

# Local Validation List

**December 2015**

*(last updated 22.12.15)*

Following the guidelines and providing the information listed here will help you avoid wasted time and effort in preparing an application

Please let us know if you need any particular assistance, such as providing the list in a different format or language



## **Introduction**

This guidance is intended to help applicants understand what information is required to validate planning and similar applications in Cornwall. The document draws from the Government's Planning Practice Guidance and Development Management Procedure Order (DMPO) 2015. It is intended to benefit all customers of the Planning and Enterprise Service by:

- Increasing the awareness of the type of information required to ensure an application is accepted;
- Promoting the use of pre-application discussions and advice;
- Speeding up the process of registration;
- Ensuring consistency in the approach taken by Cornwall Council;
- Increasing the use of electronic delivery;
- Minimising the need for the further submission of additional information;
- Enabling Cornwall Council to provide applicants with certainty as to the information required.

The Local Validation List has been subject to consultation with the community and agents and was approved by the Head of Planning & Enterprise on 22 December 2015.

## **The National List**

The National List is information required to accompany all applications as specified in Part 3 (7) of the Development Management Procedure Order 2015.

## **The standard application form**

Most applications will need to be presented on a standard application form, which are available electronically. We encourage applicants to submit applications electronically wherever possible, if paper versions are to be submitted Cornwall Council requires only two copies. For larger applications, not submitted electronically, an applicant may be requested by Cornwall Council to submit more than two copies.

## **Ownership Certificate**

In most cases an ownership certificate (A, B, C or D) must be completed stating the ownership of the property. It is an offence, knowingly or recklessly, to complete a false or misleading certificate. 'Owner' means a person having a freehold interest or a leasehold with at least seven years unexpired. 'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates. A notice to the owner of the application site must be completed and served in accordance with Part 3 (13) of the General Development Procedure Order.

## **The location plan**

Detailed information can be found at Paragraph: 022 Reference ID: 14-022-20140306 of the Planning Practice Guidance. Referring to plans Paragraph: 023 Reference ID: 14-023-20140306 describes the minimum information required.

Unless submitted electronically, all applications must include two copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500) but wherever possible the plan should be scaled to fit onto A4 or A3. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

## **Site and other plans**

Unless submitted electronically two copies of the site plan (typically 1:200 or 1:500) should be submitted. The site plan should be drawn at an identified metric scale and should accurately show the direction of North. It should include:

- All land necessary to carry out the proposed development (e.g. land required for access to the site from a highway, visibility splays, landscaping, car parking and open areas around buildings);
- A blue line drawn around any other land owned by the applicant, close to or adjoining the application site;

- All the buildings, roads and footpaths on the application site and on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site; and
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development in accordance with the current British Standard 5837 recommendations.

## **The correct fee**

The fee payable is determined by the Fees for Applications and Deemed Applications Regulations. A useful [fee calculator](#) is available on the Planning Portal website. Please note that the Planning Portal fee calculator is based on the information entered by the user. Your application fee will be checked by the Council based on the submitted application and plans – you will be contacted if the confirmed fee differs to that submitted.

## **Design and Access Statements**

Design and access statement (DAS) will be required for

- All planning applications for major developments; or
- If within a designated area (World Heritage Site (WHS) or Conservation area) for developments of one or more dwelling or the provision of building or buildings where the floor space created by the development is 100 square metres or more.

Unless the application is one of the following:

- Change of use of buildings or land (unless this also involves building work or other physical alteration);
- Engineering or mining operations;
- Waste development.

You will also need to submit a Design and Access Statement (DAS) with an application for Listed Building Consent.

Please refer to the Planning Portal for more detailed information on [Design and Access Statements](#). When preparing a DAS for an application that affects the WHS, a Conservation Area or a Listed Building the DAS should also consider and describe the Heritage Asset involved and the DAS must satisfy the requirement of Paragraph 128 of the NPPF and demonstrate that the Heritage Asset has been assessed and understood using methods of best practice methodology such as ICOMOS Heritage Assessment Guidance and English Heritage guidance on Setting "History in Review".

## **The Town and Country Planning (General Permitted Development) (England) Order 2015, Schedule 2, Part 3, Classes M,N,O,P,Q,R,S,T, and Part 4, Class E**

The application must be accompanied by—

- (a) a written description of the proposed development, which, in relation to development proposed under Class C, M, N or Q of this Part, must include any building or other operations;
- (b) a plan indicating the site and showing the proposed development;
- (c) the developer's contact address;
- (d) the developer's email address if the developer is content to receive communications electronically; and
- (e) a site-specific flood risk assessment in an area within Flood Zone 2 or Flood Zone 3; or in an area within Flood Zone 1 which has critical drainage problems

together with any fee required to be paid.

## **Wind Turbines - Community Consultation**

Part 2 – Article 3 of the Town and Country Planning Development Management Procedure Order 2015 requires a Community Consultation Statement providing evidence of how the applicant has carried out and responded to community consultation

before submitting an application for on shore wind turbine developments where the development involves more than two turbines, or where the hub height of any turbine exceeds 15 metres.

Cornwall Council's minimum requirements are:-

- Notification of residential properties within 500m radius of the proposed turbine tower, or application boundary if more than one turbine;
- Notification of the local council, and the adjacent local council if there is another within 500m radius of the tower, or application boundary if more than one turbine;
- Notification of the Divisional Member who's jurisdiction falls within the red site area;
- If the scheme is a major development a press advert in the local paper;
- Notification on a website, company page or social media (if available);
- Copies of any responses to the consultation that were received by the applicant; and
- A statement of what has been done to address those responses.

All notifications should include the following information:

- Relevant contact information;
- Details of the proposed development, or direction to where those details can reasonably be viewed;
- Information on how comments can be submitted;
- Timeframe for submitting comments;
- Notification that comments which are received and subsequently submitted to Cornwall Council as evidence of the consultation may be published on the Council's website upon registration of a valid planning application.

Prospective applicants should give respondents a **minimum** of 21 days to comment on a proposed development, commencing on the date of publication or posting of the notification.

More information can be found at the Planning Practice Guidance paragraph: 025 Reference ID: 5-025-20140410, and Cornwall Council's – Cornwall Renewable Energy Supplementary Planning Document – Consultation Draft 2015.

## Cornwall Council's Local List

The Local List is published by Cornwall Council and sets out additional information that will be required to validate an application. The combined use of the national and local list will afford both the Council and applicant more certainty of the type of information required and will help ensure information requested is proportionate to the type and scale of application being made.

The Local List requires the submission of plans for all applications. The plans will need to illustrate clearly the development proposed. The plans will be expected to:

- Be drawn to an identified standard metric scale;
- All plans should be submitted in A3 or A4 format or set out to be printable in A3 or A4 format where appropriate to the scale of the development;
- Plans submitted electronically must be uploaded in the correct orientation;
- Named and titled in a logical manner, reflecting their content;
- Each plan must have a sequential number, if they are not numbered the Council will add numbers as necessary.

The submitted plans should be proportionate to the nature and scale of the development and may need to provide some or all of the following:

**Block/Site plan** for the site as existing and as proposed, showing site boundaries, the type and height of boundary treatment especially where a change is proposed, the position of any buildings or structures on the other side of the site boundaries where these could influence or be affected by the proposed development.

**Existing and proposed elevations** at a recognised metric scale (typically 1:50 or 1:100), showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. These should indicate the proposed building materials and the style, materials and finish of window and doors. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings in each property.

**Existing and proposed floor plans** at a recognised metric scale (typically 1:50 or 1:100) for the new development, and for existing buildings altered by the proposed development. These should highlight any existing walls or buildings that are to be demolished, where applicable.

**Existing and proposed site sections and finished floor and site levels.** These should show: how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.

**Roof plans** for any roof that would be created may need to be accompanied and supported by more detailed drawing and a schedule of works.

Applications for listed building consent may need to be accompanied and supported by more detailed drawing and a schedule of works.

Applicants should be aware that a request post-validation for further information or supporting documentation will have no bearing on validity. Nevertheless, an application could still be deemed valid, and then refused on the grounds of inadequate information if the documentation submitted was subsequently found to be inaccurate or insufficient to support the proposal.



## Local Requirements

Information Item and Policy Driver	Type of application	Where	What information is required	Where to look for further assistance
<p><b>Affordable Housing Statement</b></p> <p>NPPF paragraph 50. CLP Policy 8 &amp; 9. Emerging SPD. Saved Development Plan policies</p>	<p>Development for two or more C3 residential dwellings, including holiday home/apartments</p> <p>Any rural exception scheme</p>	<p>Countywide</p>	<p>The extent of affordable housing and market housing, the mix of units with numbers of habitable rooms and/or bedrooms, the floor space of habitable areas of residential units, plans showing the location of units. If different levels or types of affordability or tenure are proposed this should be clearly explained. The affordable housing statement should include details of any Housing Provider acting as a partner.</p> <p>The statement should demonstrate how the proposal meets an identified local need for affordable housing. It should also consider the cumulative effect with other pending or approved applications for housing on local need.</p>	<p><a href="#">Emerging SPD</a></p>
<p><b>Air Quality Assessment</b></p> <p>NPPF paragraph 124 CLP Policy 17</p>	<p>Non-householder development in/or adjacent to an Air Quality Management Area (AQMA)</p> <p>Major development within/or up to 1km distance from an AQMA.</p>	<p>Designated Air Quality Management Areas, proposed AQMA and Countywide</p>	<p>The assessment should have regard to whether the development would:</p> <p>Result in increased traffic congestion, or create a change in traffic volumes or vehicle speeds</p> <p>Significantly alter the traffic composition in an</p>	

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
	<p>Any development in excess of 200 dwellings or 10,000m<sup>2</sup> new floor space.</p> <p>Development falling within Use Class B2 with floor space of 1000m<sup>2</sup> +.</p> <p>Where &gt;300 new parking spaces are proposed.</p> <p>Development which introduces a new source of air pollution, lorry parks, new boilers of CHP, or will be a likely cause of dust.</p>		<p>area (i.e. bus stations, HGV parks)</p> <p>Have an effect on sensitive areas such as ecological sites or areas previously defined as having poor air quality.</p>	
<p><b>AONB Assessment of need</b></p> <p>National Planning Policy Framework paragraph 116.</p>	<p>If a development is a major development</p>	<p>Within AONBs</p>	<p>An explanation of the exceptional circumstances and the public interest, including an assessment of:</p> <ul style="list-style-type: none"> <li>• the need for the development, including in terms of any national considerations, and the impact of permitting it, or refusing it, upon the local economy;</li> <li>• the cost of, and scope for, developing elsewhere outside the designated area, or</li> </ul>	<p>National Planning Policy Framework paragraph 116.</p>

Information Item and Policy Driver	Type of application	Where	What information is required	Where to look for further assistance
			meeting the need for it in some other way; and <ul style="list-style-type: none"> <li>• any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated.</li> </ul>	
<p><b>Biodiversity and/or Geodiversity Survey</b></p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2010</p> <p>Biodiversity and geological conservation: circular 06/2005</p> <p>NPPF Section 11 CLP Policy 23</p>	<p>Major development including areas of semi-natural habitat (including brownfield sites)</p> <p>Where protected species or features are known to be present</p> <p>If proposal is within or adjacent to a designated nature conservation site (SAC, SINC, LNR)</p> <p>If the proposal is for 10 or more houses within a buffer zone to a SAC</p> <p>If proposal is a development within a SSSI or relevant SSSI Impact</p>	<p>Countywide</p> <p>Land within or adjacent to a Cornwall Wildlife Site as well as SSSI's, SPA's and SAC's.</p> <p>Adjacent to or within Plymouth Sound and Tamar Estuaries EMS</p>	<p>A screening opinion should be sought from Natural England if development is likely to have a significant impact on a designated area. An Appropriate Assessment may also be necessary if a protected species is present.</p> <p>An Extended Phase 1 Habitat Survey is usually required. Depending on the results, further protected species surveys may be necessary, such as:</p> <ul style="list-style-type: none"> <li>• Bat Survey</li> <li>• Breeding Birds</li> <li>• Reptiles</li> <li>• Other Species (e.g. otter, dormouse, badger)</li> </ul> <p>Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them. The assessment should demonstrate how the</p>	<p>PPG Paragraph 016 Reference ID: 8-016-20140612</p> <p><a href="#">Protected species and sites: how to review planning proposals</a></p> <p><a href="#">Natural England</a> and Biodiversity By Design by the TCPA</p> <p>Cornwall Council's <a href="#">The Cornwall Biodiversity Action Plan and Species Protection and Good practice Guidance</a></p> <p>Plymouth Sound and Estuaries is available in the 'Coastal Planning</p>

Information Item and Policy Driver	Type of application	Where	What information is required	Where to look for further assistance
	<p>Risk Zone</p> <p>Where a proposed development is likely to have a significant effect on the European Marine Site (EMS), either alone or in combination with other plans and projects</p> <p>On or over intertidal/estuarine habitats</p> <p>Affecting existing buildings in mature gardens (particularly complex roof structures/gable ends/slate roofs/weather boarding)</p> <p>Affecting existing bridge structures</p> <p>Affecting tunnels/kilns/military fortifications/underground ducts or</p>		<p>proposal will produce a net gain in biodiversity and provide mitigation and enhancement both during and post construction.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 and 2010, or the Protection of Badgers Act 1992.</p> <p>Ecological Assessments should be carried out at specific times of the year particularly in terms of protected species.</p>	<p>Study'</p> <p><a href="#">Appendix 1</a> to this document</p>

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
	<p>structures</p> <p>Affecting Ancient Woodland or old/veteran trees</p> <p>Floodlighting green space or lighting churches/listed buildings within or adjacent to designated sites</p> <p>Conversion of rural buildings</p> <p>Proposed demolition of pre 1940's buildings</p> <p>Applications for wind turbines</p>			
<p><b>Contaminated Land Assessment</b></p> <p>Planning Practice Guidance: Paragraph 007</p>	<p>For applications affecting:-</p> <p>Landfill, landfill buffers and other contaminated land; or</p> <p>Where contamination is</p>	<p>Countywide</p>	<p>For any vulnerable or sensitive end user a Sensitive Development Questionnaire if less than 9 dwellings or 0.5 hectares.</p> <p>For any vulnerable or sensitive end user of less than 9 dwellings or 0.5 hectares. Where contamination is known or suspected, or the</p>	<p>Cornwall Council's Land Contamination information requirements for planning applications</p> <p>See paragraph 121 of the</p>

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
Reference ID: 33-007-20140612	<p>known or suspected following former land uses, or the development site is in the vicinity of such land, and ground-works are proposed; or</p> <p>There is a vulnerable or sensitive end user i.e. Residential, Schools, Nurseries, Hospitals, Allotments, Holiday Premises and play areas</p>		<p>development site is in the vicinity of such land, a Phase 1 report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p> <p>For developments of 10 houses or more, or development greater than 0.5ha, a Phase 1 report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p> <p>In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages.</p> <p>For applications involving the decommissioning of underground storage tanks, a method statement for decommissioning of tanks in line with APEA</p>	NPPF

Information Item and Policy Driver	Type of application	Where	What information is required	Where to look for further assistance
			Guidance.	
<p><b>Flood Risk Assessment</b></p> <p>NPPF Paragraph 103</p> <p>CLP Policy 26</p>	<p>Development within Flood Zone 2 or Flood Zone 3; or Development within Flood Zone 1 which has been notified as a Critical Drainage Area;</p> <p>Any development over 1 ha</p> <p>Development within 20m of the top of a bank of a main river (this is in line with the EA flood risk matrix)</p>	Countywide	<p>Identify and assess the risks of all forms of flooding to and from the development;</p> <p>Demonstrate how these flood risks will be managed, taking climate change into account;</p> <p>Identify opportunities to reduce the probability and consequences of flooding;</p> <p>Include the design of surface water management systems including Sustainable Drainage Systems (SUDs); and</p> <p>Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development.</p> <p>If in Zone 2 or 3 a Sequential Test assessment may need to be provided to demonstrate that there are no reasonably available sites in areas with a lower probability of flooding that would be appropriate to the type of development or land use proposed.</p>	<p>PPG: Paragraph: 030 Reference ID: 7-030-20140306</p> <p>Details in connection with <a href="#">SUDS and guidance</a></p> <p>Cornwall Council's '<a href="#">Managing flood risk in Planning &amp; Development</a>'</p>

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
			<p>The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDS) that take into account the drainage hierarchy that seeks to avoid sewered surface water systems and the wider sustainability benefits of water quality and habitat improvement as well as flood risk.</p> <p>The FRA should be prepared with regard to the Strategic Flood Risk Assessment, the Shoreline Management Plan, Surface Water Management Plans and the Environment Agency’s Drainage Guidance for Cornwall-2009 as appropriate.</p>	
<p><b>Foul sewage and utilities assessment</b></p> <p>Planning Practice Guidance</p> <p>Environmental Permitting Regulations 2010</p>	<p>Any application for development relying on anything other than connection to a public sewage treatment plant;</p> <p>Applications for 100 dwellings or more; or</p> <p>10,000 sq. m new floor space.</p>	<p>Countywide</p>	<p>A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p>	<p>Planning Practice Guidance: Paragraph: 016 Reference ID: 34-016-20140306</p>



<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
<p><b>Land Stability Assessment</b></p> <p>NPPF Para 120</p> <p>CLP Policy 17</p>	<p>This should be provided where there are land stability issues, for instance, by cliffs, historical mining activity, quarries or made-up land.</p>	<p>Countywide</p>	<p>An archival report based on an assessment of old plans, sections and reports of former mines throughout the County.</p>	<p>PPG Paragraph: 001</p> <p>Reference ID: 45-001-20140306</p>
<p><b>Landscape and Visual Impact Assessment</b></p> <p>NPPF paras 114, 115, 116</p> <p>Town and Country Planning (Environmental Impact Assessment) Regulations 2015</p> <p>European Landscape Convention</p> <p>CLP Policy 23</p>	<p>Where a proposed development:-</p> <p>Is listed within Schedule 1 or 2 of the EIA Regs;</p> <p>Would be likely to have a significant impact on the surrounding landscape and/or townscape character of the site, including its context;</p> <p>Is within an AONB or WHS</p> <p>Applications for wind turbines</p>	<p>Countywide</p>	<p>An assessment which reflects the scale of the development and extent of the implications on landscape character and visual amenity. The assessment should examine the natural and cultural influences on the landscape and the way people perceive them.</p> <p>Supporting information should assess how the scheme has been designed to address or mitigate any identified impacts.</p> <p>For major applications include a Landscape Masterplan containing the following information:- site layout; contours; landscape character; land drainage; retained features including trees; new areas of planting including species lists, sizes, planting locations; all hard landscape features including specifications, construction details, services; disposal of spoil; boundary features; open spaces and their intended use and</p>	<p>PPG Paragraph: 001</p> <p>Reference ID: 8-001-20140306</p> <p>Cornwall Council's '<a href="#">Cornwall Landscapes</a>' webpage</p> <p>Cornwall Renewable Energy Supplementary Planning Document – Consultation Draft 2015</p>

Information Item and Policy Driver	Type of application	Where	What information is required	Where to look for further assistance
			<p>management; general aftercare and restoration and/or long term landscape management.</p> <p>Photographs and photomontages.</p>	
<p><b>Noise impact assessment</b></p> <p>NPPF Paragraph 123</p> <p>CLP Policy 17</p>	<p>Potentially noise generating developments (i.e. pubs, clubs, takeaways, industrial/commercial uses, recreation) in the vicinity of existing noise sensitive developments – residential, schools and hospitals; or</p> <p>Noise sensitive uses in the vicinity of existing noise generating uses, classified roads, railways or in areas with an existing noisy environment such as a town/city centre; or</p> <p>Mixed use applications comprising both noise generating and noise</p>	<p>Countywide</p>	<p>A noise assessment by a suitably qualified acoustician. The noise assessment should include appropriate noise mitigation measures.</p> <p>The sound power level and the likely resultant noise level of equipment at the site boundary for all noise-producing machinery such as extract ventilation systems, refrigeration equipment etc. that is likely to be installed. Where any noise-generating plant or equipment will be located and installed so as to reduce noise impacts on neighbouring properties.</p> <p>Delivery times and opening hours for commercial premises within noise sensitive areas. Details of waste collection e.g. pubs/clubs where glass collection could be noisy.</p> <p>Proposed developments immediately adjoining</p>	<p>Cornwall Council's '<a href="#">Environmental Protection – Noise</a>' webpage</p> <p>Planning Practice Guidance: Paragraph: 001 Reference ID: 30-001-20140306 And 013 Reference ID: 27-013-20140306 <a href="#">Noise Policy Statement for England (NPSE)</a></p> <p>DEFRA's '<a href="#">Guidance on the control of odour &amp; noise from commercial kitchen exhaust systems</a>'</p> <p>Planning Practice</p>

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
	<p>sensitive uses; or</p> <p>Commercial applications, for Air Source Heat Pumps or Air Conditioning Units including extractor or cooling units in the vicinity of noise sensitive uses.</p> <p>Applications for wind turbines</p>		<p>(including below or above) residential premises should provide full details of sound insulation measures. Position and design of entrances/exits plus car parking.</p>	<p>Guidance: Paragraph: Paragraph: 016 Reference ID: 5-016-20140306</p> <p>Cornwall Renewable Energy Supplementary Planning Document – Consultation Draft 2015</p>
<p><b>Open Space, Sport, Recreation and Green Infrastructure</b></p> <p>NPPF paragraph 73 &amp; 74</p>	<p>Major residential developments or places of work. All types where a proposed development may have possible impacts on existing open space, parks, green infrastructure or access to open space.</p>	<p>Countywide</p>	<p>Quantity &amp; typology of open space to be created on-site (or off-site), in reference to local quantity standards. Layout plans identifying accessibility, community safety design principles, natural, play &amp; recreational value. Details of access within site and how proposals contribute to the local strategic green infrastructure network. Maintenance of open space required. Off-site open space/amenity contribution (Planning Obligations).</p>	<p>PPG Paragraph: 001 Reference ID: 37-001-20140306</p>
<p><b>Planning obligations – Draft Head(s) of Terms</b></p>	<p>Where Development Plan Documents contain policies that give details of likely planning obligation</p>	<p>Countywide</p>	<p>It is vital that proof of title is provided at the time of the application. If the applicant is not yet the owner of all the land within the red line those who do have ownership or control</p>	<p>PPG Paragraph: 001 Reference ID: 23b-001-20140306</p>

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
<b>and Proof of Title</b>  NPPF Paragraph 204  CLP Policy 8	requirements.		must also be parties to the obligation.	A model section 106 agreement is available on the Council's website.
<b>Town Centre Impact Assessment</b>  NPPF Paragraph 26	All retail, leisure, office and commercial proposals over 2500 sq. m gross floor space not located within an existing centre (city/town centre, district or local) and not in accordance with an up-to-date development plan	Main urban centres	Impact assessment on investment, vitality and viability	Planning Practice Guidance Paragraph: 010 Reference ID: 2b-010-20140306
<b>Statement of Community Consultation</b>	All non-residential development over 5hectares;  New residential development comprising 200 units or more  Applications for wind turbines	Countywide	Some applications which are particularly sensitive, controversial or sensitive may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.	Planning Practice Guidance  Paragraph: 001 Reference ID: 20-001-20140306  Paragraph: 009 Reference ID: 20-009-20140306

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<p><b>Sewerage and Utilities Assessment</b></p> <p>Planning Practice Guidance: Paragraph 016 Reference ID: 34-016-20140306</p>	<p>Where or when this item is required:</p> <p>100 dwellings or more; or</p> <p>10,000 sq. m new floor space</p>	<p>Countywide</p>	<p>A full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> <p>A utility statement should indicate how the development connects to existing utility infrastructure systems and demonstrate that:–</p> <p>The availability of utilities has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;</p> <p>Proposals incorporate any utility company requirements;</p> <p>Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have</p>	

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
			been agreed with the service provider	
<b>Structural Survey</b>	<p>A structural survey, carried out by a suitably qualified person, may be required in support of an application if the proposal involves substantial demolition or where there is some doubt as to the existing structural stability of a building, for example, barn conversion applications.</p> <p>A structural survey will be required if the demolition involves a listed building or the conversion of a listed building</p>	Countywide	<p>In the case of conversions, the survey should demonstrate that the structure of the building is adequate to meet the need of the new use. If the survey identifies rebuilding work is necessary, the extent of the building work should be clearly indicated on the elevations and plan as part of the survey report.</p> <p>The survey should be done in accordance with BRE Digest 366 – “Structural Appraisal of Existing Buildings for Change of Use”; or</p> <p>The Institute of Structural Engineers Report, “Appraisal of Existing Structures” 1980</p>	<a href="#">BRE</a> or <a href="#">Institution of Structural Engineers</a>
<b>Telecommunications Development Supplementary Information</b>  NPPF Section 5	Planning applications for mast and antenna development	Countywide	<p>Evidence to justify the need for the proposed development;</p> <p>The outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a</p>	Code of best practice on mobile network development in England – 24 July 2013

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
			<p>school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site; and</p> <p>For an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines; or</p> <p>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.</p>	
<p><b>Transport Statements, Transport Assessments and Travel Plans</b></p> <p>NPPF paragraph 32 and 36</p>	<p>All developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment</p>	<p>Countywide</p>	<p>These should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>For smaller schemes it should outline the transport aspects of the application; while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of</p>	<p>Planning Practice Guidance Paragraph: 015 Reference ID: 42-015-20140306</p>

Information Item and Policy Driver	Type of application	Where	What information is required	Where to look for further assistance
			<p>journeys to and from the site.</p> <p>It should give details of proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p>	
<p><b>Tree survey</b></p> <p>NPPF paragraph 18</p>	<p>Any proposals involving development within two metres of the canopy spread of a tree; or</p> <p>Where there are trees within the application site; or</p> <p>On land adjacent to it that could influence or be affected by the development (including street trees)</p>	<p>Countywide</p>	<p>If trees are present on the site or adjacent:-</p> <p>A Tree and Topographical Survey. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837).</p> <p>A Tree constraints plan. This is a design tool that indicates the influence that trees have upon the layout of the design (see part 5 of BS 5837) such as their shade pattern or root protection area.</p> <p>An Arboricultural Implication Assessment. This is essentially a design statement for trees. It demonstrates how important arboricultural considerations are being addressed (see section 6 of BS 5837) within the design.</p>	<p>BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations</p>



Information Item and Policy Driver	Type of application	Where	What information is required	Where to look for further assistance
			<p>Arboricultural Method Statement. This demonstrates how trees will be protected in relation to the finalised design. It may be as simple as a position and specification for tree protection fencing or contain complicated method statements and engineering drawings (see section 7 of BS 5837).</p> <p>Photographs of the trees.</p>	
<p><b>Ventilation and extraction statement</b></p> <p>Planning Practice Guidance Paragraph: 005 Reference ID: 32-005-20140306 &amp; Paragraph 009</p>	<p>Where or when this item may be required:</p> <p>A3 (i.e. restaurants and cafes)</p> <p>A4 (i.e. drinking establishments)</p> <p>A5 (i.e. hot food takeaways)</p> <p>B1 (general business)</p> <p>B2 (general industrial)</p> <p>Commercial developments</p>	<p>Countywide</p>	<p>The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use.</p> <p>Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or</p>	

<b>Information Item and Policy Driver</b>	<b>Type of application</b>	<b>Where</b>	<b>What information is required</b>	<b>Where to look for further assistance</b>
	that will cause odorous emissions for example brewing, rendering, paint spraying		<p>other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p> <p>Details of active odour control systems where proposed.</p> <p>Odour control methods to limit the odour from waste, location of waste storage.</p>	

# Appendix 1

## Notes

### Type of building or land and species to survey for

- Veteran (historical or important) trees, cellars, ice houses, old mines and caves - Bat, breeding bird
- \*Buildings with features suitable for bats, or large gardens in suburban and rural areas - Bat, breeding bird, badger, reptile and great crested newt
- Traditional timber-framed building (such as a barn or oast house) - Bat, barn owl and breeding bird
- Lakes, rivers and streams (on the land or nearby) - Breeding bird, great crested newt, fish, otter, water vole and crayfish
- Heathland on, nearby or linked to the site (by similar habitat) - Breeding bird, badger, dormouse, reptile, invertebrate, natterjack toad and protected plants
- Meadows, grassland, parkland and pasture on the land or linked to the site (by similar habitat) - Bat, badger, breeding bird, great crested newt, invertebrate, reptile and protected plants
- Ponds or slow-flowing water bodies (like ditches) on the site, or within 500m and linked by semi-natural habitat such as parks or heaths - Breeding bird, fish, great crested newt, water vole, invertebrate and crayfish
- Rough grassland and previously developed land (brownfield sites), on or next to the site - Breeding bird, reptile, invertebrate and protected plants
- Woodland, scrub and hedgerows on, next to or linked to the site - Bat, breeding bird, badger, dormouse, invertebrate, great crested newt, smooth snake and protected plants
- Coastal habitats - Breeding bird, fish, natterjack toad and invertebrates

All surveys should be carried out at the right time of year, using methods that are right for the species and the area.

### Species Best time of year to survey (dependent on weather conditions)

- Badgers - February to April and October to November
- Bats (hibernation roosts) - November to mid-March
- Bats (summer roosts) - May to mid-September
- Bats (foraging/commuting) - May to September
- Birds (breeding) - March to June
- Birds (winter behaviour) - October to March
- Dormice - May to September
- Great crested newts (in water) - Mid-March to Mid-June
- Invertebrates - April to September
- Natterjack toads - April to May
- Otters - Any time of year but better in summer as signs may get washed away in winter months

- Reptiles - Mid-March to June and September
- Water voles - March to September
- White-clawed crayfish - July to September

Source = Natural England update 26 November 2014

**\*Building with features suitable for Bats**

All agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;

All buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;

Pre-1960 detached buildings and structures within 200m of woodland and/or water;

Pre-1914 buildings within 400m of woodland and/or water;

Pre-1914 buildings with gable ends, pegtile roofs or slate roofs, regardless of location;

All tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;

All bridge structures, aqueducts and viaducts (especially over water and wet ground)

There is a historical record of bats using the building

# Cornwall Biodiversity Protocol for determining when Cornwall Council needs to request ecological surveys

A)  
Does the application affect a green or brown field site greater than 0.1 ha that is not currently in use as a residential or business premises, or a used or disused rural barn ?  
NB The redevelopment of unusually large gardens, large business premises, or multiple gardens may require protected species surveys if they meet the requirements of the Natural England Standing Advice.



B)  
Does the application affect any known ecological interests, such as designated sites (SSSI / SNCIs / nature reserves etc) or semi natural habitat such as woodland, heath, reedbed / fen, downland, ponds, rivers and streams etc.  
  
Or  
Other than bats are there any existing protected species records for the application site (e.g. from Local Records Centre or reports from local residents) ?



**NB**  
Applications affecting an SSSI / EIA applications will require a consultation with Natural England.  
  
Applications affecting an SNCI require a consultation with the Cornwall Wildlife Trust.

**Request a Biodiversity Assessment and / or bat check that includes:**

- An Environmental Records Centre check
- A Biodiversity Mitigation Plan that has been approved by ?

To ensure that the applicant is fully aware of the provisions of the plan the Biodiversity Mitigation Plan should be signed by the applicant.

**NB** The application should not be approved until a signed and a NET approved Biodiversity Mitigation Plan has been received



C)  
Does the application involve:  
  
1) Any building or structure with an existing bat record, or subject to a report of bat activity ?  
  
Or  
In all localities (except in heavily built up urban areas where the site is not adjacent to green space such as protected wildlife sites, fields, woodland, parks, golf courses, sports fields, rivers, canals, large areas of gardens etc.)  
  
Either the;  
  
2) Demolition of an existing house  
  
3) Conversion of house attic space – including the installation of roof lights or dormer windows  
  
4) Extensions that tie in to an existing roof space.  
  
5) Renovation or conversion of derelict building (structures with roofs)  
  
6) Conversion or demolition of agricultural barns / farm buildings (structures with roofs)



**NB: Applications affecting barns with a negative bat check should secure enhancements for barn owl via a Biodiversity Mitigation Plan**

**Proceed with application**



**Approved Biodiversity Mitigation Plan should be secured by standard condition.**



D)  
Does the application affect an existing residential garden or operational business premises ?



Register application and if available provide applicant with information leaflet setting out potential for protected species issues.  
  
It is recommended that an informative is also appended to any consent stating that if a protected species is discovered during the course of the development, then works should cease and advice sought from an ecological consultant.

**Suggested standard condition for mitigation plans involving European Protected Species (EPS) (eg bats, dormouse, sand lizard, otter, etc.):**

“The development hereby approved shall not be first brought into use unless and until the mitigation measures as detailed in the approved mitigated plan dated xxx have been completed in full, unless any modifications to the agreed mitigation plan as a result of the requirements of a European Protected Species Licence, or the results of subsequent bat surveys have first been submitted to and agreed in writing by the local planning authority. Thereafter approved mitigations measures shall be permanently maintained and retained in accordance with the approved details, unless otherwise first agreed in writing by the local planning authority”.

**Suggested standard condition for none EPS Mitigation Plans:**

“The biodiversity mitigation measures as detailed in the approved mitigated plan dated XXX shall be implemented in accordance with any specified time table and completed in full prior to the substantial completion, or the first bringing into use of the development hereby approved, whichever is the sooner. The development shall subsequently be implemented entirely in accordance with the approved details. Thereafter, unless otherwise agreed in writing by the local planning authority, the mitigation measures shall be permanently maintained and retained”