An Environmental Statement (ES) is required for <u>all</u> planning applications for development of a type listed in Schedule 1 to the</p>	<p>Where an ES is required, Schedule 4 to the EIA Regulations specifies the information for inclusion in an ES.</p>	<p>Department of the Environment Transport and Regions (DETR) Circular 02/99 'Environmental Impact Assessment' –</p>

<p>http://www.legislation.gov.uk/uksi/2011/1824/contents/made</p>	<p>EIA Regulations and for development listed in Schedule 2 to the EIA Regulations if it is likely to have significant effects on the environment by virtue of factors such as size, nature or location (known as EIA development).</p> <p>Applications for removal or variation of condition(s) attached to a planning permission and an application for the approval of details reserved by a condition(s) attached to a waste permission (Article 21 applications) fall within the scope of the EIA Regulations.</p> <p>An applicant who is minded to carry out development may request the Local Planning Authority to adopt a 'screening opinion' in order to determine whether or not the development is EIA development requiring an ES. The Local Planning Authority is however required to 'screen' all incoming applications as to whether EIA is required and record the decision in writing on a public register.</p>	<p>A developer who is minded to make an EIA application may request a 'scoping opinion' from the Local Planning Authority to determine the topics and issues to be covered by the ES.</p>	<p>https://www.gov.uk/government/publications/environmental-impact-assessment-circular-02-1999</p>
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L9 Flood Risk Assessment			
Policy driver	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 10. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - 'Flood Risk' section (pages 2 – 12) – https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton</p>	<p>A Flood Risk Assessment (FRA) is required for the following type of applications:</p> <ul style="list-style-type: none"> - all new proposals (full applications including changes of use) for minerals and waste development on sites of 1 hectare or greater located in Flood Zone 1 or other land in Flood Zone 1 which has critical drainage problems as notified by the Environment Agency; and - all new proposals (full applications including changes of use) for minerals and waste development located in Flood Zones 2 and 3. 	<p>FRA at all levels should be undertaken under the supervision of a flood risk management specialist. The detail and technical complexity of a FRA will reflect the scale and potential significance of the development but will be required to:</p> <ul style="list-style-type: none"> - identify and assess the risks of all forms of flooding to and from the development; - demonstrate how these flood risks will be managed, taking climate change into account; - identify opportunities to reduce the probability and consequences of flooding; - 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. <p>Dewatering activities should be</p>	<p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - 'Flood Risk' (pages 2 – 12).</p> <p>'Planning Policy Statement 25: Practice Guide' – this document remains in place for the time being until the Government chooses to replace it. https://www.gov.uk/government/publications/development-and-flood-risk-practice-guide-planning-policy-statement-25</p> <p>Environment Agency flood risk standing advice for applicants and their agents, including how to apply the sequential and exception tests, can be found at: http://www.environment-agency.gov.uk/research/planning/82587.aspx</p> <p>Minerals and Waste Technical Evidence Paper 1: 'Flood Risk Assessment' –</p>

<p>Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE19 (Flooding)</p> <p>Bedford Borough Local Plan 2002 – Policy NE16 (Flooding)</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP26</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Developments or Mineral extraction and Related Development)</p>		<p>identified as a potential source of increased floor risk if not appropriately investigated and managed.</p> <p>The FRA will need to take into account the flood risk vulnerability classification of the proposed development in applying the Sequential and Exception tests as appropriate.</p> <p>This information might form part of an Environmental Statement where one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011.</p>	<p>http://www.centralbedfordshire.gov.uk/Images/M%26W%20TEP%201%20Flood%20Risk%20Assessment_tcm6-25151.pdf</p> <p>This document provides evidence and background information on hydrological and flooding issues in Bedford Borough, specifically in relation to minerals and waste operations.</p> <p>Bedford Borough Strategic Flood Risk Assessment Level 2 (SFRA): http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/what_is_planning_policy/studies_monitoring/flood_risk_assessment.aspx</p> <p>Under the Flood and Water Management Act 2010, Bedford Borough Council became a 'Lead Local Flood Authority' and was given new legislative responsibilities for flood risk management. For more information use the link below: https://www.bedford.gov.uk/environment_and_planning/regulatory_services/flood_risk_management/the_lead_local_flood_authority.aspx</p>
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L10**Foul Sewage and Utilities Statement**

<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>1APP form.</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE17 (Pollution control), GE20 (Water resources).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Developments or Mineral extraction and Related Development)</p>	<p>All applications where the disposal of trade waste or effluent is proposed.</p> <p>All applications where connection to any utility service is required.</p>	<p>All new buildings need separate connections to foul and storm water sewers. Sufficient information should be provided to demonstrate how foul waters (trade waste or effluent) from the development will be managed. Where an application proposes to connect the development to the existing foul drainage system, then details should be shown on the submitted block plan or other drawing(s). If the proposal would result in any changes or replacement to the existing system or the creation of a new system, scaled plans of the new foul drainage arrangements should be provided. Where connection to the mains public sewer is not practical, a foul drainage assessment will be required to demonstrate why 'non-mains' (e.g. septic tank) disposal is necessary and such assessment should include details of the method of storage,</p>	<p>The Environment Agency's 'Foul Drainage Assessment Form' (FDA1) should be used to establish whether non-mains drainage, either connecting to a new system or an existing system, would be acceptable. This form can be accessed via the following link: http://www.environment-agency.gov.uk/research/planning/33368.aspx</p> <p>Guidance on what should be included in a non-mains drainage assessment is contained in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.</p>

		<p>treatment and disposal and consider the suitability of the site for storage, transportation and treatment of sewage.</p> <p>An application should indicate how the development will connect to existing utility infrastructure systems (e.g. electricity, gas, water supply and telecommunications) bearing in mind capacities and environmental / archaeological impact. A Utilities Statement should demonstrate:</p> <ul style="list-style-type: none"> - that the availability of utility services has been examined and that the proposal would not result in undue stress on the delivery of those services to the wider community; - that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; - that service routes have been planned to avoid as far as possible the potential damage to trees and archaeological remains. 	
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L11 Health Impact Assessment			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 8. Promoting Healthy Communities. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications, Policy GE18 (Disturbance).</p>	<p>Generally, only large scale development proposals where, by virtue of the potential health-related aspects of the project, an Environmental Statement (ES) is required due to the likely significant effects on the environment.</p> <p><u>Note:</u> In cases of doubt, a scoping opinion should be requested under the Environmental Impact Assessment (EIA) Regulations 2011 to determine whether the Environmental Statement should contain a Health Impact Assessment (HIA)</p>	<p>HIA is a tool to appraise both positive (e.g. creation of new jobs) and negative (e.g. treatment of hazardous waste) impacts on the different affected subgroups of the population that could result from the development.</p> <p>The assessment of impacts of the development should be broken down into two broad areas:</p> <ul style="list-style-type: none"> - the direct impacts on health identified through the EIA and the demand on health services; and - the indirect impacts on the wider determinants of health. 	<p>World Health Organisation website: http://www.who.int/hia/en/</p> <p>Gothenburg Consensus Paper: Health Impact Assessment – Main Concepts and suggested approach, European Centre for Health Policy, WHO-Euro, Brussels (December 1999) – http://www.apho.org.uk/resource/it em.aspx?RID=44163</p> <p>European Commission Health & Consumer Protection Directorate-General paper “Ensuring a high level of health protection. A Practical Guide” (December 2001)</p> <p>Introducing Health Impact Assessment (HIA): Informing the decision-making process, HAD (2002)</p> <p>The Merseyside Guidelines for Health Impact Assessment (Second edition May 2001) published by the International</p>

			Health Impact Assessment Consortium http://www.apho.org.uk/resource/it-em.aspx?RID=44256
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L12 Heritage Assessment – archaeological and historic features and landscapes, Scheduled Ancient Monuments, Conservation Areas, Listed parks and buildings and registered parks and gardens			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 12. Annex 2 of the NPPF defines a “Heritage Asset”. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Ancient Monuments and</p>	<p>All planning applications for minerals and waste development where the ground will be subject to intrusive disturbance (e.g. excavations, building foundations, piling, drainage channels) on a site which includes or has the potential to include heritage assets with archaeological interest.</p> <p>All planning applications for minerals and waste development affecting designated and non-designated heritage assets:</p> <ul style="list-style-type: none"> - a listed building or its curtilage; - a conservation area or its 	<p>The scope and degree of detail to be included in a Heritage Asset Assessment (HAA) will be proportionate to the particular circumstances of each application. As a guide, the following supporting information should be included in a HAA:</p> <ul style="list-style-type: none"> - a Statement of Significance comprising a description of the heritage assets affected and the contribution of their setting to that significance; - Archaeological Assessment comprising- a separate assessment will be required for applications on a site which includes or has the potential to include heritage assets with archaeological 	<p>A range of information and advice on historic buildings, Listed Buildings, Historic Environment Records, Archaeology and Conservation Areas can be accessed via the Historic Environment home page on the Council’s web-site –: http://www.bedford.gov.uk/environment-and-planning/historic-environment/historic-environment-guidance.aspx</p> <p>The Bedford Borough Historic Environment Record (BBHER) contains details of all known archaeological sites, historic buildings and historic landscape features within the area. This is the prime source for identifying</p>

<p>Archaeological Areas Act 1979 http://www.legislation.gov.uk/ukpga/1979/46</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE14 (Archaeology), GE15 (Statutorily designated Historic Buildings and Sites), GE16 (Local Historic Buildings, Conservation Areas and Historic Environment Sites).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policies CP21 (Designing in Quality), CP23 (Heritage)</p> <p>Bedford Borough Local Plan 2002 – Policies BE9 (Protecting the Character of Conservation Areas), BE11 (Setting of Conservation Areas), BE21 (Setting of listed buildings), BE23 - 24 (Archaeology), BE25 (Historic Parks and Gardens)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3</p>	<p>setting,</p> <ul style="list-style-type: none"> - a Scheduled Ancient Monument (SAM) or its setting; - nationally registered parks and gardens; and - non-designated heritage assets. 	<ul style="list-style-type: none"> - interest; and - an assessment of the impact of the proposals on the special interest and character of the asset, its site and setting and that of any adjacent heritage assets - in the case of heritage assets with archaeological interest, where a desk-based assessment is insufficient to properly assess the impact of the proposal on the heritage assets, an archaeological field evaluation (e.g. trial trenching, field walking, borehole investigation and geophysical survey) should be carried out, with the findings incorporated into the submitted Heritage Statement. <p>An application will not be validated where the impact of the proposal on the significance of heritage assets cannot be adequately understood and assessed.</p>	<p>Heritage Assets for inclusion in Heritage Statements.</p> <p>Department for Culture Media and Sport (DCMS) – ‘Scheduled Monuments Policy Statement’ (February 2013) can be viewed on the following link https://www.gov.uk/government/publications/scheduled-monuments-policy-statement</p> <p>‘Planning for the Historic Environment Practice Guide’, English Heritage (March 2010) - this remains a valid and Government endorsed document, which can be access via the following link: http://www.english-heritage.org.uk/publications/pps-practice-guide/pps5practiceguide.pdf</p> <p>The Council’s Archaeology Team is contactable via the following via the following e-mail addresses: vanessa.clarke@bedford.gov.uk geoff.saunders@bedford.gov.uk</p> <p>Applicants are encouraged to seek the advice of the Council’s</p>
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(Determination of Applications for Waste Management Developments or Mineral extraction and Related Development)			Archaeology team on the scope of fieldwork for archaeological field evaluation.
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L13 Hydrological & hydrogeological appraisal			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan</p>	<p>All applications involving disturbance of the ground where there is potential to impact on the water table and the movement of water under and above ground or involves construction works, processes or activities that could result in pollution of the water environment. This will include all new mineral extraction and landfill sites and extensions to such sites.</p>	<p>An assessment of the water environment in and around the site, including (where applicable):</p> <ul style="list-style-type: none"> - geological conditions and the behaviour of surface and ground water; - the potential impact of the development on the movement, distribution and quality of water; - a description of the type, quantities and means of storage / disposal of any surface water run off by reference to scaled drainage plans; - mitigation measures to minimise or prevent pollution and avoid adverse effects on the riparian rights of others in 	<p>“Groundwater Protection: Principles and practice (GP3) Nov 2012 v1” Environment Agency – http://www.environment-agency.gov.uk/reresearch/library/publications/144346.aspx</p> <p>Bedford Group of Internal Drainage Boards – http://www.idbs.org.uk/</p>

<p>2005 – Policies GE1 (Matters to be addressed in planning applications), GE17 (Pollution Control), GE20 (Water resources).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP26</p>		<p>the area;</p> <ul style="list-style-type: none"> - an assessment of the depth of mineral to be extracted (and more specifically the depth of mineral to be worked below the water table); and - an assessment of the impact of dewatering on local groundwater levels and receptors (e.g. water features, springs, wetlands) and other protected rights (i.e. licensed and unlicensed groundwater and surface water abstractions). 	
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L14 Land stability – geotechnical appraisal			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Technical Guidance to the National Planning Policy</p>	<p>All applications on land known or suspected to be unstable.</p> <p>All applications for mineral extraction, quarry backfilling, waste tipping and restoration works to form final slopes where there are potential slope stability implications.</p>	<p>A geotechnical study should be provided to establish the nature and extent of instability on or adjacent to the application site, the potential impacts on underlying geology and any necessary remedial, preventative or precautionary measures to ensure the stability of the site in the long term following completion</p>	<p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - pages 18 – 19.</p>

<p>Framework (NPPF) (March 2012) - pages 18 – 19. https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE26 (Restoration).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>		<p>of development or restoration of the site. The responsibility for safe development of land rests with the developer / owner.</p> <p>Landfill applications must contain sufficient information to demonstrate that the risk of subsidence from landfilling has been taken into account. This will enable the Local Planning Authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002 (refer to Item L26). The submitted stability information may include some of the technical work carried out as part of a Stability Risk Assessment (SRA) for a landfill permit application.</p>	
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L15a*** Landscaping plan / details**

(*For mineral extraction and landfill / landraising proposals, applicants can elect to combine the landscaping plan with the restoration Plan – refer to separate information item nos. L26 and L27 entitled – ‘Specific Additional Requirements for Mineral extraction & associated development applications’ and ‘Specific Additional Requirements for Landfill applications’)

<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>1APP form.</p> <p>‘Guidance on Information Requirements and Validation’ Department of Communities and Local Government (DCLG) (March 2010) https://www.gov.uk/government/publications/planning-applications-information-requirements-and-validation</p> <p>National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012)</p>	<p>All applications where any of the following criteria apply:</p> <ul style="list-style-type: none"> - trees, shrubs or hedgerow would need to be removed as a result of the proposed development; - new or replacement landscaping is proposed; and - existing trees, shrubs or hedgerow features that would be protected and retained during the course of construction works or throughout the life of the development. 	<p>Landscaping proposals should follow from the design concept in the Design and Access Statement (where one is required).</p> <p><u>Note</u> - Unless detailed landscaping proposals containing a full planting schedule are an integral part of the information required to allow adequate assessment of the landscape or visual impact of the development, landscaping proposals can be submitted in the form of an indicative plan or Master Plan, with full details to be agreed at a later date under the requirements of a condition imposed on the grant of permission.</p> <p>Indicative landscaping details should include a scaled plan showing:</p>	<p>The Bedford Borough Landscape Character Assessment (August 2007) provides technical guidance and evidence to underpin planning and landscape management decisions. It can be accessed via the link below on the Council’s web-site: http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/what_is_planning_policy/studies_monitoring/landscape_character_assessment.aspx</p>

<p>– paragraphs 33 -48. https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE2 (Restoration / improvement of Marston Vale), GE4 (Environmental Improvement of the Ivel and Ouse Valleys), GE9 (Landscape Protection and landscaping), GE10 (Protection / enhancement of trees and woodland).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policies CP2 (Sustainable Development</p>		<ul style="list-style-type: none"> - the location and extent of proposed planting; - an indication of species mix and number if known; - seeding mixes if known; - vegetation to be retained; - a programme of implementation; - proposed boundary treatments such as fences or walls; and - proposed measures for protection and maintenance of new landscaping, normally for the standard period of 5 years. <p><u>Note</u> - The requisite site block plan can be used to illustrate hard and soft landscaping proposals in outline form.</p> <p>Landscaping schemes / details should be devised with regard to the Bedford Borough Landscape Character Assessment (LCA) report.</p>	
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<p>Principles), CP21 (Designing In Quality), CP24 (Landscape Protection and Enhancement)</p> <p>Bedford Borough Local Plan 2002 – Policy NE12 (Landscaping in association with development), NE13 (Landscape management and protection), NE20 (Landscape and environmental improvement)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>			
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L15b Landscape & Visual Impact Assessment (LVIA)			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13. https://www.gov.uk/government/u	All applications involving large scale development (including most EIA development) for mineral extraction, mineral associated development, landfill,	A LVIA should contain an assessment of existing landscape type and character, visual receptors and how the impacts may be mitigated. The 2007	The Bedford Borough Landscape Character Assessment (August 2007) provides technical guidance and evidence to underpin planning and landscape management

<p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) – paragraphs 33 -48. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE2 (Restoration / improvement of Marston Vale), GE4 (Environmental Improvement of the Ivel and Ouse Valleys), GE9 (Landscape Protection and landscaping),</p>	<p>landraising and waste management buildings and plant.</p> <p>All other applications with potentially significant or complex landscape or visual impacts owing to:</p> <ul style="list-style-type: none"> - sensitivity of location (e.g. in a Landscape Character Area of higher value); and - proximity of the proposal to a heritage asset such that there is likely to be an effect on its setting. 	<p>Bedford Borough Landscape Character Assessment report must be used to determine the sensitivity of the landscape and the likely impact.</p> <p><u>Note</u> - Unless detailed landscaping proposals are an integral part of the information required to allow adequate assessment of the landscape or visual impact of the development, landscaping proposals can be submitted in the form of an indicative plan or Master Plan, with a full planting schedule and detailed maintenance proposals to be agreed at a later date under the requirements of a condition imposed on the grant of permission.</p>	<p>decisions. It can be accessed via the link below on the Council's web-site: http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/what_is_planning_policy/studies_monitoring/landscape_character_assessment.aspx</p> <p>Institute of Environmental Management & Assessment and Landscape Institute's Guidance for Landscape and Visual Impact Assessment – second edition (2002)</p>
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<p>GE10 (Protection / enhancement of trees and woodland),</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policies CP2 (Sustainable Development Principles), CP21 (Designing In Quality), CP24 (Landscape Protection and Enhancement)</p> <p>Bedford Borough Local Plan 2002 – Policy NE12 (Landscaping in association with development), NE13 (Landscape management and protection), NE20 (Landscape and environmental improvement)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>			
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L16**Lawful Development Certificates**

<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>Sections 191 and Section 192 of the Town and Country Planning Act 1990 (as amended).</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2010 http://www.legislation.gov.uk/uksi/2010/2184/contents/made</p>	<p>Certificates of Lawfulness of Existing Use or Development (CLEUD) or Certificates of Lawfulness of Proposed Use or Development (CLPUD) are made to determine whether:</p> <ul style="list-style-type: none"> - the existing use of buildings or other land is lawful; - operations that have been carried out are lawful such as building works; - failure to comply with a condition or limitation attached to a permission is lawful; - any proposed use of buildings or other land is lawful; or - any operations or uses proposed to be carried out are lawful. <p>An application for a Lawful Development Certificate is assessed purely on the basis of facts and evidence submitted in support of it, and on any other</p>	<p>Evidence verifying the information Included in the application as the applicant can provide:</p> <ul style="list-style-type: none"> - statutory declarations and/or sworn affidavits signed by individuals with personal knowledge of the land or premises to substantiate the claimed longevity of the use or when the operational development was completed; - other detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be lawful; such as past invoices for goods and services, VAT receipts and historic photos; - where operational development is involved, drawings to show existing elevations and existing floor plans or proposed elevations and proposed floor plans (as appropriate). <p>For existing operational</p>	<p>'Lawful Development Certificates: A Users Guide' is available via the following page on the Planning Portal web-site: http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/ldcuserguide</p>

	evidence that the Council may have, such as its own planning records, or may obtain during the processing of the application.	development, evidence needs to be provided for a 4 year period prior to the date of the application. In respect of existing changes of use and breaches of conditions, evidence needs to be provided for a 10 year period prior to the date of the application. The onus of proof is on the applicant.	
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L17 Lighting assessment			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 11. https://www.gov.uk/government/uploads/system/uploads/attachme nt_data/file/6077/2116950.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP21 (Designing in Quality)</p>	<p>All applications where external floodlighting or security lighting is proposed or will be necessary as part of the proposed development, whether in the open countryside or in an urban area.</p>	<p>Details should be provided by reference to a layout plan to show the location and height of lighting fixtures, a schedule of the equipment, beam orientation and spread patterns of illuminated areas with specified lux levels beam. A Statement should cover:</p> <ul style="list-style-type: none"> - an appraisal of the need for lighting; - the proposed hours of use and means of controlling usage times; and - an assessment of potential impact of proposed lighting on nearby properties, waterway 	<p>DCLG ‘Lighting in the Countryside – Towards Good Practice’ (1997) can be accessed via the Planning Portal web-site at: http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/countrysidelighting</p> <p>CIBSE Lighting Guides.</p> <p>BS5489 Part 9 Lighting in Urban Areas and Public Amenity Areas.</p>

<p>Bedford Borough Local Plan 2002 – Policy BE42 (Lighting)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>		<p>or any sensitive biodiversity or heritage feature on or close to the site (where relevant) and how any such impacts may be mitigated.</p> <p>The level of detail in a lighting assessment will depend upon whether significant lighting provision is proposed as opposed to ancillary low level sensor lighting and the sensitivity of the surrounding area to light pollution.</p>	
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<u>L18</u> Litter, vermin & birds			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 13. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria</p>	<p>All new proposals (full applications including changes of use) for the landfilling of non-hazardous or hazardous waste.</p> <p>All new proposals (full applications including changes of use) for open-air composting activities and waste transfer or recycling facilities handling assorted non-hazardous or hazardous waste where there is</p>	<p>Identification of activities that are likely to give rise to litter, vermin and birds, consideration of sensitive receptors and measures to be adopted to control or eradicate such nuisance.</p> <p>Where birds congregate in large numbers, they can cause a hazard to aircraft at locations close to aerodromes or low flying areas. As part of the aerodrome</p>	<p>Circular 1/2003 – ‘Safeguarding aerodromes, technical sites and military explosives storage areas’ - https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas</p>

<p>in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP21 (Designing in Quality)</p> <p>Bedford Borough Local Plan 2002 – Policy BE30 (Material considerations in the control of new development)</p>	<p>the potential for, or need to manage, litter and / or attraction of vermin and birds.</p> <p>Any application within a notified aerodrome safeguarding zone that would lead to the creation of large water bodies (temporary or otherwise) where birds would congregate.</p> <p>Any application for variation or removal of conditions with the potential to increase the risk of litter escape and / or attraction of vermin and birds.</p>	<p>safeguarding procedure (ODPM Circular 1/2003), Local Planning Authorities are required to consult aerodrome operators on proposed developments within safeguarding areas that are likely to attract birds</p>	
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L19 Noise impact assessment			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly sections 11 and 13. https://www.gov.uk/government/u</p>	<p>All types of application where the proposed development would give rise to potential disturbance to nearby occupiers or land users or nuisance by</p>	<p>A noise impact assessment should:</p> <ul style="list-style-type: none"> - describe the possible sources of noise from the development; 	<p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - 'Minerals Policy' section (paragraphs 28 – 31)</p>

<p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP21 (Designing In Quality).</p>	<p>reason of noise emissions.</p>	<ul style="list-style-type: none"> - identify sensitive receptors to the site; - calculate existing and predicted (maximum) noise levels at noise sensitive properties or at the site boundary (for different phases of the development where applicable); - include details of mitigation measures to reduce the effects of noise; and - the regime for monitoring noise levels during the construction and use or operation of the site. <p>Noise surveys for waste management development proposals should take into account the advice and guidance contained in British Standard 4142 (BS:4142) (see link in right hand column)</p> <p>Proposals for the control and mitigation of noise from proposed mineral working or associated development should consider those matters listed on pages 17 – 18 of Technical Guidance to the NPPF.</p>	<p>BS:4142 – ‘Method for rating noise affecting mixed residential and industrial areas’</p> <p>BS:8233 – ‘Sound insulation and noise reduction for buildings. Code of Practice’</p> <p>Further information on noise can be obtained by contacting the Council’s Environmental Health Team at: ehadmin@bedford.gov.uk</p>
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<p>Bedford Borough Local Plan 2002 – Policy BE30 (Material considerations in the control of new development).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>		<p><u>Note:</u> All noise impact assessments should be conducted by a suitably qualified acoustic consultant.</p>	
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<u>L20</u> Odour impact assessment and management plan (including bioaerosols)			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 11. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex E.</p>	<p>All applications for new or extended landfill operations involving potentially odorous waste.</p> <p>All applications for new waste management facilities involving composting, anaerobic digestion and mechanical biological treatment.</p> <p>Any other waste-related application involving the</p>	<p>A site-specific Odour Impact Assessment and Management Plan should demonstrate that the odours released by the proposed development can be adequately controlled so as not to give rise to unacceptable impacts on the local amenity and neighbouring properties. The assessment should identify or set out:</p> <ul style="list-style-type: none"> - the sources of potential odour emissions and sensitive receptors; 	<p>DEFRA – ‘Good Practice and Regulatory Guidance on Composting and Odour Control for Local Authorities’ (March 2009) – http://archive.defra.gov.uk/environment/quality/noise/research/documents/composting-odour-guidance.pdf</p> <p>In April 2011, the Environment Agency published guidance ‘H4: Odour Management: How to comply with your environmental</p>

<p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE1 (Matters to be addressed in planning applications), Policy GE18 (Disturbance)</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP21 (Designing in Quality)</p> <p>Bedford Borough Local Plan 2002 – Policy BE30 (Material considerations in the control of development)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>	<p>movement and processing of odour emitting substances</p>	<ul style="list-style-type: none"> - measures and practices to be adopted to minimise and mitigate odour release; and - a monitoring regime. <p>Examples of methods that can be employed to minimise or mitigate odours include:</p> <ul style="list-style-type: none"> - controlling waste types and waste handling arrangements; - daily covering of exposed landfill waste; - designing the layout of the site to maximise distance from sensitive receptors; - deodoriser spray masts; - leachate management systems; and - negative pressure systems in buildings. <p>The level and complexity of detail in the assessment will depend upon the nature and scale of the operation (e.g. whether any parts of the operation are outside) and the sensitivity of the location.</p>	<p>permit’ – http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/geho0411btqm-e-e.pdf</p> <p>Whilst this document is designed to help holders or potential holders of environmental permits understand how to apply for, vary and comply with their permit, it also serves as a useful guide for applicants or agent preparing an Odour Impact Assessment in support of a planning application.</p> <p>Further advice on odour assessment can be obtained by contacting the Council’s Environmental Health Team at: ehadmin@bedford.gov.uk</p>
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L21 Outdoor access statement			
Policy driver	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (March 2012) (NPPF), particularly sections 8 and 11. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE2 (Restoration / improvement of the Marston Vale), GE3 (Environmental Improvement of the Greensand Trust area), GE4 (Environmental improvement of the Ivel and Ouse Valleys), GE21 (Public Rights of Way), GE26 (Restoration).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP22 (Green Infrastructure)</p> <p>Bedford Borough Local Plan 2002 – Policy NE21 (Forest of Marston</p>	<p>All types of applications affecting, or with potential to cause short or long term disruption, to users of the rights of way network and / or where proposals for public access or outdoor community facilities are being put forward as part of the proposed development.</p> <p>All applications which would result in the loss, or provision of, playing fields, outdoor community recreation / sports facilities or other community open space</p>	<p>A statement accompanied by plans as appropriate, detailing:</p> <ul style="list-style-type: none"> - public rights of way crossing or bounding the site; - any current or proposed diversions or temporary closures of public rights of way; - any signage or other safety measures to manage site traffic that would need to traverse any public rights of way or permissive paths; - any alternative access arrangements during non-permanent development (such as mineral extraction or landfilling / landraising) and reinstatement of the network as part of the restoration proposals; and - any new or enhanced public access provision such as new footpath, bridleway or permissive routes, informal or formal open space recreation ground and the 	<p>Greenspace Strategy for Bedford Borough (draft)</p> <p>Bedford Borough Green Wheel Master Plan http://edrms.bedford.gov.uk/OpenDocument.aspx?id=SShDsYYQhtTO%2BOxGWI0D2q%3D%3D&name=Bedford%20Green%20Wheel%20Masterplan%20Draft%20Report%20December%202009.pdf</p> <p>Bedford River Valley Park Framework Bedford River Valley Park – http://www.bedfordrivervalleypark.org/uploads/background/BRVPFramework.pdf</p> <p>Bedford Open Space, Sport and Recreation Study</p> <p>Planning and Designing the Restoration of Quarries for the Benefit of People with Physical and Mental Disabilities – Mineral Industry Sustainable Technology</p>

<p>Vale), NE23 (Bedford River Valley Park), LR1 (New sports and recreation facilities), LR10 (Access to countryside), LR13 (Loss of existing open space facilities), LR14 (Playing fields and allotments)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p> <p>Bedford Green Infrastructure Plan, November 2009 – http://edrms.bedford.gov.uk/OpenDocument.aspx?id=Q4Bh1RU5b%2Blw7r9Lm4E9BQ%3D%3D&name=Bedford%20Green%20Infrastructure%20Plan%202009.pdf</p> <p>Bedfordshire & Luton Strategic Green Infrastructure Plan (February 2007), Bedfordshire & Luton Green Infrastructure Consortium – http://www.bedsandlutongreeninfrastructure.org/pdfs/Beds and Lu</p>		<p>mechanism(s) for delivery.</p> <p>Planning applications that would result in the permanent loss of playing fields, outdoor community recreation / sport facilities or other community open space should be supported with an assessment or evidence to demonstrate that the land is surplus to requirements or would be replaced by equivalent or better provision.</p>	<p>(MIST) – http://www.davidjarvis.biz/pdf/02%20Planning%20and%20Designing%20the%20Restoration%20of%20Quarries%20for%20the%20Benefit%20of%20People%20with%20Physical%20and%20Mental%20Disabilities%20(2005).pdf</p> <p>Sport England’s Development Control Guidance Note – http://www.sportengland.org/media/121906/document-7-spatial-planning-for-sport-development-control-guidance-note-.pdf</p>
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<p>ton Strategic Green Infrastructure Plan.pdf</p> <p>Bedford Rights of Way Improvement Plan 2012 – 2017 is a 5 year programme of activity to improve access to the countryside to meet the current and future needs of residents and visitors to the area – http://www.bedford.gov.uk/environment_and_planning/countryside/rights_of_way/outdoor_access_imp_plan.aspx</p>			
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L22 Parking, circulation space and access arrangements			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 4. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE1 (Matters to be addressed in planning)</p>	<p>All applications requiring the provision of new or additional off street parking facilities and/or circulation space or which would result in the loss of such provision.</p> <p>All types of application involving the construction of a new or modified access from the public highway.</p>	<p>Details should follow from the access element in the Design and Access Statement (where one is required).</p> <p>Details of existing and proposed parking provision and circulation space should be shown on a scaled layout plan (the block plan can be used for this purpose). A clear distinction should be made</p>	<p>DEFRA – ‘Designing Waste Facilities: A Guide to Modern Design in Waste’ (2008) – http://archive.defra.gov.uk/environment/waste/localauth/documents/designing-waste-facilities-guide.pdf</p>

<p>applications)</p> <p>Bedford Borough Local Plan 2002 – Policies BE30 (Material considerations in the control of new development), T15 (Parking)</p>		<p>between operational and visitor parking.</p> <p>Design and means of construction of internal roadways.</p> <p>Scaled drawings to show the design of the new or modified junction with the public highway including width, turning radii, radius curves, sightlines, any lane discipline, ghost or other islands and means of construction.</p> <p>Any vegetation or structures that would be cleared to form the new access, junction and sightlines.</p>	
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<u>L23</u> Photographs, photomontages & computer generated imagery			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
	<p>All applications for large scale development that are likely to or have the potential to result in or affect:</p> <ul style="list-style-type: none"> - a significant change in the appearance of a building or the street scene; - significant or complex 	<p>Photomontages should be provided to illustrate the current appearance of a building or area and how this will change. This approach could be used, for example, to demonstrate the form of a quarry restoration proposal and how the site would assimilate</p>	<p>-</p>

	<p>impacts on the character and appearance of the area; and</p> <ul style="list-style-type: none"> - the setting of a listed building or Conservation Area. 	<p>into the surrounding landscape.</p> <p>Illustration of the relationship (scale / height) between proposed buildings and structures and existing neighbouring ones can show how the development can be satisfactorily integrated within the street scene</p> <p><u>Note:</u> It is also appropriate to include photographs and photomontages in the Design and Access Statement or in a Landscape and Visual Impact Assessment (LVIA) where such reports are required.</p>	
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<u>L24</u> Planning obligations statement (including Draft Heads of Terms)			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly paragraphs 203 - 206. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p>	<p>Where it is anticipated that specific issues associated with the application proposal, which cannot be adequately controlled through conditions, will need to be addressed by the applicant or developer entering into a planning obligation or unilateral</p>	<p>The application should be accompanied by a statement explaining what is being put forward together with draft Heads of Terms. In addition, evidence of site ownership should be provided in the form of photocopies of unregistered title deeds or, where</p>	<p>Further information regarding developer contributions can be accessed via the link below on the Council's web-site: http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/planning_policy/developer_contributions.aspx</p>

<p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - 'Restoration and Aftercare of Mineral Sites;' (pages 19 – 22) – https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance</p> <p>Community Infrastructure Levy Regulations 2010 – http://www.legislation.gov.uk/uksi/2010/9780111492390/contents</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE26 (Restoration).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP30 (Developer Contributions)</p>	<p>undertaking in order to make acceptable development that would otherwise be unacceptable in planning terms.</p> <p>Planning obligations are secured by a formal deed whether in the form of a Unilateral Undertaking signed by the parties giving the obligations or by Agreement. When it is by agreement, it will also be signed and sealed by Bedford Borough Council.</p>	<p>the land is registered, up to date official copy entries of the Land Registry details and plan.</p> <p>The Agreement may restrict the development or use of land in a particular way, require specific action by the applicant / developer or require financial contributions towards off-site works. Particular matters which may give rise to the need for legal Agreement include long term management of a quarry or landfill site beyond the standard aftercare period or the provision of new rights of way or permissive paths.</p>	<p>Useful information is also provided on the Planning Portal web-site at: http://www.planningportal.gov.uk/planning/applications/decisionmaking/conditionsandobligations</p>
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<u>L25</u> Planning statement			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
'Guidance on Information Requirements and Validation'	All applications, including those for removal or variation of a	The statement should describe or identify:	Further advice can be obtained from the Minerals & Waste Team

<p>Department of Communities and Local Government (DCLG) (March 2010) – https://www.gov.uk/government/publications/planning-applications-information-requirements-and-validation</p> <p>Development Management Policy Annex: Information requirements and validation for planning applications – Department of Communities and Local Government (DCLG) (March 2010) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7721/1505418.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE1 (Matters to be addressed in planning applications).</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraph 22 – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7721/1505418.pdf</p>	<p>condition(s), except where the development is subject to Environmental Impact Assessment (EIA) and an Environmental Statement (ES) will contain the necessary information instead.</p> <p><u>Note:</u> The questions on the relevant application form and the space provided for responses do not always enable applicants or agent to fully describe and explain the application proposal. Therefore, the Planning Statement should be used to expand upon details provided in the application form.</p>	<ul style="list-style-type: none"> - the site and its surroundings; - planning history (where known); - the context and <u>need</u> for the proposed development, especially where there is conflict with any national or local planning policies; - how the proposed development accords with relevant national and local planning policies; - any pre-application enquiry already made to the Local Planning in respect of the same (or a similar) proposal and the advice given (optional). - the key environmental and amenity impacts of the scheme, whether positive or negative; - the various operations and processes involved in carrying out the proposed development; - a schedule of plant and machinery to be employed; - predicted maximum daily number of HGV movements; and - the anticipated source(s) and 	<p>on 0300 300 8307.</p>
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nt_data/file/11443/1876202.pdf		<p>type(s) of waste to be managed by geographical area (where applicable).</p> <p>Applicants for new or enhanced waste management facilities will <u>not</u> be required to demonstrate a quantitative or market need for their proposal <u>unless</u> it is inconsistent with relevant national and development plan policies and/or a significant proportion of the waste handled by the facility would be sourced from outside the Plan Area (i.e. outside the administrative areas of Central Bedfordshire, Bedford Borough and Luton Borough). Further advice should be sought from the Minerals & Waste Team if there is any doubt on this issue</p> <p><u>Note:</u> It is important that a Planning Statement is presented in a manner that introduces the scheme to parties who are not familiar with the background and details of the proposed development, including statutory consultees and other local stakeholders.</p>	
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L26**Specific additional requirements for landfill applications (including landraising)**

<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>Landfill (England and Wales) Regulations 2002.</p> <p>1APPform.</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE1 (Matters to be addressed in planning applications), W14 (Non-inert landfill provision), W16 (Landfill gas), W17 (Landraising), W21 (Inert waste landfill).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy WSP10 (Landfilling of waste), MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>	<p>All applications for new landfill or landfilling development or extensions to existing sites.</p>	<p>Applicants should provide sufficient information to enable the Local Planning Authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. Planning consent for landfill development may only be granted if the requirements of paragraph 1(1) have been taken into account, namely:</p> <ul style="list-style-type: none"> - the distances from the boundary of the site to residential and recreational areas, railway infrastructure, waterways, water bodies and other agricultural or urban sites; - the existence of groundwater or nature protection zones in the area; - the geological or hydrological conditions in the area; - the risk of flooding, subsidence landslide or avalanches on the site; and - the protection of the natural and cultural heritage of the 	<p>Further advice can be obtained from the Minerals & Waste Team on 0300 300 8307.</p>

		<p>area.</p> <p>The above information may be incorporated into an Environmental Statement where one is required.</p> <p>In addition, the following particulars should be submitted as may be applicable:</p> <ul style="list-style-type: none"> - scaled contour and cross section drawings showing the existing and proposed finished (pre-settlement) levels and landform and the relationship with adjoining land; - details of a phasing programme for the method and direction of tipping, material movements and restoration, together with indicative timescales for each phase; - details of any buffer zones; - precise composition of the waste to be deposited; - a materials balance exercise to demonstrate the nature and availability of materials on site for engineering purposes (in particular clay and soils) and 	
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		<p>whether or not any deficiency exists;</p> <ul style="list-style-type: none"> - a strategy for the preservation, handling and storage of topsoils and subsoils; - identification of the controls that will be in place to prevent the uncontrolled release / migration of landfill gas from the site; - associated infrastructure below and above ground such as gas and leachate collection / control equipment and power generation plant, buildings and compound; and - how the landfill site will operate as part of any integrated waste management facility; - a plan showing the proposals for progressive restoration of the site based on a site-specific landscape strategy; and - proposals for aftercare of the land and intended afteruse (e.g. agriculture, forestry, amenity) principles and proposals. <p>Also, note that the Local Planning</p>	
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		<p>Authority may request a viability assessment which demonstrates what the likely financial and material budgets for restoration, aftercare and after-use will be, and how the applicant intends to make provision for such work during the operational life of the site. In exceptional cases, the Local Planning Authority may seek a financial guarantee to cover restoration (including aftercare) costs through a voluntary agreement or planning obligation at the time a planning permission is given. Such cases include:</p> <ul style="list-style-type: none"> - for very long-term new projects where progressive reclamation is not practicable, where incremental payments into a secure fund may be made as the site develops; - where a novel approach or technique is to be used; - where there is reliable evidence of the likelihood of either financial or technical failure, but these concerns are not such as to justify refusal of permission. <p>However, when an operator is</p>	
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		contributing to an established mutual funding scheme, such as the Mineral Products Association Restoration Guarantee Fund, it should not be necessary for the Local Planning Authority to seek a guarantee against possible financial failure, even in exceptional circumstances.	
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<u>L27</u> Specific additional requirements for mineral extraction and associated development applications			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 13. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) – paragraphs 33 -51. https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance</p>	<p>All applications for new mineral extraction sites, including borrow pits, extensions to existing workings and reopening of disused workings.</p> <p>Depending upon the individual circumstances of the proposal, certain information requirements listed in this table will also apply to applications for variation or removal of conditions which involve modification of the method of extraction, backfilling or restoration.</p>	<p>The following particulars should be submitted (as may be applicable) to supplement the details provided in response to the questions on the Mineral Extraction and Associated Development application form:</p> <ul style="list-style-type: none"> - evidence of the mineral resource, including information on the geology of the site, location and extent of exploratory boreholes and trenches, physical nature and composition of the deposit to be worked and details of any assessment of the quality and 	<p>Further advice can be obtained from the Council's Minerals & Waste Team on 0300 300 8307.</p>

<p>Bedford Borough 'Planning Application Form for Mineral Extraction and Associated Development'</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies M1 (Minerals extraction strategy), M2 (Aggregates Landbank), M3 (Silica Sand Landbank), M4 (Protection of mineral resources), M5 (Rationalisation of reserves and restoration of old sites), M6 (Requirements for determination of minerals applications), M7 (Importation of minerals for processing), M8 (Borrow Pits), Policies GE1 (Matters to be addressed in planning applications), GE26 (Restoration), GE27 (Aftercare).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policies MSP1 (Spatial Strategy for Aggregate Sand and Gravel and Silica Sand), MSP2 (The Provision of Aggregates), MSP5 (Provision of Silica Sand), MSP6 (Mineral Extraction outside Allocated</p>		<ul style="list-style-type: none"> - quantity of the mineral; - any special characteristics or properties of the mineral and any need for the mineral to fulfil a specific commercial or market need; - the end use / potential market for the mineral, including destination(s) or geographical area(s) where known; - details of a phasing programme in the form of a plan showing the direction and sequence of working, soil movements, backfilling and restoration, together with indicative timescales for each phase; - details of any buffer zones; - details of any diverted watercourses, water treatment areas, lagoons, leachate collection systems, discharge points to existing watercourses; - details of proposed benches, faces and haul roads; - quantities, characteristics and distribution of soils to be removed by agricultural grade (based on Agricultural Land Classification Maps or other 	
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<p>Sites), MSP7 (Rationalisation of reserves and restoration of old sites), MSP8 (Importation of Materials for processing), MSP10 (Borrow Pits), MWSP3 (Determination of Applications for Waste Management Development or Mineral Extraction and Related Development).</p>		<ul style="list-style-type: none"> - professional surveys); - a strategy for the preservation, handling and storage of topsoils and subsoils; - a materials balance exercise to demonstrate the presence of sufficient on-site overburden and soils to achieve the intended final landform; - scaled contour and cross section drawings showing the existing and proposed finished levels and landform and the relationship with adjoining land; - a plan showing the proposals for progressive restoration of the site based on a site-specific landscape strategy; and - proposals for aftercare of the land and intended afteruse (e.g. agriculture, forestry, amenity) principles and proposals. <p>Also, note that the Local Planning Authority may request a viability assessment which demonstrates what the likely financial and material budgets for restoration,</p>	
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		<p>aftercare and after-use will be, and how the applicant intends to make provision for such work during the operational life of the site. In exceptional cases, the Local Planning Authority may seek a financial guarantee to cover restoration (including aftercare) costs through a voluntary agreement or planning obligation at the time a planning permission is given. Such cases include:</p> <ul style="list-style-type: none"> - for very long-term new projects where progressive reclamation is not practicable where incremental payments into a secure fund may be made as the site develops; - where a novel approach or technique is to be used; - where there is reliable evidence of the likelihood of either financial or technical failure, but these concerns are not such as to justify refusal of permission. <p>However, when an operator is contributing to an established mutual funding scheme, such as the Mineral Products Association Restoration Guarantee Fund, it</p>	
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		should not be necessary for the Local Planning Authority to seek a guarantee against possible financial failure, even in exceptional circumstances.	
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<u>L28</u> Statement of Community Involvement (SCI)			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
Bedfordshire County Council Statement of Community Involvement (SCI) – adopted October 2006 (section 8, Annex C & Annex E)	Category A (High Level Community Involvement) applications and Category B (Enhanced Level Community Involvement) applications, as per the criteria set out in Appendix E to the SCI.	A statement setting out: <ul style="list-style-type: none"> - what methods and techniques have been used to engage the local community and seek their views; and - how any feedback from the pre-application consultation exercise has been taken into account in formulating the final development proposal; to show compliance with the requirements of the SCI at the pre-application stage (see relevant tables in Annex E).	The Bedfordshire County Council Statement of Community Involvement (SCI) covers the whole of the Plan area (Bedford Borough, Central Bedfordshire, and Luton Borough Councils) with respect to minerals and waste planning. It provides an overview of the ways in which the public can get involved in the planning process, including at the pre-application stage. The document can be accessed via the following page on the Council's web-site: http://www.centralbedfordshire.gov.uk/planning/minerals-and-waste/development-framework.aspx

L29**Transport Assessment or Statement**

Policy driver	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 4. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005) (PPS10), particularly paragraphs 21 and 29 and Locational Criteria in Annex – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11443/1876202.pdf</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policies GE1 (Matters to be addressed in planning applications), GE23 (Transport: suitability of local road network).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policies CP28 (Local Transport Plan),</p>	<p>All applications where the proposed development would be likely to have significant transport implications.</p> <p>A full Transport Assessment (TA) will normally be required in the following cases:</p> <ul style="list-style-type: none"> - any development generating 30 or more two-way vehicle movements per hour; - any development generating 100 or more two-way vehicle movements per day; - any new development where the total gross floor area exceeds 4000m²; and - where there is significant conflict with the Development Plan or Freight Strategy in terms of proposed routing of Heavy Goods Vehicles. <p>For smaller application proposals which fall below the</p>	<p>A Transport Assessment (TA) should</p> <ul style="list-style-type: none"> - identify the <i>extent</i> of the transport implications of the proposed development in order to determine the suitability of the local and / or strategic highway network to accommodate the additional traffic; - illustrate accessibility to the site by all modes 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 and cycles to reduce the need for parking; - mitigation of the transport impacts. <p>For smaller developments, a Transport Statement should comprise a simple description of the transport aspects of the development proposal including:</p>	<p>Guidance on Transport Assessment (Department for Transport 2007) https://www.gov.uk/government/publications/guidance-on-transport-assessment</p> <p>Department for Transport Circular 02/2007 'Planning and the Strategic Road Network'. http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/circulars/roads</p> <p>'Highways Agency and the Planning Application Process – A Protocol for Dealing with Planning Applications' (2012) – this publication is intended to complement Circular 02/2007 http://www.highways.gov.uk/publications/planning-protocols-for-planning-and-development/</p> <p>Bedford's Local Transport Plan (LTP3) came into effect on 1 April</p>

<p>CP29 (Accessibility)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development).</p>	<p>above thresholds but would still generate additional traffic or lead to a change in the type or composition of traffic, a simple Transport Statement will be required instead.</p>	<ul style="list-style-type: none"> - how access would be gained to the strategic highway network; - previous, present and proposed number of movements (expressed as maxima); and - size and type of vehicles. <p>A Transport Statement can be included within the Planning Statement.</p>	<p>2011 and runs until 2021. It sets out the long term transport strategy and contains an implementation plan. The full LTP comprises eight supporting strategies which can be viewed via the following page on the Council's web-site: https://www.bedford.gov.uk/transport_and_streets/transport_policy.aspx</p> <p>Bedford's Freight Strategy (September 2010) forms part of LTP3. This document is of particular relevance given the relatively high proportion of HGV traffic generated by minerals and waste activities compared to other land uses.</p> <p>For further information on how to obtain advice from the Council's</p>
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Travel Plan			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
<p>National Planning Policy Framework (March 2012) (NPPF), particularly section 4. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP29 (Accessibility)</p>	<p>All applications which are likely to generate significant levels of traffic movements and including those developments where the predicted number of staff to be employed at the site would exceed 30.</p> <p>Any application that would affect the provisions of another Travel Plan already in force.</p>	<p>A Travel Plan is a long-term site management strategy designed to promote access to / from a particular site or area by sustainable modes of transport and to facilitate travel choice. There is no standard format for Travel Plans but they should contain the following types of information to protect and exploit opportunities for the use of sustainable transport modes for the movement of people and goods:</p> <ul style="list-style-type: none"> - how the transport implications are going to be managed, by whom, and over what timescale in order to minimise environmental, social; and economic impacts; - measures to promote more sustainable travel by staff such as reductions in car usage and increased use of public transport having regard to employee numbers and their hours of work; - travel survey information to 	<p>Good Practice Guidelines: Delivering Travel Plans Through the Planning System (Department for Transport, 2009) – http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/deliveringtravelplans</p> <p>These guidelines were commissioned by the Department for Transport in consultation with Department for Communities and Local Government to give further impetus to the use of travel plans as a means of promoting sustainable transport. They draw on best practice to help developers and local authorities produce high quality, robust travel plans. The suggested steps are recommendations only, and are not additions to Government policy or law.</p> <p>The Council's web page entitled 'What is a travel plan?' is also a useful source of reference – http://www.bedford.gov.uk/transpo</p>

		<p>determine where staff will be travelling from and their travel behaviour in order to inform initiatives;</p> <ul style="list-style-type: none"> - evidence to support the setting of appropriate numbers of staff parking spaces for cars, cycles, motorcycles and disabled spaces on site and provision of safe walking and cycling routes and on-site facilities; - clear measurable targets which correlate with the aims and objectives of the Plan; and - a programme for implementation, monitoring and maintaining the Plan. <p>A Travel Plan can be included as part of a Transport Assessment (TA).</p>	<p>rt and streets/travel_plans.aspx</p> <p>Department for Transport Circular 02/2007 'Planning and the Strategic Road Network'. http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/circulars/roads</p> <p>'Highways Agency and the Planning Application Process – A Protocol for Dealing with Planning Applications' (2012) – this publication is intended to complement Circular 02/2007 http://www.highways.gov.uk/publications/planning-protocols-for-planning-and-development/</p>
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<u>L31</u> Tree Survey / arboricultural report, including protection measures			
<u>Policy driver</u>	<u>Types of application requiring this information</u>	<u>What information is required</u>	<u>Further sources of guidance or advice</u>
1APP form. Adopted Bedfordshire & Luton	All applications where trees are situated within the site or where trees are situated adjacent to or	A submission should include the following details: - a survey showing the location,	The British Standard Institute BS5837:2005 – Trees In Relation to construction –

<p>Minerals & Waste Local Plan 2005 – Policy GE10 (Protection / enhancement of trees and woodland).</p> <p>Bedford Borough Core Strategy & Rural Issues Plan 2008 – Policy CP24 (Landscape Protection and Enhancement)</p> <p>Bedford Borough Local Plan 2002 – Policies NE4 (Trees & hedges), NE6 (Woodland)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies (to be adopted 2013) – Policies WCP3 (Determination of Applications for Waste Management Developments), MCP8 (Determination of Applications for Minerals Sites and Related Developments)</p>	<p>overhang the boundary and which would be affected by the proposed development. This includes proposals which involve the felling or pruning of existing trees on the site or involve works (i.e. excavations, storage of materials and movement of heavy plant) which could impact upon tree root systems.</p>	<p>species, size and spread of existing trees on and adjacent to the site;</p> <ul style="list-style-type: none"> - identification of trees that would be felled or affected by the development; and - a statement of measures to protect retained trees during the works, which should be produced by a qualified arboriculturalist in accordance with the guidelines in BS5837:2005 “Trees In Relation to Construction – Recommendations” <p>Note: There may also be a need for ecological surveys to be carried out to ascertain whether any affected trees support protected species (e.g. bats). (see Information item no. L2).</p>	<p>Recommendations. Using the methodology set out in the Standard should help to ensure that the development is suitably integrated with existing trees and potential conflicts are avoided</p> <p>Protected Trees: A guide to tree preservation procedures” https://www.gov.uk/government/publications/tree-preservation-procedures-guidance</p>
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