Local Validation Document Checklist and Guidance on Content

This document explains each of the required documents, when they need to be supplied and what they must contain. For more information as to what is required for individual types of application, please see the website, check planning constraints on the map and please see the local validation Matrix.

- **Biodiversity Net Gain and the Matrix:** For guidance on BNG please see Biodiversity net gain - GOV.UK To find out about exemptions go to the government BNG exemptions web page. Note self-build exemption for biodiversity net gain, no longer applies.
- Please also see **www.bedford.gov.uk/planningBNG** for information and guidance.

- **CIL forms** for more information go to **www.bedford.gov.uk/CIL**
  The Council has adopted a CIL Charging Schedule and for all applications a CIL form which provides additional information so the Council can assess CIL payment liability is required. It is important that the liable parties (usually either Developers or Landowners) are correctly identified as early as possible. Applicants will therefore also be asked to submit the CIL Assumption of Liability form with the planning application. Failure to supply such information before work commences on site pursuant to a permission could result in additional penalty costs being incurred. The forms and additional information about the Community Infrastructure Levy can be obtained from the CIL web pages on the Council's website www.bedford.gov.uk/CIL or the CIL pages of the Planning Portal.

- **An Environmental Impact Assessment and non-technical summary** are required for projects under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

The rest of this document contains each of the documents that you may need to submit in accordance with the planning constraints and the Local Validation Matrix:

Please see the list on page 2 and click on the link for further information regarding each document.

- Agricultural or other essential rural workers dwellings
- Agricultural Land Classification and Soil Statement
- Air Quality Assessment (AQA)
- Daylight/Sunlight Assessment
- Decommissioning and Site Restoration Plan
- Design and Access Statement
- Ecology and Habitat survey
- Economic Statement
- Emergency Services Statement for Fire Hydrants and Crime Prevention
- Fire Statement
- Flood Risk Assessment
- Health Impact Assessment
- Heritage Statement
- Housing Statement
- Land Contamination Assessment
- Landscape and Visual Impact assessment (LVIA/LVA)
- Landscape Proposals and Mitigation Plans
- Lighting / Light Pollution Statement
- Marketing Strategy
- Noise Impact Assessment
- Open Space Assessment
- Parking Provision
- Planning Obligations
- Planning Statement
- Retail Town Centre Uses
- Scheme Viability Assessment
- Statement of Community Involvement
- Statutory Declarations
- Structural Surveys
- Surface and Foul Water Drainage Disposal Methods
- Sustainability Statement
- Telecommunications Infrastructure Statement
- Transport Assessment / Statements
- Travel Plan
- Tree Survey / Arboricultural Impact Assessment Report
- Ventilation Extraction Statement
- Waste Audit and Assessments

DOCUMENTS AND THEIR REQUIREMENTS

Agricultural or other essential rural workers dwellings

This is required for all applications for rural workers including dwellings, mobile homes or other kinds of temporary accommodation located outside of a settlement boundary.
An appraisal demonstrating the essential need for the proposed living accommodation is required together with an ‘open book’ business plan which demonstrates that the proposed enterprise has a sound financial basis and has a clear prospect of remaining sound.
If the application is for a temporary dwelling the assessment must show the form intention and business plan as to how the enterprise will be developed.
This requirement is to meet the NPPF National Decision-Making Policy HOU11Section 6 – Delivering a sufficient supply of homes.

Local Plan 2030 Policy 68 (Accommodation for rural workers).

Agricultural Land Classification and Soil Statement

This is required for all applications which affect the best and most versatile agricultural land: Grade 1,2 and 3a. The statement should include:

- Confirmation of land Grade including plans to show differences if grades vary over the proposed site
- Quality of existing soil
- How the land would be protected or upon completion of a temporary use, be restored to the same grade classification
- Justification of the loss of any land which cannot be retained
- Measure to safeguard any soil storage for restoration
- The quality of any imported soils or other waste materials and details of how they would improve the land for agricultural purposes

For further advice please visit Natural environment - GOV.UK
This requirement is to meet the NPPF National Decision-Making Policy N2 in Section 19 – Conserving and enhancing the Natural Environment.
Local Plan 2030 Policy 46S – Use of previously developed land and use of undeveloped land.

Air Quality Assessment (AQA)

Applications that propose development, of a prescribed nature (see table below), inside, or adjacent to, an air quality management area (AQMA) or another area where excessive pollution is apparent; where the development could in itself result in the designation of an AQMA; or where the grant of planning permission would conflict with, or render unworkable, elements of a Local Authority's air quality action plan; will need to be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the existing air quality of the area and or assess the viability of any proposed mitigation measures including, but not limited to, mechanical ventilation. The exact information needed will depend on the development proposal, where this is and what existing air quality information is already available. Therefore, the developer will need to agree an approach prior to undertaking any air quality assessment. This information may be provided as part of the Environmental Impact Assessment where applicable or through other validation requirements, for example through information provided on lorry movements.
See details of the Air Quality Management Areas in Bedford Borough

Type of proposals

1. Processes governed by the Pollution Prevention and Control (PPC) regime
2. Sensitive development located in an area of poor air quality (AQMA or other areas
in excess of the Air Quality Objectives or limits) as identified in the latest review and assessment report
3. Sensitive development close to existing prescribed processes
4. Proposals with potential to significantly change road traffic characteristics on any busy roads (those in excess of 10,000 vehicles per day) in the City or any roads in AQMAs.
Significant changes include:
    - Change in traffic volumes for example 5% (Annual Average Daily Traffic or
    - peak)
    - Change in average vehicle speed or significant increase in congestion (+/-10kph)
    - Significant increase in the % of HDVs (includes HGVs and buses and coaches)

5. Proposals that introduce or increase car parking facilities by 300 spaces or more
6. Proposals forming part of a major phased re-development of an area
7. Proposals with particularly extensive development phases
8. Proposals that will generate significant dust, concentrations of particulate matter, fumes, bioaerosols, vapours, odours or other air borne emissions

9. Proposals close to ecological sites or SSSI
10. Proposals that will enclose busy roads and reduce dispersion of pollutants
11. Proposals that alter significantly the road network
12. Proposals that may interfere with the Local Transport Plan air quality actions

An Air Quality Assessment must be carried out by a competent specialist and focus on the issues specific to the application. For each issue identified the following should be included:-

- Details of the baseline assessment
- Relevant air quality concerns and any previous complaints received
- Scale and nature of any emissions
- Assessment methodology used for modelling air quality
- Details of activities proposed
- Identification of sensitive locations and receptors
- Details of mitigation including any during construction phases
- Ongoing monitoring situation
- Any application which is likely to generate significant levels of dust, including during construction, must include details of a dust suppression scheme and will need to indicate how dust levels will be assessed and minimised for impact on surrounding areas.

For further guidance see Air quality - GOV.UK
This requirement is to meet the NPPF National Decision-Making Policy P3 in Section 17 – Pollution, Public Protection and Security and National Decision-Making Policy TR3 in Section 15 – Promoting Sustainable Transport and Planning Practice Guidance: Air Quality.
Local Plan 2030 Policy 88 (Impact of transport on people places and environment).

Daylight/Sunlight Assessment

A daylight/sunlight assessment is required for applications for residential and non-residential development other than householder applications, where the application site is adjacent to/adjoins another residential property.

Householder proposals such as domestic extensions or additional buildings within the curtilage of a dwelling may also have implications for daylight and sunlight and all applications, other than those submitted under Prior Notification for householders, should illustrate in plan/elevation form, the impacts of the proposed development on immediately adjoining properties using the design codes set out in the Borough Council's adopted Supplementary Planning Guidance relating to Bedford Borough Local Plan 2030 Policy 29 called 'Residential Extensions, New Dwellings and Small Infill Developments' (adopted January 2000). Daylight and sunlight assessment is covered in that guidance.

Although the Supplementary Planning Guidance (SPG) applies to residential developments, applications for non-residential development adjacent to or adjoining a residential property should also use the above SPG as a guide to the basic requirements for a Daylight/Sunlight assessment.
This requirement is to meet the NPPF National Decision-Making Policy P3 in Section 17 – Pollution, Public Protection and Security.
Local Plan 2030 Policy 30 (Impact of development – design impact).

Decommissioning and Site Restoration Plan

Applications for renewable and low carbon energy development and electricity network infrastructure are required to include in the submission proposals for decommissioning and site restoration, including details of how these measures are expected to be implemented.

This requirement is to meet the NPPF Annex C and National Decision-Making Policy W3 in Section 10 – Securing Clean Energy and Water.

Design and Access Statement

This is a National Requirement and must be submitted for the following application types

- Outline or Full planning applications for MAJOR development
- Applications in a Conservation area for 1 or more dwellings or any building over 100 square metres
- Applications for Listed Building Consent and include reference to heritage matters
- Design and Access Statements are NOT required for Changes of Use, Engineering operations, Removal or variation of Conditions, Mineral and Waste proposals.

A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly.

Typically, it will include details of the amount (e.g. number of units or floor space), layout (e.g. details of the buildings and spaces), scale (e.g. details of height, width and depth), landscaping (e.g. details of existing and proposed planting), access (e.g. pedestrian, vehicular) and appearance of the development (e.g. details of the architectural style, materials, decoration, lighting, colour and texture). It should also justify the proposal and explain the impact of the development has on the character and appearance of the conservation area.

See further information on how to write and Design and Access Statement

Ecology and Habitat survey

See also national requirement for BNG.

Where a proposed development may have possible impacts on wildlife, ecological interests and biodiversity (e.g. removal of hedges, trees, ponds or landscaping), information must be provided on existing ecological interests including habitats and wildlife corridors and possible impacts on them (both positive and negative) to allow full consideration of those impacts. The impact may be on nationally or locally important species or habitats and may arise as a result of even small-scale householder development.

Where negative impact is likely and proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed.

Where reports related to protected species are being submitted two versions of the report are required for Validation purposes, one full report, and one redacted version is required removing any sensitive details such as precise locations of species or their habits or details which could lead to their predation, loss or destruction. Only the redacted version will be published online. Redaction is the responsibility of the applicant.

Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Details of locally important species and habitat information can be obtained from the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre for a fee and in their action plan. Contact the BRMC on 01234 355435 or brmc@bedsbionet.org.uk.

The Bedfordshire Nature Recovery Strategy 2025 also provides advice and maps priority areas and habitats to guide development and the delivery of biodiversity net gain and to provide a network of areas and habitats across Bedfordshire.

There is also standing advice as to how planning authorities will consider matters affecting protected species which can be found at

Protected species and development: advice for local planning authorities - GOV.UK

Applications for development that will affect areas designated for their biodiversity interests should also include assessments of impacts and proposals for long term maintenance and management. Areas designated as Sites of Special Scientific Interest (SSSIs), County Wildlife Sites or Local Nature Reserves for their biodiversity interest are shown on the adopted Policies Map and further details can be obtained from the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre as described above.

This information might form part of an Environmental Statement where one is necessary.

Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species such as bats, wild birds, newts and voles and it will be necessary to provide information on these, any potential impacts and any mitigation proposals for such impacts.

Information on the need for licences can be obtained from Natural England who also provide pre-application advice for a fee.

For information on BNG please see Biodiversity net gain - GOV.UK
Planning Practice Guidance – Biodiversity Net Gain
For further information on natural environments see Natural environment - GOV.UK
This requirement is to meet the NPPF National Decision-Making policies N2, N3 and N6 in Section 19 – Conserving and Enhancing the Natural Environment.
Local Plan 2030 Policy 42S (Protecting Biodiversity and Geodiversity).

Economic Statement

For applications that involve the provision of employment land or creation of jobs, applications should be accompanied by an economic statement.

A supporting statement of any economic growth / regeneration benefits from the proposed development should include: details of any new jobs (number and type) that might be created or supported; the relative floorspace totals for
each proposed use; and any community benefits. Applications should demonstrate how they will contribute to local economic/regeneration policies and/or strategies. Specifically, the statement should explain how the proposal contributes towards securing jobs growth/employment land requirements outlined in adopted local policies. This analysis should cover quantitative and qualitative issues.

The Council has produced and Economic Prosperity Plan to identify key actions to target and stimulate investment and secure the delivery of growth and job.

This requirement is to meet the NPPF National Decision-Making Policy E2 in Section 7 – Building a Strong, Effective Economy.

Emergency Services Statement for Fire Hydrants and Crime Prevention

This can be incorporated into Design and Access statements but should be clearly identifiable as a separate section. For major development the principles of Secured by Design should be taken into account at an early stage in design and layouts to avoid the need for amendments at a later stage to take into account the needs of the Emergency Services both for the prevention of crime but also to avoid the need to amend layouts for fire hydrant water provision which is covered under Building Regulations and which could result in amendments being sought to layouts post planning decision.

For further information on crime prevention see Secured by Design - Secured by Design
For further information on fire safety see Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK
This is required by the NPPF National Decision-Making Policy HC3 in Section 16 – Promoting Healthy Communities and Policy DP3 in Section 14 – Achieving Well-designed Places.

Fire Statement

A fire Statement is required if the building is more than 18m in height or contains more than 7 storeys and is to be used for 2 or more residential units or education purposes.

For further information on fire safety see Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK

Flood Risk Assessment

The Council has prepared a SFRA for the Borough.
A site-specific Flood Risk Assessment (FRA) appropriate to the scale, nature and location of development will be required for development proposals as follows:

- All proposals for new development located in Flood Zones 2 and 3 as defined in Annex F of the NPPF and shown on the Environment Agency's Flood Map for Planning including householder, minor development and changes of use.
- Development on a site of 1 hectare or greater in Flood Zone 1.
- Development on sites of less than 1 hectare in Flood Zone 1 where the application site could be affected by other sources of flooding including surface water flooding, ground water flooding, flooding from surface water drains and where indicated in Environment Agency's Flood Map for Planning
- Development in Flood Zone 1 and on land which has been identified by the Environment Agency as having critical drainage problems.
- Development in areas identified in a Strategic Flood Risk Assessment as being at increased risk of flooding in the future.
- Development that includes culverting or control of flow of any rivers or streams.
- Development (including any walls) within 8m of the top of the bank of a main river or Flood defence Scheme.
- For further details please look at the Environment Agency website.

The FRA must include the following elements:

- Identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account
- Rank the flood risks from other sources of flooding using the risk banding relating to Flood Risk Zones (i.e. low, medium or high) and justify why these rankings have been given
- Identify opportunities to reduce the probability and consequences of flooding.
- Include the design of surface water management systems including where appropriate Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding. Biodiversity net gain should also be considered as part of any SUDs design.
- The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment (SFRA).

In addition, the Environment Agency provides standing advice on flood risk and development.

The sequential test will be required for major and non-major development that is proposed in

areas at risk of flooding including in Flood Zones 2 and 3 and areas at risk from other flood sources including surface water and ground water flooding. Applications for Householder development; small non-residential extensions (with a footprint of less than 250 square metres); and changes of use, other than changes of use to a caravan, camping or chalet site, or to a mobile home or park home site do not require a Sequential Test. Further guidance is set out in the NPPF National Decision-Making Policy F5 in section 18 - Managing Flood Risk and Coastal Chnage, where exemptions to these requirements are also identified.

Further guidance can be found here: Flood risk assessments: applying for planning permission - GOV.UK and in the Planning Practice Guidance – flood risk and coastal change

A template for FRAs can be found on the Planning portal website - Flood Risk Assessment Template - Guidance
This requirement is to meet the NPPF National Decision-Making policies F4, F5, F6, F7 and F8 in Section 18 – Managing Flood Risk and Coastal Change.
Local Plan 2030 Policies 92 (Flood Risk) and 93 (Sustainable Drainage Systems) and the Sustainable Drainage SPD.

Health Impact Assessment

For applications dealing with 50 dwellings or more, employment sites of 5 ha (gross area) or more and retail development over 500 square metres (Gross Internal Area) a Health Impact Assessment will be required. Additionally for other sites, a Health Impact Assessment may be requested by the LPA where impacts on health are known/identified, for example for bedspaces-based accommodation, Hot Food Takeaways and Minerals and Waste applications.

HIAs should be proportionate and often a rapid HIA is most appropriate. Guidance around the type of HIA that should be used, including HIA templates, can be found in the Bedford Borough Health Impact Assessments Guidance Note.

For schemes which do not trigger an HIA as set out above, applicants should contact the council if the proposal is likely to have health impacts within an area of known deprivation, and this can be checked by postcode using Local Deprivation Explorer 2025.

For strategic sites and applications involving 1,000 dwellings or more or for large scale mixed used development, a full and comprehensive HIA will be required. Early in the master planning process applicants should contact the Public Health Team who will advise on scoping the study. HIA can be provided as part of the Environmental Impact Analysis where this is appropriate.

Public Health Team (a shared service for Bedford, Milton Keynes and Central Bedfordshire) contact information: HIA.Consultations@milton-keynes.gov.uk

Further information on health impacts can be found here:-
Health Impact Assessment Tools: Simple tools for recording the results of the Health Impact Assessment
Healthy and safe communities - GOV.UK
This requirement is to meet the NPPF National Decision-Making Policy DP3 in Section 14 – Achieving Well-designed Places and Policy HC3 in Section 16 – Promoting Healthy Communities.
Local Plan 2030 Policy 2S (Healthy Communities).

Heritage Impact Assessment

A Heritage Impact Assessment includes the assessment of the significance of the asset(s) affected (including any contribution made by their setting) and of the potential effect(s) of the proposal(s) on their significance. It is required with any application within or affecting the setting of designated conservation areas, registered historic parks or gardens, or affecting known

archaeological sites, listed buildings and also with applications for Listed Building Consent or Conservation Area Consent). These can also be required where there is potential to affect any of these assets.

The scope and degree of detail necessary in a Heritage Impact Assessment will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer, conservation officer or archaeological officer before any application is made. The following is a guide to the sort of information that may be required for different types of application. Matters set out in the statement should be clearly identified at an appropriate level of detail in the submitted survey and proposal plans. Reference should also be made to any local or National Historic Environment List entries.

A written statement will be required that includes:-

- A comprehensive but proportionate explanation of works proposed including details of the materials to be used, explanation of historic context and areas affected by works and include photographs where helpful for illustration purposes
- An analysis of the significance of any heritage assets affected, designated or non-designated, including any contribution made by their setting.
- As assessment of the impact of the proposal son the significance of all affected heritage assets, using the NPPF assessment of 'harm'
- An explanation as to how the proposals have been designed to minimise or mitigate any impacts to heritage assets
- For applications involving disturbance to ground within an area of known archaeological potential or where there is a major development proposal or infrastructure proposal the applicant is advised to seek guidance on the need for an archaeological desk-top assessment or trench evaluation prior to submission of the heritage statement which should then include the relevant findings of these studies

It is recommended that use of contractors with relevant competency in working with heritage assets and for archaeology, it is recommended that a contractor is a member of the Chartered Institute of Archaeology.

Please see the National Planning Policy Framework and English Heritage guidance *Conservation Principles* for further explanation of significance). The level of detail should be proportionate to the assets' importance and sufficient to understand the potential impact of the proposal on their significance. A structural survey may be required in support of an application for listed building consent.

For further advice on archaeology and development please see CIfA guidance Archaeological works: a guide for construction companies and householders | CIfA

If your application involves the display of advertisements in a conservation area, the Heritage statement should also provide details of how the guidance in the adopted Supplementary Planning Document *'Shopfronts and Advertisements in Conservation Areas'* (November 2005) has been taken into account in the proposal particularly in relation to use of appropriate materials and levels of illumination. See the Conservation and heritage section on Council's website.

Further information is available in the Planning Practice Guidance – conserving and enhancing the historic environment
Planning (Listed Buildings and Conservation Areas) Act 1990

More information about Historic England planning advice: Planning Advice | Historic England
This requirement is to meet the NPPF National Decision-Making Policy HE5 in Section 20 - Conserving and Enhancing the Historic Environment.
Local Plan 2030 Policy 41S (Historic environment and heritage assets).

Housing Statement

For all applications of 10 or more dwellings the Council will require a housing statement. The statement is expected to include:

- Proportion and mix of housing sizes in net internal area and number of bedrooms and people (bed spaces) in relation to the Nationally Described Space Standards (NDSS) 2015 for both open market housing and affordable housing.
- Proportion and mix of affordable housing tenures, including the minimum proportion of Social Rent.
- The number and size mix of residential units (total number of residential units and the proportion of market and affordable units and the mix of units in terms of house type)
- The number and proportion of units meeting UK Building Regulations (Approved Document M) categories M4(1), M4(2) and M4(3).
- A plan showing the location of the market and affordable units, showing that affordable housing clusters would not exceed 15 dwellings and the number of bedrooms and floorspace of those units, the accessibility standard and the type of tenure.

For each affordable unit the Housing Statement should also include information regarding:

For advice on housing tenure and size mix as well as specific requirements for different groups including for older or disabled people you are advised to refer to the Local Plan 2030 and the Council's Local Housing Needs Assessment (LHNA) 2021.

For applications for outline planning permission, the housing tenure and size mix as well as ther location may be indicative, however the Housing Statement is still required to include this information to demonstrate that the site can accommodate the level of development proposed at that stage.

In addition to the above, if the application relates to a rural exception site (as defined by Annex B of the NPPF) the Housing Statement (alongside the Planning Statement where relavwnt) shall include information to demonstrate compliance with National Decision-Making Policy HO10, including a Local Housing Needs Survey or secondary data that is no more than five years old.

For Specialist Housing forms of accommodation, the Housing Statement needs to include information to demonstrate compliance with National Decision-Making Policy HO9. For Specialist Housing for Older People the Housing Statement must demonstrate compliance with Local Plan 2030 Policy 59S (Housing Mix).

Further advice is available on various housing matters in the Planning Practice Guidance on GOV.UK including:

- Housing needs of different groups
- Housing for older and disabled people
- Housing supply and delivery

This requirement is to meet the NPPF National Deicion-Making policies HO7, HO8, HO9, and HO10 in Section 6 – Delivering a Sufficient Supply of Homes
Local Plan 2030 Policies 58S (Affordable Housing) and 59S (Housing Mix).

Land contamination assessment

This will be required for applications on or near land that may be contaminated due to an existing , previous or adjacent use. Where contamination is already known or where a previous proposal has

identified contamination as an issue, a report will be required for validation. For all other major or minor applications assessment may be identified as required during the course of an application after consultation with relevant statutory bodies and a report may then requested by the Case officer prior to determination of an application.

The level of information required will be dependent upon the nature of and extent of any contamination but as a minimum a phase 1 survey will be required to establish the extent of and nature of contamination, any risks posed and to whom.

The survey should be carried out by a suitably qualified assessor and as a minimum include:

- Analysis of desk based information such as historic data and mapping
- Site walkover results and analysis
- An initial risk assessment identifying possible risks and sources of contamination, any vulnerable receptors, any pollution issues and mitigation proposed.

Where subsequent contamination is identified or is already known to exist a phase 2 survey will be required prior to determination of any application. The need for this phase may only come to light during the consideration of an application. A phase 2 survey must include the following in addition to that set out above for Phase 1.

Phase 2 survey to include:-

- A site specific human health and environmental risk assessment with a written remediation scheme to manage and control identified risks
- Evidence that the site is suitable for its proposed new use including assessment of any pollution and ground instability and taking into account mitigation and remediation methods proposed. This must include an assessment of any impacts on the natural environment which might arise from remediation.
- Details of effects of any pollution on health, the natural environment or amenity, including any cumulative effects. This should include an analysis of the area and its sensitivity to adverse pollution or contamination.
- If the site lies within 250 metres of a former landfill site, there will be a requirement for an assessment of specific issues relating to ground gas.

It is essential that after any necessary remediation the land must not remain contaminated or deemed contaminated under Part IIa of the Environmental Pollution Act 1990.

Further advice can be found on the Government website Land contamination: technical guidance - GOV.UK and Land affected by contamination - GOV.UK

and the Council's website Contaminated land | Bedford Borough Council
This requirement is to meet the NPPF Annex C and National Decision-Making policies P2 in Section 17 – Pollution, Public Protection and Security and W4 in Section 10 – Securing Clean Energy and Water. Local Plan 2030 Policies 47S (Pollution, disturbance and contaminated land) and 50S (Water resources), as well as the Sustainable Drainage SPD.

Landscape and Visual Impact assessment (LVIA/LVA)

This will be required for all applications where development proposals have the potential to impact upon the landscape/townscape character and /or views and visual amenity. This requirement includes, but is not limited to:-

- Development subject to EIA
- All Solar or Wind Energy proposals
- Proposals for major development outside of existing settlement boundaries
- Major development within or adjacent to a Conservation Area or Forest of Marston Vale

Other locations where LVIA/LVA is needed may be identified through the pre-application/PID process or through the statutory consultation process.

A Landscape and Visual Impact assessment (LVIA)/ Landscape and Visual Appraisal (LVA) must include an assessment of the landscape and visual effects of the proposal to a level commensurate with the significance and magnitude of the likely effects. Guidance on the requirements for LVIAs is provided by the Landscape Institute.
Guidelines for Landscape and Visual Impact Assessment (GLVIA3) – The Landscape Institute and for LVAs Visualisation of development – The Landscape Institute

Where development will include lighting that would affect night-time views the LVIA/LVA should include an assessment of the visual effects to demonstrate the level of impact throughout the night. The approach should follow the guidance available and include an assessment of existing landscape character and relevant planning guidance, any relevant management plans such as those for Forest of Marton Vale, conservation area appraisals and neighbourhood plans.

Any assessment should be carried out by a suitably qualified practitioner and clearly demonstrate how the design and location of the development has been guided by the landscape character.

See the Bedford Borough landscape character assessment and the Marston Vale Plan
This requirement is to meet the NPPF National Decision-Making policies N2 in Section 19 Conserving and Enhancing the Natural Environment.
Local Plan 2030 Policies 37 (Landscape Character) and 38 (Landscaping in New Development).

Landscape Proposals and Mitigation Plans

This is required for all Outline, Full or Reserved Matters proposals where landscaping is a matter for determination.

Landscape proposals should be proportionate to the scheme or as identified in outline or pre-application discussions and should include (where relevant) :-

- A plan detailing the proposed external works including hard and soft landscaping and all other measure that will become landscape features, such as trees, flood management measures, fencing and boundary treatment, bunds/screening
- An evaluation of the importance of existing landscape features and how these are to be maintained and enhanced.
- Where existing features are to be lost or adversely affected, a clear demonstration of need for their loss and mitigation will be required
- Planting specifications including planting methods, spacing, species, stock size and proposed timing of planting. Native tree planting should be used rather than ornamental planting where possible
- Details of ongoing management of planting and landscaping, including details of proposed monitoring for plant failure and replacement
- Planting scheme need to be coordinated with street lighting and below ground servicing to ensure conflicts have been avoided.

Further advice can be found in the Planning Practice Guidance on natural environment.
This requirement is to meet the NPPF National Decision-Making policies DP3 in Section 14 – Achieving Well-designed Places and N2, N3 and N6 in Section 19 Conserving and Enhancing the Natural Environment.
Local Plan 2030 Policies 37 (Landscape Character) and 38 (Landscaping in New Development) 39 (Retention of Trees) and 40 (Hedgerows).

Lighting/Light Pollution Assessment

Proposals involving developments in the vicinity of residential property, protected species habitats, a Listed Building or a Conservation Area, or open countryside, where external or free standing lighting would be provided or made necessary by the development, including sports pitch lighting and security lighting, should be accompanied by details of such external or free standing lighting and the proposed hours when the lighting would be switched on. This may also be required if proposed lighting could spill light onto adjoining transport networks.

These details must include a layout plan with beam orientation, beam spread, intensity of lighting proposed, any controls such as movement sensors or timers, hours of use and a schedule of the equipment in the design. The details should also demonstrate how maximum energy efficiency is to be achieved whilst minimising potential nuisance to neighbours.

Where lighting is proposed in the vicinity of known bat roost or bat flight paths, details must include mitigation to minimise impact on bats.

'Lighting in the countryside: Towards good practice' (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting to avoid nuisance and light pollution. The advice is applicable in towns as well as the countryside. For advice relating to lighting and bats see advice note GN08 by Institution of Lighting Professionals.

Further advice can be found in the Planning Practice Guidance on light pollution.

This requirement is to meet the NPPF Annex C and National Decision-Making Policy P3 in Section 17 – Pollution, Public Protection and Security.
Planning Practice Guidance - Light Pollution.
Local Plan 2030 Policy 47S (Pollution, disturbance and contaminated land).

Marketing Strategy

This will be required where a proposal would result in the loss of shops and public houses, where there is no reasonable prospect of the use being retained, either due to there being insufficient community support for the service it provides, or because it is no longer viable or feasible to operate. Where commercial viability is an issue, evidence should be provided that reasonable steps have been taken to market the property for its existing use without success, for a period of at least 12 months.

For heritage assets the Strategy will need to demonstrate that no other appropriate and viable use of the heritage asset can be found. Moreover, it will be necessary to provide evidence that other potential owners or uses of the site have been sought through appropriate marketing and that reasonable endeavours have been made to seek grant funding for the heritage assets conservation, including approaches to any charities or public authorities to take on the asset.

The Marketing Strategy will usually be in the form of a report to show the efforts that have been made to let and/or sell the buildings and site for their ongoing use (including as a redevelopment opportunity where appropriate). A pro-forma has been developed by the Borough Council to assist this process and is included in the Allocations and Designations Plan 2013 (Appendix 1). A copy of pro-forma can be obtained from the Local Planning Authority.

This requirement is to meet the NPPF National Decision-Making Policies HC6 in Section 16 (Promoting Healthy Communities), and HE4 in Section 20 (Conserving and Enhancing the Historic Environment).

Local Plan 2030 Policy 41S (historic environment and heritage assets).

Noise Impact Assessment

Applications that may generate significant noise, either alone or in combination with other existing or proposed development or are considered to be a noise-sensitive development will need to be supported by a Noise Impact Assessment (which shall include details of mitigation) prepared by a suitably qualified acoustician.

In particular, noise assessments will be required for all development adjoining major roads including traffic sensitive streets in the town centre, industry,

entertainment venues, licensed premises, the railway, distribution depots and sporting venues.

All applications involving the installation of plant and equipment (i.e. condensers, air conditioning units, air to air heat pumps) shall include either their individual Sound Power Level or Sound Pressure Level at a stated distance.

Any noise assessment submitted should normally include:-

- Baseline data relating to existing background noise levels including frequency analysis
- Identification of sensitive receptors and measuring points and how these are considered as the appropriate locations (by considering distance and topography
- Design features to minimise or mitigate noise to avoid adverse impact and impacts on quality of life
- Where cumulative impact is identified these should be modelled and scenarios tests to determine likely impacts
- An assessment of the impact on any residential increase in noise-on-noise sensitive receptors and the surrounding areas
- A noise monitoring and mitigation/management scheme

Further guidance can be found in the Noise policy statement for England - GOV.UK and for residential development, the Institute of Acoustics Guide ProPG Main Document.pdf

This requirement is to meet the NPPF Annex C and National Decision-Making Policy P3 in Section 17 – Pollution, Public Protection and Security.
Planning Practice Note: Noise Noise - GOV.UK
Local Plan 2030 Policies 32 (The impact of development - access impacts), 47S (Pollution, disturbance and contaminated land) and 88 (Impact of transport on people, places and environment)

Open Space, Sports and Recreation Facilities Assessment

For development affecting open spaces (including Village Open Spaces and Urban Open Spaces), sport and recreation uses, application proposals should be accompanied by an assessment demonstrating that open space, buildings or land are surplus to requirements. Plans showing any such areas that are within or adjoining the application site and details of how they are affected by the proposal should also be part of the assessment. With regard to the village open spaces and urban open spaces the application should have regard to policies contained in the Allocations and Designations Plan and the reasons for the designation.

Where appropriate, proposals for development should be accompanied by plans showing proposed new open space, sport and recreation facilities and information to show how the amount, quality and accessibility of that space meets the requirements of adopted policy. Details of the required contributions for new open space can be found alongside the SPD at Open-Space SPD

This requirement is to meet the NPPF Annex C and National Decision-Making Policy HC7 in Section 16 (Promoting Healthy Communities.

Planning Practice Note: Open Space Sports and recreational facilities and local green space

Local Plan 2030 Policies 29 (Design quality and principles), and53 (Development layout and accessibility).Allocations and Designations Local Plan 2013 Policies 28 (Provision of Open Space and Built Facilities in Association with New Development), 40 (Village Open Spaces and Views),43 (Urban Open Spaces and Gaps).

Parking Provision

The application must provide details of existing and proposed vehicle parking provision; a clear distinction should be made between visitor and residents'/operational parking. These details should also be shown on a block layout plan.

Cycle parking will also be required for all new development. In all cases, it will be appropriate to explain how cycle parking has been considered through the design process having regard to the SPD. In most instances it will be appropriate to include locations and other details of cycle parking on layout drawings. For further guidance see Parking standards for sustainable communities | Bedford Borough Council

This requirement is to meet the NPPF National Decision-Making policies TR4 in Section 15 (Promoting Sustainable Transport) and DP3 in Section 14 (Achieving Well-designed Places)
Local Plan 2030 Policies 29 (Design quality and principles), 30 (The impact of development - design impacts), 31 (The impact of development - access impacts), and 88 (Impact of transport on people, places and environment) and Parking Standards for Sustainable Communities SPD.

Planning Obligations – Draft Head(s) of Terms

Planning obligations (or "section 106 agreements") are agreements made under section 106 of the Town and Country Planning Act 1990 as amended. They are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or "developers") and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Matters which may give rise to the need for contributions include (not exhaustive):

- Roads, foot and cycleways, public transport facilities and services
- Community facilities (meeting halls, library services and places of worship)
- Schools/education
- Healthcare facilities
- Green infrastructure
- Affordable housing
- Self-Build and Custom Build housing
- Drainage facilities
- Play provision
- Public art
- Sport and recreation provision
- Public access and rights of way
- Renewable energy initiatives
- The historic environment
- CCTV
- Public realm
- Crime and disorder initiatives

- Other issues arising from the specific case.

Where it is anticipated that any of these matters may need to be addressed by planning obligation, it would be beneficial if a draft Heads of Terms is submitted with the application. This can be included as part of the Planning Statement submitted with the application.

For further information on how contributions will be calculated please see further guidance on:

- education
- health

For further information and guidance on S106s please see the Council's website. Section 106 agreements | Bedford Borough Council

National Practice Guidance – Planning Obligations
This requirement is to meet NPPF Annex C and Decision-Making Policy DM1 in Section 3 (Decision-making Policies).
Local Plan 2030 Policy 86S (Delivering Infrastructure) and
Planning Obligations SPD.

Planning Statement

A planning statement may be appropriate for major (10 or more dwellings or more than 1000 square metres or sites 0.5 ha or more) applications. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, and local development plan policies. It may also include details of consultations with the local planning authority, the local Parish Council and wider community/statutory consultees undertaken prior to submission undertaken as part of an engagement strategy although for major developments in excess of 50 dwellings or 7500 square metres of commercial or retail use a separate statement on how the community has been engaged prior to the application may be appropriate.

For further advice on Planning Statements see Supporting Planning Statement - Planning Portal

This requirement is to meet NPPF Annex C and Decision-Making Policy DM1 in Section 3 (Decision-making Policies).

Retail/Town Centre Uses – Evidence to accompany applications

The level of detail and type of evidence and analysis required should be proportionate to the scale and nature of the proposal. Applications for main town centre uses, that is, retail, leisure and office uses (whether within the town centre or outside of it) should provide a Sequential Assessment and, for proposals in excess of 2,500 square metres, also provide a Retail Impact Assessment.

The Assessment is expected to follow guidance within the Strategy for Bedford High Street SPD, where relevant.

The assessment will need to include reference to the likely catchment area to be served by the proposal and identify nearby centre(s) that represent suitable locations to accommodate the scale and form of development proposed. The area of search will vary and should be agreed by the Council prior to the assessment being made. The information to be provided must include the following information:

- The availability, suitability and viability of potential alternative town centre sites and where appropriate, edge of centre

- The impact of the proposal on town centre viability and vitality, including local consumer choice and trade in the town centre and wider area with an analysis of future impacts over the next 5 years or 10 years for major development which may not be implemented immediately.
- The impact of the proposal on existing, committed and planned public and private investments in the town centre(s) within the identified catchment area of the proposal.
- Impact assessments may also be required for major extensions of existing premises or variations of conditions where this would alter the effects of a development.

Any assessment submitted may be required to be considered by an independent assessor on behalf of the Council. The cost of this review will need to be paid for by the applicant. This requirement may be identified during the course of the consideration of an application.

This requirement is to meet the NPPF Annex C and National Decision-Making Policy TC4 in Section 8 Ensuring the Vitality of Town Centres
Planning Practice Guidance – Town Centres and retail
Local Plan 2030 Policies77S (Hierarchy of town centres),78 (Out of centre development),82 (Local centres including rural key service centres – changes of use), and 85 (Impact of town centre uses), as well as the A Strategy for Bedford High Street SPD.

Viability Assessment

There may be circumstances in which the submission of a viability assessment as part of a development proposal may be justified. In such circumstances, the information required is a viability assessment reflecting National Decision-Making Policy DM5 of the NPPF and the recommended approach in planning practice guidance.

Failure to provide a Viability Assessment would not result in an application not being validated but information is provided here to ensure appropriate details are submitted when this is required.

Where there are known viability issues or these arise during the course of an application which may prevent the delivery of proposed development, required obligations, contributions or features in accordance with adopted national and local policies applicants are advised to provide a viability assessment promptly.

In these cases, an ‘open book’ viability statement should be prepared in accordance with Planning Practice Guidance and the Council’s own guidance and detailed in proportion to the proposed development must be submitted alongside any planning application.

The aim of any assessment is to be transparent, reducing areas of contention and aiming to reach an agreed position on viability. Any submitted viability assessment will then be submitted to another independent assessor on behalf of the Council, and the cost of this review must be paid for by the applicant.

This requirement is to meet the NPPF Decision Making Policy DM5 in Section 3 - Decision Making Policies
Planning Practice Guidance: Viability
Local Plan 2030 Policies 58S (Affordable housing) and 86S (Delivering infrastructure), as well as the Planning Obligations SPD.

Statement of Community Involvement/Statement of Engagement

For all major applications, including any large-scale change of use applications, applicants are required to undertake pre-application discussions with the local community as indicated in the adopted Statement of Community Involvement (2025), although it is accepted that the SCIs may

be replaced with the need for Engagement Statements shortly. The Council recommends that applicants for larger schemes or schemes of a sensitive nature undertake community involvement with the affected local community and set out within either the Planning Statement (see above) or a separate Engagement statement detailing this community participation. The statement should show how the views of the local community have been sought and taken into account in the formulation of development proposals including how the scheme has been amended/adapted and responded to the views received

If consultation is not carried out, the reasons why this has not taken place should be included within the application.

See advice contained here - Before submitting an application - GOV.UK

All applications for wind turbines in excess of 15 metres hub height or more than 2 turbines are required to undertake pre-application consultation in accordance with the Town and Country Planning (Development Procedure) Order 2015 (as amended).

This requirement is to meet the NPPF Decision-Making Policy DM1 in Section 3 - Decision Making Policies
Bedford Borough Council SCI - Statement of Community Involvement 2025

Statutory Declarations

Failure to provide Statutory Declaration would not result in an application not being validated but information is provided here to ensure appropriate details are submitted when this is required.

These are advised to support applications for Certificates of Lawfulness for an Existing Development. These comprise witness statements signed by persons with personal knowledge of the existing use, operation or development

This requirement is to meet Planning Practice Guidance - Lawful development certificates - GOV.UK

Structural Surveys

Where conversion of a barn/outbuilding or for significant works to an existing listed building is proposed, the Borough Council will require submission of a detailed structural report to show that the building is capable of adaptation and alteration. The amount of repair and replacement involved should be clearly indicated and be only that essential for the development.

The structural survey must be carried out by a qualified structural engineer, and for works to listed buildings, the structural engineer is expected to have knowledge of heritage assets.

The report must include details of the following as a minimum:-

- structural stability including relevant information on footings, wall loadings and any supports such as ties, past settlement, wall condition/damage, timber conditions including any fungal or beetle attack, roof conditions including sagging
- damp or frost damage
- details of beams/joists for any wall and roof construction affected, including rafter size, purlins, trusses
- existence of any vermin/birds (please note that there are also separate national requirements in relation to protected species)

- Method statement for dealing with any structural problems found including detailed drawings, sequencing of works, details of any temporary measures required

This is required in accordance with Making an application - GOV.UK
Local Plan 2030 Policy 65 (re-use of rural buildings in the Countryside)

Surface and Foul Water Drainage disposal methods

All full or reserved matters applications for new major development which involves new drainage proposals, will be required to provide full details of the proposed surface and foul drainage in accordance with the Council's Sustainable Drainage System (SuDS) SPD

For development not intending to connect to the public sewage system you will need to demonstrate that non mains sewerage systems are acceptable for your development

Applicants are required to consider the impact of surface water run-off as part of site appraisals and build in design features at an early stage such as sustainable drainage systems. Such design details must take into account the impact of any new large areas of hard surfacing which could lead to impacts off site.

Where possible permeable surfaces should be used for parking areas.

Foul Drainage

For those not intending connection to public systems please see the guidance and complete the forms on the Environment Agency website:-
Advice for local authorities on non-mains drainage from non-major development

Surface Water

An assessment commensurate with the scale of the development is required to address surface water drainage. The assessment should include:

- Current surface water drainage details for the site, including discharge routes, flow rates, volumes and amenity/ecology benefits
- Information on how the surface water resulting from the proposed development will be discharged including volumes, flow rates, any attenuation proposed
- Any proposed use of Sustainable drainage systems (SuDS) including details for ongoing maintenance, measure taken to ensure there is no increase in flood risk, how pollution will be avoided
- Consideration of biodiversity net gain benefits as part of SuDS
- Justification as to why use of SuDS is not appropriate where relevant

Guidance on the use of SuDS can be found here National standards for sustainable drainage systems (SuDS) - GOV.UK and Sustainable drainage | Bedford Borough Council

This requirement is to meet the NPPF National Decision-Making policies CC3 in Section 5 – Meeting the Challenge of Climate Change, W4 in Section 10 – Securing Clean Energy and Water, and F8 in Section 18 - Managing Flood Risk and Coastal Change.
Planning Practice Guidance: Flood Risk and Coastal change

Local Plan 2030 Policies 50S (water resources) and 51S (climate change strategic approach) and Sustainable Drainage SPD.

Sustainability Statement

This is required for all major developments. The report should provide details of sustainable design, construction and other measures that are being incorporated into
the development to reduce the energy, water and materials to address climate change and the inclusion of renewables/sustainable technologies e.g.:
• PV panels;
• Ground source heat pumps;
• Electric charging points;
• Combined heat and power.

• Other measures to encourage future occupiers/users of the site to reduce carbon footprint including recycling facilities, water recycling and other adaptions to climate change

This requirement is to meet the NPPF National Decision-Making policies CC2 and CC3 in Section 5 – Meeting the Challenge of Climate Change, and DP3 in Section 14 – Achieving Well-designed Places.

This requirement is in accordance with the Town and Country Planning (Development Procedure) Order 2015 (as amended)
Local Plan 2030 Policies 50S (Water resources), 51S (Climate change strategic approach), and 52 (Water demand).

Telecommunications and Infrastructure Statement

Annex C in the NPPF and National Decision-Making Policy CO2 require supporting information for telecommunications infrastructure proposals, including applications for prior approval under the General Permitted Development Order, as amended.

The information can be included in single a Telecommunications Infrastructure Statement to demonstrate compliance with National Decision-Making Policy CO2, and will include where relevant:

- Information on the outcome of pre submission consultations (in particular with the relevant body);
- Evidence that the applicant has sought to keep the number of new sites to a minimum, where a new site is proposed; and
- Statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission guidelines on non-ionising radiation protection.

This requirement is in accordance with NPPF Annex C and National Decision-Making Policy CO2 in Section 9 – Supporting High Quality Communications.

Transport Assessment/Statements (TA/TS)

Transport Assessments are required for all development proposals which will generate significant amounts of traffic or movements. The coverage and detail of the Transport Assessment (TA) should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes (development that is expected to generate relatively low numbers of trips or traffic flows and thus has relatively small transport implications) a Transport Statement (TS) is sufficient and should simply outline the transport aspects of the application as a lighter touch. Where mitigation relates to matters that can be dealt with through a travel plan please see separate heading.

The TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. For development that has significant transport

implications, an appropriate level of highway capacity analysis should be included, together with details of any required off-site works.

Further information on what to include in these documents can be found at Travel Plans, Transport Assessments and Statements on GOV.UK

Where an application may have an impact on the trunk road, the applicant should ensure that the planning guidance set out by the Department of Transport is adhered to.

You are also advised to see the Bedford Borough Council Local Transport Plan.
This requirement is in accordance with NPPF Annex C and National Decision-Making Policy TR6 in Section 15 – Promoting Sustainable Transport
Planning Practice Guidance – Travel Plans, Transport Assessments and Statements
Local Plan 2030 Policy 90S (Transport infrastructure and network improvements).

Travel Plan

This section identifies indicative thresholds above which Travel Plans will be required for developments in Bedford Borough. The following principles should be considered in addition to the indicative thresholds:

- As a general rule, **if a Transport Assessment is required, so is a Travel Plan**. Indeed a Travel Plan should complement the Transport Assessment. The scope and importance of the Travel Plan will vary depending on the development type and its location.
- Some developments may fall below the thresholds but still raise **significant travel issues** that could be addressed via a Travel Plan. This could be, for example, in an area where initiatives or targets have been adopted for the reduction of road traffic, air quality management or the promotion of public transport, walking and cycling.
- Smaller developments, which individually would fall below the threshold but, taken together with other smaller developments in the area, may have a **cumulative impact** that a Travel Plan could help address.
- Smaller developments that lie within a larger development area. An example would be where outline planning permission exists for a business park which has an **area wide travel plan** (possibly a “masterplan” area). As smaller sites or plots come forward for approval of details, Travel Plans may be sought for these individual sites.
- For mixed use development, individual components may fall below the thresholds but the overall transport impact may require a Travel Plan.
- There may be instances where a Travel Plan can help address a particular **local problem** associated with the planning application, which might otherwise have to be refused on local traffic grounds (e.g. day nursery on a busy commuter route).
- It should not be assumed that the absence of a Travel Plan requirement removes the need for addressing **sustainable transport** issues. Measures to promote access via non-car modes may be secured without a Travel Plan being required e.g. through inclusion of provision for walking/cycling
- **Each proposal will be considered on its merits** and developers are encouraged to seek the view of the local planning authority at an early stage after reading this guidance and maintain a regular dialogue with them throughout the planning process.

Further advice can be found on in the Planning Practice Guidance and here; Travel plans - Overview | Bedford Borough Council
This requirement is in accordance with NPPF Annex C and National Decision-Making Policy TR6 in Section 15 – Promoting Sustainable Transport
Planning Practice Guidance – Travel Plans, Transport Assessments and Statements
Local Plan 2030 Policy 90S (Transport infrastructure and network improvements)

Tree Survey/Arboricultural impact assessment ~~Report~~

Applications involving new development on sites containing trees, or where trees are situated near or overhang the site boundary, will be required to be accompanied by an arboricultural report incorporating the recommendations set out in BS5837:2012 *"Trees in relation to design, demolition and construction: Recommendations."*

BS5837:2012 contains detailed guidance on survey information and plans that should be provided. Such survey information and plans should be undertaken by an arboriculturist as defined in the Standard. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

The level of information required needs to be proportionate to the scale of the development proposed and to the value of the trees in terms of the amenity they provide.

If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.

Full arboricultural information will be required for works to or affecting any trees covered by a Tree Preservation Order or within a Conservation Area and must include an arboricultural method statement.

This requirement is in accordance with NPPF National Decision-Making policies DP3 in Section 14 – Achieving Well-designed Places and N2 in Section 19 – Conserving and Enhancing the Natural Environment.
Planning Practice Guidance – Natural environment.
BS5837:2012 trees in relation to design, demolition and construction.
Local Plan 2030 Policy 39 (Retention of Trees).

Ventilation/Extraction Statement

This is required where there is a proposal for the installation of external ventilation/extraction equipment attached to the outside of a building. The information can be included as part of a Noise Assessment submitted with the application. Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications.

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Further advice is available in: Guidance on the Control of Odour and Noise from Commercial Kitchen

This requirement is in accordance with NPPF Annex C and National Decision-Making Policy P3 in Section 17 – Pollution, Public Protection and Security.

Planning Practice Guidance – Noise

Local Plan 2030 Policy 47S (Pollution, Disturbance and Contaminated Land)

Waste Audits and Assessments

All applications should include details of waste storage facilities and demonstrate the means of

access to them particularly for larger development where clear vehicular access must be demonstrated and swept path analysis for refuse and recycling vehicles including turning facilities for cul-de-sacs

In most instances it will be appropriate to include details of waste storage areas on layout drawings with supporting information included in the design and access statement. All proposals for new dwellings including through change of use and conversion should make provision for waste and recycling storage areas. Please also see guidance on Waste Audits

For large scale major development, a waste planning statement will be required and should include details on the following matters:-

- How the proposal meets sustainable waste management objectives and promotes reuse and recycling.
- How construction waste is to be minimised and managed throughout the lifetime of construction including proposals to segregate materials suitable for reuse or recycling
- Planning Policy Guidance on waste
  This requirement is in accordance with NPPF Annex C and National Decision-Making policies CC2 in Section 5 – Meeting the Challenge of Climate Change, DP3 in Section 14 – Achieving Well-designed Places, and P3 in Section 17 – Pollution, Public Protection and Security. Section 12 – achieving well designed places
  Local Plan 2030 Policy 32 (The impacts of development – disturbance and pollution impacts) and 49 (waste).