

WARWICK DISTRICT COUNCIL

APPLICATION VALIDATION REQUIREMENTS – SUPPORTING INFORMATION TO ACCOMPANY PLANNING AND OTHER APPLICATIONS

Why is there a need for a validation “checklist”?

The publication of planning application validation requirements or checklists is designed to help all applicants and their agents to present their applications clearly and accurately and accompanied by all the necessary relevant information which the Planning Authority is likely to need in order to make a decision, thereby minimising potential delays in the assessment process. The availability of this information “upfront” will help prospective applicants; will assist public understanding of and community involvement in the application decision making process, whilst also helping to ensure that the application has the best chance of succeeding.

The most important piece of advice in this checklist is that we welcome pre-application discussions with prospective applicants or their agents.

At pre-application stage, we will:-

- Advise you of the relevant national and Development Plan policies and guidance which are relevant to your proposals.
- Provide information on any relevant planning history for the site.
- Advise you on the supporting information you need to provide with your application in order to comply with the Council’s validation requirements.
- Inform you of a likely timetable for the handling of your application.

The published validation requirements are not a substitute for the process of pre-application discussion which continues to form part of delivering the development control service, but are principally designed to be used as a reference for ensuring that all relevant matters are covered if an application is submitted.


This document sets out the various types of supporting information that may need to accompany a planning application. Pre – application contact with a Planning Officer is often required in order to determine whether specific information from one of the listed categories needs to be submitted with the application “upfront”.

On the Council’s website , there are individual lists of requirements for each application type which cover the plans and forms required. Please contact us if you are unsure of the type of form you need to complete.


ADDITIONAL SUPPORTING INFORMATION


The checklist that follows sets out the categories of **additional supporting information** that may need to be submitted with your application.



<input type="checkbox"/> 1	Supporting Planning Statement	
	<p>When is it required?</p> <p>With most “major” planning applications and with applications for “inappropriate” development in a green belt area where “very special circumstances” to justify departing from policy need to be demonstrated. Please discuss the need for this type of statement with a planning officer prior to submitting your application</p> <p>What is required?</p> <p>A written statement to show how the proposed development accords with policies in the development plan, supplementary planning document or any development brief for the site. It should also include details of any consultations with statutory consultees or wider community involvement undertaken prior to submission.</p>	<p>Contact</p> <p>Planning Officer within relevant area team</p>
<input type="checkbox"/> 2	Design and Access Statement	
	<p>When is it required?</p> <p>These statements will be required with all applications except those for change of use (unless operational development is involved) engineering or mining operations, or householder development unless the dwelling house is in a Conservation area.</p> <p>What is required?</p> <p>A statement demonstrating how the scheme has regard to the townscape and landscape of the wider locality, taking into account the local pattern of streets, spaces, buildings, traditions, materials, landscape features and ecology and showing how the scale and design of the scheme has been arrived at .The “access” component will need to explain how the chosen access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network.</p> <p>Design can also play a key role in Crime Prevention and the design statement should include reference to how the chosen design helps to meet crime prevention objectives.</p> <p>National Policies and Guidance</p>	<p>Contact</p> <p>Planning Officer within relevant area team</p>

	<ul style="list-style-type: none"> • Planning Policy Statement 1: Delivering Sustainable Development <p>CABE guidance</p> <ul style="list-style-type: none"> • http://www.cabe.org.uk/publications • <p>Relevant Local Plan Policies and Guidance include (not exhaustive)</p> <ul style="list-style-type: none"> • DP1 – Layout and Design (Warwick District Local Plan Revised Deposit Version 1996-2011) • DP 6 – Access • DP 12 – Energy Efficiency • RAP2– Extensions to Dwellings • RAP 3 – Replacement Dwellings • WDC Guidance notes on Design and Access statements • Residential Design Guidance (to follow) • DAP3 - Protecting Nature Conservation and Geology 	
<input type="checkbox"/> 3	Affordable Housing statement	
	<p>When is it required?</p> <p>In all cases where the size of the development is above the thresholds in the Local Plan affordable housing policy (Policy SC9) or where “rural exception” housing is being provided (Policy RAP5).</p> <p>Policy SC9 requires the provision of affordable housing in the following circumstances:</p> <ul style="list-style-type: none"> • within towns, sites of 10 or more dwellings or 0.25 hectare or more in area; • in rural areas, sites of 3 or more dwellings. <p>Provision is required at a rate of 40% of the number of dwellings proposed. Financial contributions in lieu of on-site provision or alternative off site provision will only be acceptable in exceptional circumstances.</p> <p>An affordable housing statement should be provided in all cases where “rural exception” housing is provided under Policy RAP5.</p> <p>Where affordable housing is required, the planning application should be accompanied by the Council’s Affordable Housing details form which requires details of tenure/mix to be provided.</p> <p>What is required?</p> <p>An outline of how locally affordable housing is to be provided and managed in line with Development Plan policy. This will set out the numbers and types of units, the tenure mix of the units and their size and specification, their location within the development, how they are to be “locally affordable” and how that affordability is to be continued in perpetuity. The proposed affordable homes should meet the needs identified in the latest Housing Needs Assessment or, in the case of rural areas, a Village/Parish Survey.</p> <p>If the required provision, as defined by Local Plan Policy, is not being proposed the Statement will set out the precise reasons for</p>	<p>Contact</p> <p>Development Officer Housing Strategy Warwick District Council P.O. Box 2175 Riverside House Milverton Hill Leamington Spa CV32 5QE</p> <p> 01926 456335</p>



	<p>not doing so, supporting that argument with factual evidence.</p> <p>In the case of “rural exception” housing, the statement should also demonstrate how the homes will meet the needs of people with a genuine local connection, both initially and in perpetuity. (See also Village/Parish Housing Needs Surveys)</p> <p>National Guidance</p> <ul style="list-style-type: none"> • Planning Policy Statement 3: Housing <p>Relevant Local Plan Policy and Guidance</p> <ul style="list-style-type: none"> • SC9 – Affordable Housing • Supplementary Planning Document: Affordable Housing & Mixed Communities (Dec 2007) • WDC affordable housing details form • Housing Assessment for South Warwickshire - Housing Needs of Warwick District (August 2006) <p>Developers pack published by Warwick District Council Housing Strategy Team (see Affordable Housing Page on Council Website - http://www.warwickdc.gov.uk/NR/rdonlyres/4A656EA5-2020-48B1-97FA-CB5ABEBC027F/0/Guidancefordevelopersv2.pdf)</p>	
<input type="checkbox"/> 4	<p>Village/Parish Housing Needs Survey</p> <p>When is it required?</p> <p>A Needs Survey is required where affordable housing is proposed on a “rural exception” site under Local Plan Policy RAP5, or when market housing is proposed in a Limited Growth Village under Policy RAP2.</p> <p>What is required?</p> <p>A household survey to demonstrate local housing need in a village or parish. This may either be for affordable housing, in the case of “rural exception” sites, or for market housing in Limited Growth Villages.</p> <p>In the case of “rural exception” housing, the survey should be able to demonstrate a need for affordable housing from people with a local connection. This should include questions on the financial circumstances of those in need in order to assess the types of homes which would be affordable. However, any financial information need not be published. The survey should provide evidence of the type of households in need, the tenure and size/type of home which meets their needs and the nature of the local connection.</p> <p>Examples of a Needs Survey are available from the Planning Department on request or from the Warwickshire Rural Housing Enabler.</p> <p>In the case of market housing, the Needs Survey should be able to demonstrate a need from existing village/parish residents. The survey should include the circumstances of the households in</p>	<p>Contact</p> <p>Charles Barlow Warwickshire Rural Housing Enabler Warwickshire Rural Community Council 25, Stoneleigh Deer Park Stareton Kenilworth CV8 2LX</p> <p>Tel 02476 303232 Email: charlesb@wrccrural.org.uk</p>


	<p>need and the types of homes which they require in terms of houses/ flats and numbers of bedrooms.</p> <p>Needs surveys can form part of a wider Parish Plan survey.</p> <p>National Guidance</p> <ul style="list-style-type: none"> • Planning Policy Statement 3: Housing • Planning Policy Statement 7: Sustainable Development in Rural Areas <p>Relevant Local Plan Policy and Guidance</p> <ul style="list-style-type: none"> • Policy RAP1 – Directing New Housing • Policy RAP4 – Providing Rural Affordable Housing • Supplementary Planning Document: Affordable Housing & Mixed Communities (due Dec 2007) 	
<input type="checkbox"/> 5	Transport Assessment	
	<p>When is it required?</p> <p>Details regarding the necessity and content of Transport Assessments can be found in Warwickshire County Council’s document ‘Transport and Roads for Developments’ and are best discussed with the District Planning and County Highway Authority before submitting your application.</p> <p>What is required?</p> <p>A Transport Assessment will be required for major developments or other developments where particular circumstances could have a significant impact in transport terms. The coverage and detail of the Transport Assessment should reflect the scale of development and the extent of the transport implications of the proposal. For major proposals, the assessment should illustrate accessibility to the site by all modes of transport and the likely modal split of types of journey 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.</p> <p>National Guidance</p> <ul style="list-style-type: none"> • Planning Policy Guidance 13: Transport • Circular 2/2007: Planning and the Strategic Road Network (Dept. of Transport) <p>Relevant Local Plan Policies and Guidance</p> <ul style="list-style-type: none"> • DP6 – Access • DP7 – Traffic Generation <p>Transport and Roads for Developments – The Warwickshire Guide 2001 (Warwickshire County Council) Local Transport Plan for Warwickshire 2000 (Warwickshire County Council)</p>	<p>Contact</p> <p>Kevin Hicks Principal Highway Control Engineer W.C.C. Environment and Economy</p> <p> 01926 414133</p> <p>Paul Williams Definitive Map Team Leader Countryside Recreation Unit 11 Montague Road Warwick</p>





<input type="checkbox"/> 6	Travel Plan	
	<p>When is it required?</p> <p>A (draft) Travel Plan will be required in connection with developments comprising jobs, shopping, leisure services and school facilities which are likely to have significant transport implications. The plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. It should contain measurable targets, arrangements for monitoring and enforcement and a strategy for promoting the plan to occupiers, users, visitors and residents. The Warwickshire County Council Best Practice note sets out the criteria and content..</p> <p>What is required?</p> <p>These are plans that outline the way in which the transport implications of a proposal are going to be managed in order to ensure the proposal will reduce dependence on the car, and enhance other modes of transportation. This accords with Government Policy set out in PPS1, PPG13 and it's accompanying Best Practice Guide.</p> <p>National Guidance</p> <ul style="list-style-type: none"> • Planning Policy Guidance 13: Transport <p>Using the planning process to secure Travel Plans: Best Practice Guide - ODPM and DfT 2002</p> <p>Relevant Local Plan Policies and Guidance</p> <ul style="list-style-type: none"> • Warwickshire County Council Green Travel Best Practice Note • Warwickshire County Council Travel Plan Template • DP7 – Traffic Generation • DP8 – Parking 	<p>Contact</p> <p>Nicola Small Project Officer Sustainable Travel W.C.C. Environment and Economy</p> <p> 01926 412105</p>
<input type="checkbox"/> 7	Flood Risk Assessment (FRA)	
	<p>When is it required?</p> <p>Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 must be accompanied by an FRA.</p> <p>Flood Zones are delineated by the Environment Agency's Flood Zone Maps published on their website: http://www.environment-agency.gov.uk. The Environment Agency has recently produced Standing Advice in relation to development and flood risk which can be viewed through the following website: http://www.pipernetworking.com/floodrisk.</p> <p>The Agency actively encourages pre-application discussions with developers and their agents and is able to provide formal comments at pre-application stage where the Agency has been consulted. Any submitted FRA must be current and take account</p>	<p>Contact</p> <p>Mr J Kitchen Planning Liaison Officer Environment Agency Sentinel House 9 Wellington Crescent Fradley Park Fradley Lichfield Staffs. WS13 8RR</p>


	<p>of all flood risk up to the time the application is made.</p> <p>What is required?</p> <p>This assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account.</p> <p>National Guidance Planning Policy Statement 25: Development and Flood Risk</p> <p>Relevant Warwick District Local Plan Policy DP10 - Flooding</p>	
<input type="checkbox"/> 8	<p>Contamination/Land Stability Survey</p>	
	<p>When is it required?</p> <p>On known contaminated sites and where contamination is thought to be present. Where the history of the site is not known, some survey work may be required.</p> <p>What is required?</p> <p>A full technical summary of the state of a site in respect of its ground conditions. This can include the structural stability of a site, particularly where there is a difference of levels, or where there is known to be past or current landfill, or “made” land operations. Surveys can include desk top studies or full ground surveys involving trial bore holes and pits. It will certainly include situations where there is likely to be site contamination. The reports will identify measures needed to re-mediate, or mitigate against the survey findings.</p> <p>The Environment Health Department is the principal authority in relation to contaminated land. Where there is risk of contamination of controlled waters, the Environment Agency need to be involved. The Planning Authority will consult both agencies where site contamination is an issue.</p> <p>National Guidance</p> <ul style="list-style-type: none"> • Planning Policy Statement 23: Planning and Pollution Control <p>Relevant Local Plan Policy</p> <ul style="list-style-type: none"> • DP9 – Pollution Control 	<p>Contact</p> <p>Environmental Health PO Box 2176 Riverside House Leamington Spa CV32 5QF</p> <p> 01926 456725</p>
<input type="checkbox"/> 9	<p>Archaeological Assessment</p>	
	<p>When is it required?</p> <p>Planning applications fulfilling any of the following criteria will only be validated when submitted with <u>either</u> an appropriate archaeological assessment (as advised by the Warwickshire Museum Planning Archaeologist), or a letter from the Warwickshire Museum Planning Archaeologist stating that a pre-determination archaeological assessment is not necessary.</p>	<p>Contact</p> <p>Planning Archaeologist Museum Field Services The Butts Warwick CV34 4SS</p> <p> 01926 412734</p>

	<p>- Where the proposed development lies within, or adjacent to, a Scheduled Ancient Monument (SAM).</p> <p>- Where the proposed development is associated with a Listed Building.</p> <p>- Where the proposed development is located within an area included in the <i>Register of Parks and Gardens of special historic interest in England</i> or <i>The English Heritage Register of Historic Battlefields</i>.</p> <p>- Where the proposed development site is larger than 0.25ha in area.</p> <p>Information on the locations of SAMs, Registered Parks and Gardens, and Battlefields is available at www.Magic.gov.uk.</p> <p>It is important to note that pre- or post-determination archaeological assessment or fieldwork may also be necessary for sites which do not fulfill any of the criteria outlined above. The Warwickshire Museum Planning Archaeologist will be happy to provide pre-application advice on any proposed development scheme.</p> <p>Developments within or adjacent to Scheduled Ancient Monuments are likely to require Scheduled Monument Consent (SMC) . On such sites, applicants should contact English Heritage prior to making the planning application.</p> <p>What is required?</p> <p>The results of an archaeological assessment may be required to accompany a planning application, especially if it has the potential to cause significant disturbance to an archaeological site. The results of the assessment will determine the impact of the proposed development upon the archaeological resource, and what mitigation measures may be appropriate.</p> <p>National Guidance</p> <ul style="list-style-type: none"> • Planning Policy Guidance 16: Archaeology and Planning <p>Development Plan Guidance Warwick District Local Plan 1996-2011 Policy DP4 – Archaeology</p>	<p>English Heritage West Midlands Region 112 Colmore Row, Birmingham B3 3AG. ☎ 0121 625 6820.</p>
<input type="checkbox"/> 10	Environmental Impact Assessment	
	<p>When is it required?</p> <p>An Environmental Impact Assessment will be required for major developments over a certain size or where there are significant effects on the local environment. Criteria are set out in the Town and Country Planning Environmental Impact Assessment (England and Wales) Regulations 1999. Applicants can seek a Screening Opinion from the Planning Authority as to whether an EIA is required.</p> <p>What is required?</p> <p>Circular 02/99 which accompanies the relevant regulations sets</p>	<p>Contact Planning Officer within the relevant area team</p>

	<p>out the framework for EIA's. A scoping opinion on the required content of an EIA for a particular site can be requested from the LPA. It is best to discuss schemes which potentially require an EIA with planning officers prior to submission.</p> <p>National Guidance Circular 02/99 and 1999 EIA Regulations as listed above</p>	
<input type="checkbox"/> 11	Noise Impact Assessment	
	<p>When is it required?</p> <p>A Noise Impact assessment will be required with all applications for potentially noise producing developments and uses. Noise assessments are also required for applications on sites adjacent to noise producing sites, e.g. residential sites adjacent to a railway line, road, airport or industrial use.</p> <p>What is required?</p> <p>A technical assessment prepared by a suitably qualified acoustician setting out predicted noise levels from the proposed development or where the development will be impacted upon by nearby noise producing uses.</p> <p>National Guidance Planning Policy Guidance 24: Planning and Noise</p> <p>Development Plan Guidance Warwick District Local Plan 1996-2011 Policy DP2 – Amenity Policy DP9 – Pollution Control</p>	<p>Contact</p> <p>Environmental Health PO Box 2176 Riverside House Leamington Spa CV32 5QF</p> <p> 01926 456725</p>
<input type="checkbox"/> 12	Tree Survey/Arboricultural Implications	
	<p>When is it required?</p> <p>Where a development site includes trees, or where the canopies of trees on an adjacent site overhang the site boundary, or where there are street trees along the site frontage.</p> <p>What is required?</p> <p>Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees) information will be required which shows all trees with their canopies plotted accurately, a schedule of the species, size, condition and amenity importance of each tree, and clear identification of any trees to be felled, together with the reasons for removing those trees. Survey</p>	<p>Contact</p> <p>Chris Hastie Strategy Officer (Arboriculture) Leisure & Amenities PO Box 2177 Riverside House Leamington Spa CV32 5QG</p> <p> 01926 456219</p>


	<p>information should be provided using BS5837:2005 A Guide for Trees in relation to Construction. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. This information should be prepared by a suitably qualified and experienced arboriculturalist.</p> <p>National Guidance BS5837:2005 Guide for Trees in Relation to Construction</p> <p>Development Plan Guidance Warwick District Local Plan 1996-2011</p> <p>Policy DP1 – Layout and Design Policy DP3 – Natural and Historic Environment and Landscape Policy DAP3 – Protecting Nature Conservation and Geology Policy DAP8– Protection of Conservation Areas</p> <p>As stated in the Local Plan, the Council intends to produce detailed Supplementary Planning Guidance on trees on development sites.</p>	
<input type="checkbox"/> 13	Biodiversity and Geological Conservation	
	<p>When is it required?</p> <p>When a development is likely to affect a protected or important species or habitat or a protected geological feature. For information on the location of ecological and geological sites, and protected species in Warwickshire and for pre-application advice please see the contact details opposite.. A Natural England License may be required for any development that would affect a European protected species.</p> <p>What is required?</p> <p>An indication of any significant biodiversity or geological conservation interests and the location of protected species or their habitats of any protected species, together with an assessment of the potential of the proposed development to cause significant disturbance to an ecological site or a protected species. In particular, European Protected Species such as bats and great crested newts may require surveys prior to determination of planning applications. The results of the assessment will determine the impact of the proposed development upon the ecological/geological resource, and what long-term maintenance, management and/or mitigation measures may be appropriate. Please note that all planning applications should result in an increase in biodiversity (PPS9, 2005).</p> <p>National Guidance</p> <p>Planning Policy Statement 9: Biodiversity and Geological Conservation (August 2005) Circular 06/2005 Biodiversity and Geological Conservation –Statutory obligations and their impact within the Planning System</p>	<p>Contact</p> <p>Warwickshire Biological Record Centre Ecology Unit Warwickshire Museum Field Services The Butts Warwick CV34 4SS</p> <p> 01926 412974418060</p>

	<p>Defra Circular 01/2005 Planning for Biodiversity and Geological Conservation: A Guide to Good Practice</p> <p>Development Plan Guidance</p> <p>Warwick District Local Plan 1996-2011 Policy DP3 Natural and Historic Environment and Landscape Policy DAP3 Protecting Nature Conservation and Geology Local Biodiversity Action Plan (www.warwickshire.gov.uk/biodiversity)</p>	
<input type="checkbox"/> 14	S106 Planning Obligations	
	<p>When is it required?</p> <p>New developments often place additional pressures on public services such as <i>education, public transport and libraries.</i> and a Section 106 Agreement or unilateral undertaking provides a means of securing funding thereby enabling the provision of a proper level of service for the additional people arising from a development. (The District Council will consult with WCC as service provider on these applications and developers are encouraged to contact WCC to obtain specific information on their requirements).</p> <p>Other key areas for S106 planning Obligations are affordable housing (see 2) and open space provision (see 13 below)</p> <p>What is required?</p> <p>These set out the compensatory and mitigation measures that might arise from the impact of the development both on and off the site. Applicants should clarify the LPA's requirements in pre-application discussion in order to establish the scope of the agreement or undertaking and a <u>draft section 106 agreement or unilateral undertaking should be submitted with the application.</u> There are model templates for the most common types of agreement which can be downloaded from this website.</p> <p>National Guidance</p> <ul style="list-style-type: none"> • Section 106 of the Town and Country Planning Act 1990 • Circular 05/05: Planning Obligations <p>Development Plan Guidance Warwickshire Structure Plan 1996-2011 – Policy T.10 Warwick District Local Plan 1996-2011 Policies SC11– 13</p>	<p>Contact</p> <p>General S106 – Ian Grace  01926 412645 or</p> <p>Education Jenny Andrews  01926 412150</p> <p>Libraries Adrian Litvinoff  01926 416730</p> <p>Public Transport Andrew Tyrer  01926 735669</p>
<input type="checkbox"/> 15	Open space	
	<p>When is it required?</p> <p>For all schemes involving sites containing existing open space or</p>	<p>Contact</p> <p>Planning</p>

	<p>proposed new open space.</p> <p>When a proposal involves the loss of any existing open space, it will be necessary to undertake an audit of that open space, identifying its use, purpose, quality and its contribution to the community. The audit will then identify whether its loss can be sustained or whether compensatory or other mitigation measures are needed. This audit will involve consultation with the community undertaken by the applicant, and follow the advice set out in PPG17.</p> <p>If it is to develop on open space, a justification against policy SC5 or SC6 will have to be submitted.</p> <p>What is required?</p> <p>Planning permission is not normally given for development of existing open spaces which local communities need. For development within open spaces, application proposals should be accompanied by plans identifying areas of existing or proposed open space within or adjoining the application site. “Open space” includes space falling within the definitions of that term in the Town and Country Planning Act 1990 or PPG 17. This should identify how they are presently or are intended to be used, how they are to be managed in the future and how they are to be enhanced or integrated into the proposal.</p> <p>National Guidance PPG 17:Planning for Open Space, Sport and Recreation (July 2002)</p> <p>Warwick District Local Plan 1996-2011: Policy SC5 – Protecting Open Spaces Policy SC6 – Protecting Sport and Recreation Facilities Policy SC11 – Open Space and Recreation Improvements</p>	<p>Officer within relevant area team</p>
<input type="checkbox"/> 16	<p>Air quality Assessment</p>	
	<p>When is it required?</p> <p>This will be required for all new build proposals</p> <ul style="list-style-type: none"> • within or in close proximity to an Air Quality Management Area • where the development could in itself result in the designation of an AQMA • where the grant of permission would conflict with, or render unworkable , elements of the LPA’s air quality action plan <p>What is required?</p> <p>This will be a full technical report outlining existing conditions, and predicting likely impacts on air quality arising from new development proposals.</p>	<p>Contact</p> <p>Environmental Health PO Box 2176 Riverside House Leamington Spa CV32 5QF</p> <p> 01926 456725</p>

	National Guidance PPS 23:Planning and Pollution Control (Nov 2004)	
<input type="checkbox"/> 17	Heritage Statement	
	<p>When is it required?</p> <p>For all works affecting a listed building or Historic park/Garden. Such information can usually be provided as part of the Design and Access statement required for a listed building application</p> <p>What is required?</p> <p>This will need to include a schedule of works and an analysis of the significance of the architecture, archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure both externally and internally, its setting and the setting of adjacent listed buildings. The scope and degree of details necessary will vary according to particular circumstances of each application.</p> <p>With Historic parks/gardens, details will be needed of all historic features that may exist on or adjacent to the site and justification for any proposed works.</p> <p>National Guidance PPG 15 "Planning and the Historic Environment" 1994</p> <p>Development plan guidance Warwick District Local Plan 1996-2011 Policy DAP4 – Protecting Listed Buildings Policy DAP 7 – Restoration of Listed Buildings Policy DAP 11 – Protecting Historic Parks and Gardens</p>	Contact WDC Conservation Officers
<input type="checkbox"/> 18	Retail Assessment	
	<p>When is it required?</p> <p>These are required with all retail applications that trigger an assessment under PPS 6 and policy UAP3 of the Warwick District Local Plan. Schemes of greater than 1000 sq m outside of town centres are required to undertake a full Retail Impact Assessment in accordance with PPS6. Schemes below this level may be required to undertake more limited retail assessments. It is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre.</p> <p>What is required?</p> <p>For proposals that are outside of identified town centres, there is</p>	Tony Ward Senior Planner Planning Policy Warwick District Council 01926 456503

	<p>the need for an assessment in accordance with PPS6: Planning for town centres.</p> <p>The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres, and the accessibility of the site for all transport modes. Advice on these assessments can be found in PPS 6.</p> <p>National Guidance Planning Policy Statement 6: Planning for Town Centres (March 2005)</p> <p>Development Plan Guidance:</p> <p>Warwick District Local Plan 1996-2011 Policy TCP1 – 5 – Town Centre Retail Policies Policy UAP3 – Directing New Retail Development</p>	
<input type="checkbox"/> 19	Sustainability Statement	
	<p>When is it required?</p> <p>Normally as part of a planning statement for a large scale development proposal</p> <p>What is required?</p> <p>This is a statement that shows how the development addresses sustainability issues particularly in respect of its location and scale. It will identify the environmental, social and economic implications of the development, making clear the benefits and disbenefits. If there are disbenefits, the statement needs to state how they can be mitigated.</p> <p>National Guidance PPS 1 Delivering Sustainable Development 2005</p>	<p>Contact</p> <p>Planning Officer within relevant area team</p>
<input type="checkbox"/> 20	Landscaping statement	
	<p>When is it required?</p> <p>Some major development proposals which contain large scale new planting or have a significant effect on existing landscape will need detailed information on landscaping “upfront”.</p> <p>What is required?</p> <p>The statement will need to outline in full the landscaping proposals for the development showing how they have been arrived at as an integral element of the built form and how they have regard to the character of the wider area. The statement will</p>	<p>Contact</p> <p>Planning Officer within relevant area team</p>

	<p>identify the rationale behind the selection of species and the planting specification. For the purposes of this requirement, landscaping includes both hard and soft landscaping so that any hard surface treatments will also need to be specified.</p> <p>Development Plan Guidance Warwick District Local Plan 1996-2011 Policy DP1 - Layout and Design</p>	
<input type="checkbox"/> 21	Lighting/Light Pollution Assessment	
	<p>When is it required?</p> <p>With applications for floodlighting, usually sports pitches or for other leisure related activities e.g. outdoor equestrian facilities. The Environmental Protection Act 1990 requires that light from any premises does not cause nuisance to neighbours. This should be taken into account for any outdoor lighting scheme.</p> <p>What is required?</p> <p>The assessment will need to identify existing light levels on the application site and the impact of any proposed external lighting on the site environs and the wider locality. Details of light fittings and light spillage will need to be supplied and any mitigation measures designed to minimise light spillage specified</p> <p>Development Plan Guidance Warwick District Local Plan 1996-2011 Policy DP9 – Pollution Control</p>	<p>Contact Environmental Health PO Box 2176 Riverside House Leamington Spa CV32 5QF</p> <p> 01926 456725</p>
<input type="checkbox"/> 22	Structural Survey	
	<p>When is it required?</p> <p>For all applications involving reuse of rural buildings</p> <p>What is required?</p> <p>A technical structural survey of an existing building, identifying its condition, and the likely impact of the development proposals on that structure. In particular, the survey will identify a schedule of works needed to undertake the proposal including measures such as underpinning, structural support, demolition, partial removal, rebuilding, repair and maintenance.</p> <p>National Guidance PPS7 Sustainable Development in Rural Areas</p> <p>Development Plan Guidance Warwick District Local Plan 1996-2011 Policy RAP 7 –Converting Rural Buildings</p>	<p>Contact Planning Officer within relevant area team</p>
<input type="checkbox"/> 23	Foul Sewerage and Utilities Statement	

	<p>When is it required?</p> <p>All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawings.</p> <p>What is required?</p> <p>This should include how an application connects to existing utility infrastructure systems (particularly for foul and surface water disposal), explaining whether there is existing capacity within those systems to accommodate the proposal, and if not, the technical measures proposed to overcome the problem, including any off-site measures. In addition, the statement will be expected to show how sustainable drainage methods have been introduced into the development proposal.</p> <p>Foul sewerage assessments should include a description of the type, quantities and means of disposal of any trade waste or effluent. It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken.</p> <p>Where development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required.</p> <p>A Foul Drainage Assessment Form can be found on the Environment Agency's website under Flooding >Development and Flood Risk >Foul Drainage Assessment.</p> <p>National Guidance PPS 23: Planning and Pollution Control DETR Circular 03/99 Development Plan Guidance Warwick District Local Plan 1996-2011 Policy DP11 -Drainage</p>	<p>Contact Planning Officer within relevant area team</p>
<input type="checkbox"/> 24	<p>Car Parking Provision</p>	
	<p>When is it Required?</p> <p>When parking provision for development is not in accordance with the WDC Vehicle Parking Standards SPD.</p> <p>What is Required?</p> <p>A statement justifying why the parking provision for development is not in accordance with the Council's Vehicle Parking Standards SPD.</p>	<p>Contact Planning officer within relevant area team</p>

	<p>National Guidance: Planning Policy Statement 3: Housing Planning Policy Statement 6: Planning for Town Centres Planning Policy Guidance 13: Transport</p> <p>Development Plan Guidance: Warwick District Local Plan 1996-2011 Policy DP8 – Parking Vehicle Parking Standards Supplementary Planning Document – Nov 2007</p>	
<input type="checkbox"/> 25	Ventilation/extraction equipment	
	<p>When is it required?</p> <p>The details will be required to accompany all applications for the use of premises for purposes within use Classes A3 (restaurants and cafes, A4(Public House, Wine Bar etc) and A5(hot Food Takeaways). 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</p> <p>What is required? Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.</p> <p>Development Plan Guidance Warwick District Local Plan 1996-2011 Policy DP9 –Pollution Control</p>	<p>Contact</p> <p>Planning Officer within relevant area team</p>
<input type="checkbox"/> 26	Photographs and Photomontages	
	<p>These provide useful background information and can help to show how large developments can be satisfactorily integrated into the street scene or landscape.</p>	<p>Contact</p> <p>Planning Officer within relevant area team</p>
<input type="checkbox"/> 27	Community Facilities Statement	
	<p>When is it required? With any application which would result in a community facility being no longer available for that purpose. Community facilities includes a wide range of uses within use Class D1 such as places of worship, dental and medical surgeries, community halls, local education facilities, crèches and nurseries for the care of children but can also apply to other facilities that meet a community need where the grant of permission would result in a demonstrable shortfall in the locality</p>	<p>Contact</p> <p>Planning Officer within relevant area team</p>

	<p>What is required? The Council will require applicants to provide an assessment demonstrating a lack of need for a community facility within a particular area as part of any planning application which seeks to redevelop or change the use of that facility so it is no longer available to meet a community need. The statement will need to contain evidence to prove that the facility has been actively marketed for a community use for at least a period of twelve months.</p> <p>Development plan guidance Warwick District Local Plan 1996-2011 Policy SC8 – Protecting Community Facilities</p>	
<input type="checkbox"/> 28	<p>Noise Insulation Details</p> <p>When is it required? With any application which could potentially result in noise disturbance to adjoining noise sensitive uses.</p> <p>What is required? Details of measures designed to minimise the transmission of noise to adjoining properties from a proposed use or development. Such details will normally be prepared by a qualified Acoustician.</p> <p>Relevant Development Plan Guidance Warwick District Local Plan 1996-2011 Policy DP2 Amenity</p>	<p>Contact Planning Officer or Environmental Health Officer for advice on circumstances under which this will be required.</p>
<input type="checkbox"/> 29	<p>Agricultural/Equestrian/Rural Economy Statements</p> <p>When is it required? With all applications for residential accommodation (temporary or permanent) required in connection with rural enterprises.</p> <p>What is required? A full financial and functional statement to demonstrate that it is essential for residential accommodation to be provided on a particular holding, in accordance with the framework set out in Annex A of PPS7.</p> <p>Relevant National Guidance PPS 7 Sustainable Development in Rural Areas</p> <p>Relevant Development Plan Policy RAP5 Housing for Rural Workers</p>	<p>Contact Planning officer if necessary but likely to be a requirement for all such applications</p>