



# Southampton City Council

## Validation Checklists for planning applications National & Local Requirements (Amended)

Agreed by the Council's Planning & Rights of Way Panel on 11<sup>th</sup> November 2020  
Deferred for use from 1<sup>st</sup> December 2021 due to Covid19

### **Reviewed under the delegation given to officers by Panel September 2023**

- No substantive changes made – weblinks updated
- Active Travel England – New Statutory Consultee - weblinks added

Updated 12<sup>th</sup> February 2024 to include Biodiversity Net Gain National Requirements

## Contents

Householder application for planning permission for works or extension to a dwelling (excluding works to flats)

Householder application for planning permission for works or extension to a dwelling **and** for demolition of an unlisted building in a conservation area (excluding works to flats)

Householder application for planning permission for works or extension to a dwelling **and** listed building consent (excluding works to flats)

Application for full planning permission

Application for full planning permission **and** listed building consent for alterations, extension or demolition of a listed building

Listed building consent for alterations, extension or demolition of a listed building

Application for full planning permission **and** consent to display an advertisement

Application for consent to display an advertisement

Application for outline planning permission with all matters reserved

Application for outline planning permission with some matters reserved

Application for approval of reserved matters following outline approval

Application for a variation or removal of a condition following the grant of planning permission, including material amendment applications

Application for non material amendments following a grant of planning permission

Application for approval of details reserved by a condition (Discharge of condition)

Application for a Lawful Development Certificate for a proposed use or development

Application for a Lawful Development Certificate for an existing use or operation or activity, including those in breach of a planning condition

Prior approval of proposed change of use of a building from Class E (including office) to a use falling within use class C3 (dwelling houses) (PA56)

Prior approval of a proposed larger home extension (PAH)

Prior approval of proposed change of use of a building from a retail use (Class E – formerly A1/A2) or a mixed retail and residential use to a use falling within use class C3 (Dwelling house), and for associated operational development (PAC3)

Prior approval of proposed change of use to state funded school or registered nursery

Prior notification of proposed development by telecommunications code systems operators

Prior notification for proposed demolition

## Householder application for planning permission for works or extension to a dwelling (excluding works to flats)

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
  - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
  - Design & Access Statement if it relates to an application for planning permission where any part of the development is within a designated area (ie. Conservation Area) and consist of the provision of a building or buildings where the floorspace created by the development is 100sq.m or more.
- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS

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Biodiversity Survey and Report	Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.

	<p>See links:  <a href="#">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a></p> <p><a href="#">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link:  <a href="#">About - NatureSpace Partnership (naturespaceuk.com)</a></p>
<p>CIL: Planning Application Additional Information Requirement Form</p>	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b>  Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link:  <a href="#">cil_questions.pdf (planningportal.co.uk)</a></p>
<p>Flood Risk Assessment (FRA) &amp; Sustainable Drainage Strategy</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 will require a Floor Risk Assessment</p> <p>See links:  <a href="#">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Flooding (southampton.gov.uk)</a></p> <p>A Sustainable Drainage Strategy is required for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential) and shall evidence the approach to surface water management.</p> <p>See link:  <a href="#">Sustainable Drainage Systems (SuDS) (southampton.gov.uk)</a></p> <p><b>Householder Development</b></p>

	<p>Applications for house extensions/outbuildings in Flood Zones 2 and 3 do not need to provide a full FRA, but the following details will be required as a minimum:</p> <ul style="list-style-type: none"> <li>• Details of the proposed Finished Floor Level (FFL) – and either: <ul style="list-style-type: none"> <li>a) For the FFL to be 300mm above the estimated flood level (see below); or,</li> <li>b) The FFL to be the same level of the existing dwelling with a suitable flood resilience or resistance measures (most relevant option)</li> </ul> </li> <li>• Details of the estimated flood level – the Council use the Environment Agency’s extreme sea level dataset that can be provided for tidal flooding or the information can be requested from the EA directly for an individual site.</li> </ul> <p>See link:  <a href="https://www.gov.uk/guidance/flood-risk-assessments-if-youre-applying-for-planning-permission">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• If Option b) is chosen the applicant will need to provide details of the measures they’ve chosen, with confirmation that the flood level within the proposed development will not be &gt;0.6m* as that would present a risk to the structural integrity of the building (meaning Option a) should be taken instead).</li> <li>• Commitment to sign up to the EA Flood Warning Service</li> </ul> <p>*for <b>river</b> flood within 1 in 100 annual probability plus an allowance for climate change – but for <b>tidal</b> flood with a 1 in 200 annual probability plus an allowance for climate change</p>
Heritage Statement (HS)	<p>Required for all development works involving a heritage asset.</p> <p>See link:  <a href="https://www.gov.uk/guidance/information-on-heritage-assets">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting;</li> <li>• An assessment of the ‘significance’;</li> <li>• An explanation of the design concept for the proposed development;</li> <li>• A description of the impact of the proposed development; and,</li> <li>• Photographs</li> </ul>

	<p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"> <li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li> <li>• Major development sites over 0.25 hectares in the rest of the city;</li> <li>• Significant infrastructure works; and</li> <li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li> </ul> <p>See links:  <a href="https://www.southampton.gov.uk/HeritageStatementsandArchaeology-LocalGuidance">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a>  <a href="https://www.southampton.gov.uk/Archaeologyandplanning">Archaeology and planning (southampton.gov.uk)</a></p>
<p>Roof Plan – Existing &amp; Proposed Scale 1:50 or 1:100</p>	<p>Required for all planning applications involving new buildings with pitched roof form and extensions/alterations to existing roof forms</p> <p><b>Householder Development</b>  Required for all planning applications involving 2 or more storey extensions, and all roof alterations</p> <p>All roof plans to have a scale bar, key dimensions, and a north point and should show the shape of the roof, the materials and any vents, openings or associated additions (such as solar panels)</p>
<p>Site Sections – Existing &amp; Proposed: including finished floor and site levels</p>	<p>In all cases where a proposal involves a change in ground levels or is on an existing sloping site</p> <p>All plans should show the existing and proposed works in relation to the finished site levels</p> <p>All plans should have a scale bar, key dimensions, and a north point and should include details of any additional means of enclosing the site</p>
<p>Tree Survey/Arboricultural Method Statement</p>	<p>Required for all applications where protected trees – those with a Tree Preservation Order) or hedgerows are proposed to either be lost or affected by the development and its construction (including those off site trees where the canopy overhangs the site).</p> <p>See link to see whether or not a tree is protected:  <a href="https://www.southampton.gov.uk/Protectedtrees">Protected trees (southampton.gov.uk)</a></p> <p>Where there are proposals to develop land and there are trees of amenity value that may be affected it is often necessary to request developers to carry out a tree survey. This is to help us to make a well-informed decision about the proposed development and its likely impact on the trees.</p>

Guidance on such surveys is given by the British Standard Guide relating to Trees in Relation to Design, Demolition and Construction BS 5837 (2012)

**Householder Development**

Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development

## Householder application for planning permission for works or extension to a dwelling and for demolition of an unlisted building in a conservation area (excluding works to flats)

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## Application for full planning permission

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- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
  - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
  - Design & Access Statement if it relates to an application for planning permission for either:
    - (a) A MAJOR development as per the definition; or
    - (b) Where any part of the development is within a designated area such as a Conservation Area and comprises:
      - One or more dwellings; or
      - The provision of a building or buildings where the floorspace created by the development is 100sq.m or more
- The appropriate fee
- **10% Biodiversity Net Gain – National Validation Requirement**  
Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

- confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
- the pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#);
- where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
- [the completed metric calculation tool](#) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ([‘degradation’](#)), and where they have:
  - a statement to the effect that these activities have been carried out;
  - the date immediately before these activities were carried out;
  - the pre-development biodiversity value of the onsite habitat on this date;
  - the completed metric calculation tool showing the calculations, and
  - any available supporting evidence of this;
- a description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Applicants can refer to these details in accompanying documents, rather than duplicate this information within the application form.

Guidance for developers and land managers is available here:

[Biodiversity net gain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/biodiversity-net-gain)

The biodiversity gain objective of at least a 10% gain is measured against the pre-development biodiversity value of the onsite habitat for the development using the statutory biodiversity metric tools:

<https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides>

Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.

**BNG10% Good Practice**

***Alongside the National requirements, as set out above, applicants are encouraged to explain in their planning application submission how the uplift in BNG will be provided. Although this is covered by the nationally imposed condition, and details can be secured post permission, it is better to have considered the BNG10% provision from the start of the process to avoid any unnecessary delays.***

Additional information that could be required at the validation stage includes:

## LOCAL REQUIREMENTS

Document Type	Circumstances when document should be submitted
Affordable Housing Statement & Viability Assessments	<p>For schemes that include 10 or more residential units, and that provide policy compliant levels of affordable housing (either on-site or as an off-site contribution) with information detailing the affordable housing offer set out in the Statement.</p> <p>For all applications that include 10 or more residential units where the proposal <b>does not</b> meet policy requirements or developer contributions, and this is being justified on viability grounds, a detailed Viability Assessment is required to be submitted with the planning application alongside the fee for an independent review.</p> <p>Please note that the Viability Assessment will be made publicly available in the same manner as the other supporting documents that form part of the planning application submission. The expectation is that the applicant will pay any costs needed to have the Assessment independently verified for the Council.</p>
Air Quality Assessment	<p>All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>All development, excluding householder development, inside or adjacent to any designated Air Quality Management Area (AQMA)</p> <p>See link:  <a href="https://www.southampton.gov.uk/air-quality-management-areas">Air quality management areas (southampton.gov.uk)</a></p> <p>All development, excluding householder development, inside or within 200m of any statutory designated nature conservation site</p> <p>All development involving an energy facility or industrial processes where there are direct emissions into the air</p> <p>See link:  <a href="https://www.southampton.gov.uk/air-quality-and-planning">Air quality and planning (southampton.gov.uk)</a></p>
Biodiversity Survey and Report	<p>Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.</p>

	<p>See links:  <a href="#">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a></p> <p><a href="#">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link:  <a href="#">About - NatureSpace Partnership (naturespaceuk.com)</a></p> <p>See separate requirements for Biodiversity Net Gain</p>
<p>CIL: Planning Application Additional Information Requirement Form</p>	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b>  Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link:  <a href="#">cil_questions.pdf (planningportal.co.uk)</a></p>
<p>Contaminated Land Assessment</p>	<p>Required for:</p> <ul style="list-style-type: none"> <li>• for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential); and</li> <li>• for all sites regardless of development size where contamination is known or suspected to exist at the site, and the application proposes a vulnerabe use such as residential; and</li> <li>• any change of use to a more SENSITIVE land use; and</li> <li>• any proposal where significant excavation is required; including piling work; and</li> <li>• development proposals within 250m of a currently licensed or historic landfill site</li> </ul> <p>See link:  <a href="#">Development on potentially contaminated land (southampton.gov.uk)</a></p>

	<p>A 'Main Investigation' as described in BS10175:11 is required when recommended by the Preliminary Investigation due to the potential for land contamination to affect the proposed development.</p> <p><i>Note to Applicant:</i>  <i>Environmental searches will not be accepted as a Contaminated Land Assessment for validation purposes.</i></p>
<p>Fire Statement</p>	<p>The Government has published guidance that sets out measures to ensure fire safety matters are incorporated at the Planning stage for schemes involving high-rise residential buildings.</p> <p>See link:  <a href="http://www.gov.uk">Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</a></p> <p>The requirements, referred to in the guidance, have applied to planning applications received after 1<sup>st</sup> August 2021 as a result of the Town and Country Planning (Development Management Procedure and Section 62a Applications) (England) (Amendment) Order 2021 ('the 2021 Order')</p> <p>See link:  <a href="http://legislation.gov.uk">The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 (legislation.gov.uk)</a></p> <p><b>What types of buildings are 'relevant buildings'?</b>  Relevant buildings contain two or more dwellings or educational accommodation, and meet the height of 18m or more, or 7 or more storeys.</p> <p>'Dwellings' includes flats, and 'educational accommodation' includes residential accommodation for the use of students boarding at a boarding school or in later stages of education as set out further in article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by Article 4 of the 2021 Order.</p> <p>Fire Statements must be submitted on a form published by the Secretary of State (or a form to a similar effect that contains the particulars specified or referred to in the Form), which includes information about (although not limited to):</p> <ol style="list-style-type: none"> <li>1. The principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>2. The site layout;</li> <li>3. Emergency vehicle access and water supplies for fire fighting purposes;</li> <li>4. What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this commentary;</li> <li>5. How any policies relating to fire safety in relevant local development documents have been taken into account.</li> </ol>

	<p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a Fire Statement is focused on fire safety matters as they relate to land use planning.</p>
<p>Flood Risk Assessment (FRA) &amp; Sustainable Drainage Strategy</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 will require a Floor Risk Assessment</p> <p>See links:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <p><a href="http://southampton.gov.uk">Flooding (southampton.gov.uk)</a></p> <p>A Sustainable Drainage Strategy is required for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential) and shall evidence the approach to surface water management.</p> <p>See link:  <a href="http://southampton.gov.uk">Sustainable Drainage Systems (SuDS) (southampton.gov.uk)</a></p> <p><b>Householder Development</b>  Applications for house extensions/outbuildings in Flood Zones 2 and 3 do not need to provide a full FRA, but the following details will be required as a minimum:</p> <ul style="list-style-type: none"> <li>• Details of the proposed Finished Floor Level (FFL) – and either: <ul style="list-style-type: none"> <li>g) For the FFL to be 300mm above the estimated flood level (see below); or,</li> <li>h) The FFL to be the same level of the existing dwelling with a suitable flood resilience or resistance measures (most relevant option)</li> </ul> </li> <li>• Details of the estimated flood level – the Council use the Environment Agency’s extreme sea level dataset that can be provided for tidal flooding or the information can be requested from the EA directly for an individual site.</li> </ul> <p>See link:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• If Option b) is chosen the applicant will need to provide details of the measures they’ve chosen, with confirmation that the flood level within the proposed development will not be &gt;0.6m* as that would present a risk to the structural integrity of the building (meaning Option a) should be taken instead).</li> <li>• Commitment to sign up to the EA Flood Warning Service</li> </ul>

	<p>*for <b>river</b> flood within 1 in 100 annual probability plus an allowance for climate change – but for <b>tidal</b> flood with a 1 in 200 annual probability plus an allowance for climate change</p>
<p>Heritage Statement (HS)</p>	<p>Required for all development works involving a heritage asset.</p> <p>See link:  <a href="#">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting;</li> <li>• An assessment of the ‘significance’;</li> <li>• An explanation of the design concept for the proposed development;</li> <li>• A description of the impact of the proposed development; and,</li> <li>• Photographs</li> </ul> <p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"> <li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li> <li>• Major development sites over 0.25 hectares in the rest of the city;</li> <li>• Significant infrastructure works; and</li> <li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li> </ul> <p>See links:  <a href="#">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a>  <a href="#">Archaeology and planning (southampton.gov.uk)</a></p>
<p>Landscape (Hard &amp; Soft) Design</p>	<p>Required for All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc. and can be shown on the proposed Block Plan.</p>



	<p>Applicants are advised to use the Landscape Checklist for New Development, as contained in Appendix G of the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006)</p> <p>See link:  <a href="http://southampton.gov.uk">Landscape &amp; Development Checklist (southampton.gov.uk)</a></p>
Lighting Assessment	<p>Required for all proposals involving large areas of lighting including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sports facilities;</li> <li>• Multi-Use Games Areas;</li> <li>• Illuminated advertising boards;</li> <li>• Security lighting;</li> <li>• Golf driving ranges; and</li> <li>• Car parking and associated pedestrian routes</li> </ul>
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All residential development where it is likely to be affected by existing noise and/or activity;</li> <li>• All MAJOR development applications (10+ dwellings/1,000sq.m non-residential) where it is likely to generate or be affected by existing noise and/or activity;</li> <li>• Proposals to include road traffic, railway, aircraft, military aerodromes, helicopters/heliports, industrial and/or commercial development, recreational and sporting activity, late night activity and landfill waste disposal sites, gym or leisure facilities within residential accommodation, air source heat pumps, and externally located plant on commercial premises (e.g. refrigeration, ventilation etc)</li> </ul>
Pre-application fees	<p>For those applications that have followed a pre-application 'Planning Performance Agreement' – normally for significant major schemes – the pre-application planning fee residual shall have been paid prior to the validation of the subsequent planning application.</p>
Refuse and Recycling Storage – 'Refuse Management Plan'	<p>All planning applications.</p> <p>Applications should show where the bin storage will be situated on the proposed Block Plan, and elevational details of any storage and/or form of enclosure (which should be secure and lockable).</p> <p>If the application doesn't meet the carry distances set out in the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006), or are proposing some form of private collection, a 'Refuse Management Plan' should be provided to explain how the site's refuse will be dealt with alongside a plan showing the proposed refuse collection point.</p>
Retail Impact Assessment (RIA)	<p>Required for applications of 2,500sq.m or more retail, leisure and/or office development (Class E) outside of a defined City, Town, District or Local Centre.</p>

	<p>The RIA should include:</p> <ul style="list-style-type: none"> <li>• Details of the impact from the proposed development on existing, committed and public investment in the neighbouring centres within catchment;</li> <li>• The impact of the proposed development on the vitality and viability of the existing nearby centres; including local consumer choice and trade within these centres and the wider area</li> <li>• An assessment of the likely impact of the proposed development to up to 5 years from the date the application is made</li> </ul> <p>For those major schemes where the full impact will not be realised in 5 years, the assessment should be extended to 10 years from the date that the application is made.</p> <p>See link:  <a href="http://www.gov.uk">Town centres and retail - GOV.UK (www.gov.uk)</a></p>
<p>Roof Plan – Existing &amp; Proposed Scale 1:50 or 1:100</p>	<p>Required for all planning applications involving new buildings with pitched roof form and extensions/alterations to existing roof forms</p> <p><b>Householder Development</b>  Required for all planning applications involving 2 or more storey extensions, and all roof alterations</p> <p>All roof plans to have a scale bar, key dimensions, and a north point and should show the shape of the roof, the materials and any vents, openings or associated additions (such as solar panels)</p>
<p>Site Sections – Existing &amp; Proposed: including finished floor and site levels</p>	<p>In all cases where a proposal involves a change in ground levels or is on an existing sloping site</p> <p>All plans should show the existing and proposed works in relation to the finished site levels</p> <p>All plans should have a scale bar, key dimensions, and a north point and should include details of any additional means of enclosing the site</p>
<p>Statement of Community Involvement (SCI)</p>	<p>It is always good practice to discuss development proposals with affected neighbours and stakeholders ahead of the formal planning application submission.</p> <p>An SCI is formally required for all applications proposing:</p> <ul style="list-style-type: none"> <li>• 50+ residential units</li> <li>• 1,000sq.m of non residential floorspace</li> </ul> <p>An SCI is recommended as best practice for all other residential MAJOR development applications (10+ dwellings) to show how the applicant has engaged the local affected community and stakeholders as set out in the Council’s adopted SCI.</p> <p>See link:</p>

	<p><a href="http://southampton.gov.uk">Involving You in Planning (southampton.gov.uk)</a></p>
Streetscene Plan (Context)	<p>Required when approval is sought for SCALE and APPEARANCE issues relating to a development with a street frontage.</p> <p>Plans should show the street context of the proposal in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed</p>
Sustainability Checklist & Nitrogen Budget Calculation	<p>The Sustainability Checklist should be completed for all planning applications, whether new build or conversion, for the following:</p> <ul style="list-style-type: none"> <li>• 1 or more residential unit and/or other forms of overnight accommodation (including hotels); and</li> <li>• Increases in occupation for a House in Multiple Occupation (HMO); and</li> <li>• All non-residential applications of 500sq.m or more floor area to show how the applicant has considered and complied with the requirements of saved LDF Core Strategy Policy CS20 (Tackling and Adapting to Climate Change)</li> </ul> <p>See link:  <a href="http://southampton.gov.uk">Sustainability checklist (southampton.gov.uk)</a></p> <p>This revised checklist includes further assistance with the Nitrogen Budget calculation, which is needed ahead of validation for all applications comprising a residential use and/or any other form of overnight accommodation including hotels.</p> <p>Where the Council's checklists are not used a planning application will not be validated without this calculation.</p> <p>Natural England have also produced their own guidance:</p> <p>See link:  <a href="http://push.gov.uk">Natural England nutrient calculator and guidance - Partnership for South Hampshire (push.gov.uk)</a></p> <p>Applicants can apply the occupancy rates as set out in the following link, as these are specific to Southampton, and the link also provides further details of the bespoke mitigation available to assist with this issue:</p> <p>See link: <a href="http://southampton.gov.uk">Nitrogen Mitigation (southampton.gov.uk)</a></p>
Telecommunications Development	<p>Required for all telecommunications developments in accordance with details set out within Appendices E and F of the Code of Best Practice on Mobile Development in England (2013):</p> <p>See link:  <a href="http://southampton.gov.uk">Codes of Practice   Mobile Network Operators   Mobile UK</a></p> <p>Applications should include the following:</p>

	<ol style="list-style-type: none"> <li>1. Site details;</li> <li>2. Pre-application checklist for site selection;</li> <li>3. Proposed development information;</li> <li>4. Technical justification;</li> <li>5. Site selection process information;</li> <li>6. ICNIRP Certification;</li> <li>7. Site location plan at a 1:2500 scale;</li> <li>8. Site layout plan at a 1:500 scale;</li> <li>9. A clear differentiation between existing and proposed equipment;</li> <li>10. Elevations at a minimum 1:100 scale including proposed colour;</li> <li>11. Roof plan at a 1:100 scale.</li> </ol> <p>Whilst not necessarily a validation requirement best practice suggests that details of expected noise impacts from the installation, and any ongoing mitigation, can also assist the Local Planning Authority in understanding the impacts of the proposal</p>
Transport Assessment (TA)	<p>Needed for all developments proposing 50+ residential units and/or 1,000sq.m or more non-residential/commercial floorspace.</p> <p>Best Practice, but not a validation requirement for all MAJOR residential developments (10-49 units).</p> <p>The TA should follow the guidance contained within the Department of Transport's own guidance, and it remains best practice to submit a Travel Plan with the TA:</p> <p>See link:  <a href="https://www.gov.uk/government/guidance/travel-plans-transport-assessments-and-statements">Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</a></p> <p>Active Travel England became a statutory consultee in 2023 – further guidance on how your planning application can meet their requirements is available here:  <a href="https://www.gov.uk/government/guidance/active-travel-england-planning-application-assessment-toolkit">Active Travel England: planning application assessment toolkit - GOV.UK (www.gov.uk)</a></p>
Transport Statements (TS) & Car Parking Stress Survey	<p>Best practice, but not a validation requirement, for developments of 1-49 residential units</p> <p>The TS should scope out the transport issues relating to a proposed development site, and details of the proposed development and how it will impact upon the existing highway.</p> <p>It is also best practice for all new development, where the maximum parking standard is not met, to indicate parking stress within that area in accordance with the methodology of the Lambeth Model Parking Survey under the following criteria:</p> <ol style="list-style-type: none"> <li>1. Carry out a survey between 22:00 and 06:00</li> <li>2. Conduct 2 surveys on 'normal days', outside of school holiday times and avoiding public holidays etc.</li> </ol>

	<ul style="list-style-type: none"> <li>- These surveys should include a weekday and a weekend</li> <li>3. The survey area should be within 200m radius of the site</li> <li>4. The survey should record how many parking spaces are available at the time of the survey</li> <li>5. Photographic evidence should support the information provided</li> <li>6. A 1:1000 scaled plan of the survey area should be provided clearly showing the locations of the available spaces, whilst parked areas, dropped kerbs and parking restrictions also need to be clearly marked to provide a clear picture of how much kerbside parking space was available at the time for the survey.</li> <li>7. The parking spaces must be a minimum of 6m long between vehicles to be counted, although 5m is adequate when there is free access at one end.</li> <li>8. The plan should be accompanied by a written summary of the findings of the survey listed by street; stating the number of parking spaces available for use on the street, and the number of unoccupied or vacant spaces, and then express this ratio as a percentage of available space.</li> <li>9. The Survey should be clearly presented identifying the date, time and day of the week alongside the plan, photographs and parking stress calculations</li> </ul>
<p>Tree Survey/Arboricultural Method Statement</p>	<p>Required for all applications where protected trees – those with a Tree Preservation Order) or hedgerows are proposed to either be lost or affected by the development and its construction (including those off site trees where the canopy overhangs the site).</p> <p>See link to see whether or not a tree is protected:  <a href="http://southampton.gov.uk">Protected trees (southampton.gov.uk)</a></p> <p>Where there are proposals to develop land and there are trees of amenity value that may be affected it is often necessary to request developers to carry out a tree survey. This is to help us to make a well-informed decision about the proposed development and its likely impact on the trees.</p> <p>Guidance on such surveys is given by the British Standard Guide relating to Trees in Relation to Design, Demolition and Construction BS 5837 (2012)</p> <p><b>Householder Development</b>  Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development</p>
<p>Ventilation/Extraction Statement (including Acoustic Assessment)</p>	<p>Required for all applications for uses involving food preparation (including speculative applications where the end user is unknown) including restaurants, cafes, takeaways and pubs (typically within the Class E use class) and commercial / industrial premises discharging gas, fumes, dust through mechanical extraction systems. These should include details of the pollution or odour controls, together with floorplans and elevations to show the location of where such equipment will be located and any maintenance schedule should be included.</p>

## Application for full planning permission and listed building consent for alterations, extension or demolition of a listed building

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
  - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
  - Design & Access Statement if it relates to an application for planning permission for either:
    - (c) A MAJOR development as per the definition; or
    - (d) Where any part of the development is within a designated area such as a Conservation Area and comprises:
      - One or more dwellings; or
      - The provision of a building or buildings where the floorspace created by the development is 100sq.m or more
- The appropriate fee
- **10% Biodiversity Net Gain – National Validation Requirement**  
Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

- confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
- the pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#);
- where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
- [the completed metric calculation tool](#) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('[degradation](#)'), and where they have:
  - a statement to the effect that these activities have been carried out;
  - the date immediately before these activities were carried out;
  - the pre-development biodiversity value of the onsite habitat on this date;
  - the completed metric calculation tool showing the calculations, and
  - any available supporting evidence of this;
- a description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Applicants can refer to these details in accompanying documents, rather than duplicate this information within the application form.

Guidance for developers and land managers is available here:  
[Biodiversity net gain - GOV.UK \(www.gov.uk\)](#)

The biodiversity gain objective of at least a 10% gain is measured against the pre-development biodiversity value of the onsite habitat for the development using the statutory biodiversity metric tools:  
<https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides>

Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.

### **BNG10% Good Practice**

***Alongside the National requirements, as set out above, applicants are encouraged to explain in their planning application submission how the uplift in BNG will be provided. Although this is covered by the nationally imposed condition, and details can be secured post permission, it is better to have considered the BNG10% provision from the start of the process to avoid any unnecessary delays.***

Additional information that could be required at the validation stage include:

### **LOCAL REQUIREMENTS**

<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
Affordable Housing Statement & Viability Assessments	<p>For schemes that include 10 or more residential units, and that provide policy compliant levels of affordable housing (either on-site or as an off-site contribution) with information detailing the affordable housing offer set out in the Statement.</p> <p>For all applications that include 10 or more residential units where the proposal <b>does not</b> meet policy requirements or developer contributions, and this is being justified on viability grounds, a detailed Viability Assessment is required to be submitted with the planning application alongside the fee for an independent review.</p> <p>Please note that the Viability Assessment will be made publicly available in the same manner as the other supporting documents that form part of the planning application submission. The expectation is that the applicant will pay any costs needed to have the Assessment independently verified for the Council.</p>
Air Quality Assessment	<p>All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>All development, excluding householder development, inside or adjacent to any designated Air Quality Management Area (AQMA)</p> <p>See link: <a href="https://www.southampton.gov.uk/air-quality-management-areas">Air quality management areas (southampton.gov.uk)</a></p> <p>All development, excluding householder development, inside or within 200m of any statutory designated nature conservation site</p> <p>All development involving an energy facility or industrial processes where there are direct emissions into the air</p> <p>See link: <a href="https://www.southampton.gov.uk/air-quality-and-planning">Air quality and planning (southampton.gov.uk)</a></p>
Biodiversity Survey and Report	Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.



	<p>See links:  <a href="#">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a></p> <p><a href="#">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link:  <a href="#">About - NatureSpace Partnership (naturespaceuk.com)</a></p> <p>See separate guidance for Biodiversity Net Gain</p>
<p>CIL: Planning Application Additional Information Requirement Form</p>	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b>  Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link:  <a href="#">cil_questions.pdf (planningportal.co.uk)</a></p>
<p>Contaminated Land Assessment</p>	<p>Required for:</p> <ul style="list-style-type: none"> <li>• for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential); and</li> <li>• for all sites regardless of development size where contamination is known or suspected to exist at the site, and the application proposes a vulnerable use such as residential; and</li> <li>• any change of use to a more SENSITIVE land use; and</li> <li>• any proposal where significant excavation is required; including piling work; and</li> <li>• development proposals within 250m of a currently licensed or historic landfill site</li> </ul> <p>See link:  <a href="#">Development on potentially contaminated land (southampton.gov.uk)</a></p>

	<p>A 'Main Investigation' as described in BS10175:11 is required when recommended by the Preliminary Investigation due to the potential for land contamination to affect the proposed development.</p> <p><i>Note to Applicant:</i>  <i>Environmental searches will not be accepted as a Contaminated Land Assessment for validation purposes.</i></p>
<p>Fire Statement</p>	<p>The Government has published guidance that sets out measures to ensure fire safety matters are incorporated at the Planning stage for schemes involving high-rise residential buildings.</p> <p>See link:  <a href="https://www.gov.uk/government/guidance/fire-safety-and-high-rise-residential-buildings">Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</a></p> <p>The requirements, referred to in the guidance, have applied to planning applications received after 1<sup>st</sup> August 2021 as a result of the Town and Country Planning (Development Management Procedure and Section 62a Applications) (England) (Amendment) Order 2021 ('the 2021 Order')</p> <p>See link:  <a href="https://www.legislation.gov.uk/uksi/2021/1000">The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 (legislation.gov.uk)</a></p> <p><b>What types of buildings are 'relevant buildings'?</b>  Relevant buildings contain two or more dwellings or educational accommodation, and meet the height of 18m or more, or 7 or more storeys.</p> <p>'Dwellings' includes flats, and 'educational accommodation' includes residential accommodation for the use of students boarding at a boarding school or in later stages of education as set out further in article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by Article 4 of the 2021 Order.</p> <p>Fire Statements must be submitted on a form published by the Secretary of State (or a form to a similar effect that contains the particulars specified or referred to in the Form), which includes information about (although not limited to):</p> <ol style="list-style-type: none"> <li>6. The principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>7. The site layout;</li> <li>8. Emergency vehicle access and water supplies for fire fighting purposes;</li> <li>9. What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this commentary;</li> <li>10. How any policies relating to fire safety in relevant local development documents have been taken into account.</li> </ol>

	<p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a Fire Statement is focused on fire safety matters as they relate to land use planning.</p>
<p>Flood Risk Assessment (FRA) &amp; Sustainable Drainage Strategy</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 will require a Floor Risk Assessment</p> <p>See links:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <p><a href="http://southampton.gov.uk">Flooding (southampton.gov.uk)</a></p> <p>A Sustainable Drainage Strategy is required for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential) and shall evidence the approach to surface water management.</p> <p>See link:  <a href="http://southampton.gov.uk">Sustainable Drainage Systems (SuDS) (southampton.gov.uk)</a></p> <p><b>Householder Development</b>  Applications for house extensions/outbuildings in Flood Zones 2 and 3 do not need to provide a full FRA, but the following details will be required as a minimum:</p> <ul style="list-style-type: none"> <li>• Details of the proposed Finished Floor Level (FFL) – and either: <ul style="list-style-type: none"> <li>i) For the FFL to be 300mm above the estimated flood level (see below); or,</li> <li>j) The FFL to be the same level of the existing dwelling with a suitable flood resilience or resistance measures (most relevant option)</li> </ul> </li> <li>• Details of the estimated flood level – the Council use the Environment Agency’s extreme sea level dataset that can be provided for tidal flooding or the information can be requested from the EA directly for an individual site.</li> </ul> <p>See link:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• If Option b) is chosen the applicant will need to provide details of the measures they’ve chosen, with confirmation that the flood level within the proposed development will not be &gt;0.6m* as that would present a risk to the structural integrity of the building (meaning Option a) should be taken instead).</li> <li>• Commitment to sign up to the EA Flood Warning Service</li> </ul>

	<p>*for <b>river</b> flood within 1 in 100 annual probability plus an allowance for climate change – but for <b>tidal</b> flood with a 1 in 200 annual probability plus an allowance for climate change</p>
<p>Heritage Statement (HS)</p>	<p>Required for all development works involving a heritage asset.</p> <p>See link:  <a href="#">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting;</li> <li>• An assessment of the ‘significance’;</li> <li>• An explanation of the design concept for the proposed development;</li> <li>• A description of the impact of the proposed development; and,</li> <li>• Photographs</li> </ul> <p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"> <li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li> <li>• Major development sites over 0.25 hectares in the rest of the city;</li> <li>• Significant infrastructure works; and</li> <li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li> </ul> <p>See links:  <a href="#">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a>  <a href="#">Archaeology and planning (southampton.gov.uk)</a></p>
<p>Landscape (Hard &amp; Soft) Design</p>	<p>Required for All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc. and can be shown on the proposed Block Plan.</p>

	<p>Applicants are advised to use the Landscape Checklist for New Development, as contained in Appendix G of the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006)</p> <p>See link:  <a href="http://southampton.gov.uk">Landscape &amp; Development Checklist (southampton.gov.uk)</a></p>
Lighting Assessment	<p>Required for all proposals involving large areas of lighting including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sports facilities;</li> <li>• Multi-Use Games Areas;</li> <li>• Illuminated advertising boards;</li> <li>• Security lighting;</li> <li>• Golf driving ranges; and</li> <li>• Car parking and associated pedestrian routes</li> </ul>
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All residential development where it is likely to be affected by existing noise and/or activity;</li> <li>• All MAJOR development applications (10+ dwellings/1,000sq.m non-residential) where it is likely to generate or be affected by existing noise and/or activity;</li> <li>• Proposals to include road traffic, railway, aircraft, military aerodromes, helicopters/heliports, industrial and/or commercial development, recreational and sporting activity, late night activity and landfill waste disposal sites, gym or leisure facilities within residential accommodation, air source heat pumps, and externally located plant on commercial premises (e.g. refrigeration, ventilation etc)</li> </ul>
Pre-application fees	<p>For those applications that have followed a pre-application 'Planning Performance Agreement' – normally for significant major schemes – the pre-application planning fee residual shall have been paid prior to the validation of the subsequent planning application.</p>
Refuse and Recycling Storage – 'Refuse Management Plan'	<p>All planning applications.</p> <p>Applications should show where the bin storage will be situated on the proposed Block Plan, and elevational details of any storage and/or form of enclosure (which should be secure and lockable).</p> <p>If the application doesn't meet the carry distances set out in the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006), or are proposing some form of private collection, a 'Refuse Management Plan' should be provided to explain how the site's refuse will be dealt with alongside a plan showing the proposed refuse collection point.</p>
Retail Impact Assessment (RIA)	<p>Required for applications of 2,500sq.m or more retail, leisure and/or office development (Class E) outside of a defined City, Town, District or Local Centre.</p>

	<p>The RIA should include:</p> <ul style="list-style-type: none"> <li>• Details of the impact from the proposed development on existing, committed and public investment in the neighbouring centres within catchment;</li> <li>• The impact of the proposed development on the vitality and viability of the existing nearby centres; including local consumer choice and trade within these centres and the wider area</li> <li>• An assessment of the likely impact of the proposed development to up to 5 years from the date the application is made</li> </ul> <p>For those major schemes where the full impact will not be realised in 5 years, the assessment should be extended to 10 years from the date that the application is made.</p> <p>See link:  <a href="http://www.gov.uk">Town centres and retail - GOV.UK (www.gov.uk)</a></p>
<p>Roof Plan – Existing &amp; Proposed Scale 1:50 or 1:100</p>	<p>Required for all planning applications involving new buildings with pitched roof form and extensions/alterations to existing roof forms</p> <p><b>Householder Development</b>  Required for all planning applications involving 2 or more storey extensions, and all roof alterations</p> <p>All roof plans to have a scale bar, key dimensions, and a north point and should show the shape of the roof, the materials and any vents, openings or associated additions (such as solar panels)</p>
<p>Site Sections – Existing &amp; Proposed: including finished floor and site levels</p>	<p>In all cases where a proposal involves a change in ground levels or is on an existing sloping site</p> <p>All plans should show the existing and proposed works in relation to the finished site levels</p> <p>All plans should have a scale bar, key dimensions, and a north point and should include details of any additional means of enclosing the site</p>
<p>Statement of Community Involvement (SCI)</p>	<p>It is always good practice to discuss development proposals with affected neighbours and stakeholders ahead of the formal planning application submission.</p> <p>An SCI is formally required for all applications proposing:</p> <ul style="list-style-type: none"> <li>• 50+ residential units</li> <li>• 1,000sq.m of non residential floorspace</li> </ul> <p>An SCI is recommended as best practice for all other residential MAJOR development applications (10+ dwellings) to show how the applicant has engaged the local affected community and stakeholders as set out in the Council’s adopted SCI.</p> <p>See link:</p>

	<p><a href="http://southampton.gov.uk">Involving You in Planning (southampton.gov.uk)</a></p>
Streetscene Plan (Context)	<p>Required when approval is sought for SCALE and APPEARANCE issues relating to a development with a street frontage.</p> <p>Plans should show the street context of the proposal in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed</p>
Sustainability Checklist & Nitrogen Budget Calculation	<p>The Sustainability Checklist should be completed for all planning applications, whether new build or conversion, for the following:</p> <ul style="list-style-type: none"> <li>• 1 or more residential unit and/or other forms of overnight accommodation (including hotels); and</li> <li>• Increases in occupation for a House in Multiple Occupation (HMO); and</li> <li>• All non-residential applications of 500sq.m or more floor area to show how the applicant has considered and complied with the requirements of saved LDF Core Strategy Policy CS20 (Tackling and Adapting to Climate Change)</li> </ul> <p>See link:  <a href="http://southampton.gov.uk">Sustainability checklist (southampton.gov.uk)</a></p> <p>This revised checklist includes further assistance with the Nitrogen Budget calculation, which is needed ahead of validation for all applications comprising a residential use and/or any other form of overnight accommodation including hotels.</p> <p>Where the Council's checklists are not used a planning application will not be validated without this calculation.</p> <p>Natural England have also produced their own guidance:</p> <p>See link:  <a href="http://push.gov.uk">Natural England nutrient calculator and guidance - Partnership for South Hampshire (push.gov.uk)</a></p> <p>Applicants can apply the occupancy rates as set out in the following link, as these are specific to Southampton, and the link also provides further details of the bespoke mitigation available to assist with this issue:</p> <p>See link: <a href="http://southampton.gov.uk">Nitrogen Mitigation (southampton.gov.uk)</a></p>
Telecommunications Development	<p>Required for all telecommunications developments in accordance with details set out within Appendices E and F of the Code of Best Practice on Mobile Development in England (2013):</p> <p>See link:  <a href="http://southampton.gov.uk">Codes of Practice   Mobile Network Operators   Mobile UK</a></p> <p>Applications should include the following:</p>

	<ol style="list-style-type: none"> <li>12. Site details;</li> <li>13. Pre-application checklist for site selection;</li> <li>14. Proposed development information;</li> <li>15. Technical justification;</li> <li>16. Site selection process information;</li> <li>17. ICNIRP Certification;</li> <li>18. Site location plan at a 1:2500 scale;</li> <li>19. Site layout plan at a 1:500 scale;</li> <li>20. A clear differentiation between existing and proposed equipment;</li> <li>21. Elevations at a minimum 1:100 scale including proposed colour;</li> <li>22. Roof plan at a 1:100 scale.</li> </ol> <p>Whilst not necessarily a validation requirement best practice suggests that details of expected noise impacts from the installation, and any ongoing mitigation, can also assist the Local Planning Authority in understanding the impacts of the proposal</p>
<p>Transport Assessment (TA)</p>	<p>Needed for all developments proposing 50+ residential units and/or 1,000sq.m or more non-residential/commercial floorspace.</p> <p>Best Practice, but not a validation requirement for all MAJOR residential developments (10-49 units).</p> <p>The TA should follow the guidance contained within the Department of Transport’s own guidance, and it remains best practice to submit a Travel Plan with the TA:</p> <p>See link:  <a href="https://www.gov.uk/government/guidance/travel-plans-transport-assessments-and-statements">Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</a></p> <p>Active Travel England became a statutory consultee in 2023_– further guidance on how your planning application can meet their requirements is available here:  <a href="https://www.gov.uk/government/guidance/active-travel-england-planning-application-assessment-toolkit">Active Travel England: planning application assessment toolkit - GOV.UK (www.gov.uk)</a></p>
<p>Transport Statements (TS) &amp; Car Parking Stress Survey</p>	<p>Best practice, but not a validation requirement, for developments of 1-49 residential units</p> <p>The TS should scope out the transport issues relating to a proposed development site, and details of the proposed development and how it will impact upon the existing highway.</p> <p>It is also best practice for all new development, where the maximum parking standard is not met, to indicate parking stress within that area in accordance with the methodology of the Lambeth Model Parking Survey under the following criteria:</p> <ol style="list-style-type: none"> <li>10. Carry out a survey between 22:00 and 06:00</li> <li>11. Conduct 2 surveys on ‘normal days’, outside of school holiday times and avoiding public holidays etc.</li> </ol>



	<ul style="list-style-type: none"> <li>- These surveys should include a weekday and a weekend</li> <li>12. The survey area should be within 200m radius of the site</li> <li>13. The survey should record how many parking spaces are available at the time of the survey</li> <li>14. Photographic evidence should support the information provided</li> <li>15. A 1:1000 scaled plan of the survey area should be provided clearly showing the locations of the available spaces, whilst parked areas, dropped kerbs and parking restrictions also need to be clearly marked to provide a clear picture of how much kerbside parking space was available at the time for the survey.</li> <li>16. The parking spaces must be a minimum of 6m long between vehicles to be counted, although 5m is adequate when there is free access at one end.</li> <li>17. The plan should be accompanied by a written summary of the findings of the survey listed by street; stating the number of parking spaces available for use on the street, and the number of unoccupied or vacant spaces, and then express this ratio as a percentage of available space.</li> <li>18. The Survey should be clearly presented identifying the date, time and day of the week alongside the plan, photographs and parking stress calculations</li> </ul>
<p>Tree Survey/Arboricultural Method Statement</p>	<p>Required for all applications where protected trees – those with a Tree Preservation Order) or hedgerows are proposed to either be lost or affected by the development and its construction (including those off site trees where the canopy overhangs the site).</p> <p>See link to see whether or not a tree is protected:  <a href="http://southampton.gov.uk">Protected trees (southampton.gov.uk)</a></p> <p>Where there are proposals to develop land and there are trees of amenity value that may be affected it is often necessary to request developers to carry out a tree survey. This is to help us to make a well-informed decision about the proposed development and its likely impact on the trees.</p> <p>Guidance on such surveys is given by the British Standard Guide relating to Trees in Relation to Design, Demolition and Construction BS 5837 (2012)</p> <p><b>Householder Development</b>  Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development</p>
<p>Ventilation/Extraction Statement (including Acoustic Assessment)</p>	<p>Required for all applications for uses involving food preparation (including speculative applications where the end user is unknown) including restaurants, cafes, takeaways and pubs (typically within the Class E use class) and commercial / industrial premises discharging gas, fumes, dust through mechanical extraction systems. These should include details of the pollution or odour controls, together with floorplans and elevations to show the location of where such equipment will be located and any maintenance schedule should be included.</p>

## Listed building consent for alterations, extension or demolition of a listed building

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
  - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
  - Design & Access Statement if it relates to an application for planning permission for either:
    - (e) A MAJOR development as per the definition; or
    - (f) Where any part of the development is within a designated area such as a Conservation Area and comprises:
      - One or more dwellings; or
      - The provision of a building or buildings where the floorspace created by the development is 100sq.m or more
- The appropriate fee

Additional information that could be required at the validation stage include:

## LOCAL REQUIREMENTS

Document Type	Circumstances when document should be submitted
Heritage Statement (HS)	<p>Required for all development works involving a heritage asset.</p> <p>See link: <a href="#">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"><li>• A description of the heritage asset and its setting;</li><li>• An assessment of the 'significance';</li><li>• An explanation of the design concept for the proposed development;</li><li>• A description of the impact of the proposed development; and,</li><li>• Photographs</li></ul> <p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"><li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li><li>• Major development sites over 0.25 hectares in the rest of the city;</li><li>• Significant infrastructure works; and</li><li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li></ul> <p>See links: <a href="#">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a>  <a href="#">Archaeology and planning (southampton.gov.uk)</a></p>

## Application for full planning permission and consent to display an advertisement

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Advertisement drawings at a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colours of illumination
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
  - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
  - Design & Access Statement if it relates to an application for planning permission for either:
    - (g) A MAJOR development as per the definition; or
    - (h) Where any part of the development is within a designated area such as a Conservation Area and comprises:
      - One or more dwellings; or
      - The provision of a building or buildings where the floorspace created by the development is 100sq.m or more
- The appropriate fee

- **10% Biodiversity Net Gain – National Validation Requirement**

Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

- confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
- the pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#);
- where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
- [the completed metric calculation tool](#) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ([‘degradation’](#)), and where they have:
  - a statement to the effect that these activities have been carried out;
  - the date immediately before these activities were carried out;
  - the pre-development biodiversity value of the onsite habitat on this date;
  - the completed metric calculation tool showing the calculations, and
  - any available supporting evidence of this;
- a description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Applicants can refer to these details in accompanying documents, rather than duplicate this information within the application form.

Guidance for developers and land managers is available here:

[Biodiversity net gain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/biodiversity-net-gain)

The biodiversity gain objective of at least a 10% gain is measured against the pre-development biodiversity value of the onsite habitat for the development using the statutory biodiversity metric tools:

<https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides>

Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning

(Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.

***BNG10% Good Practice***

***Alongside the National requirements, as set out above, applicants are encouraged to explain in their planning application submission how the uplift in BNG will be provided. Although this is covered by the nationally imposed condition, and details can be secured post permission, it is better to have considered the BNG10% provision from the start of the process to avoid any unnecessary delays.***

Additional information that could be required at the validation stage include:

**LOCAL REQUIREMENTS**

<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
Affordable Housing Statement & Viability Assessments	<p>For schemes that include 10 or more residential units, and that provide policy compliant levels of affordable housing (either on-site or as an off-site contribution) with information detailing the affordable housing offer set out in the Statement.</p> <p>For all applications that include 10 or more residential units where the proposal <b>does not</b> meet policy requirements or developer contributions, and this is being justified on viability grounds, a detailed Viability Assessment is required to be submitted with the planning application alongside the fee for an independent review.</p> <p>Please note that the Viability Assessment will be made publicly available in the same manner as the other supporting documents that form part of the planning application submission. The expectation is that the applicant will pay any costs needed to have the Assessment independently verified for the Council.</p>
Air Quality Assessment	<p>All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>All development, excluding householder development, inside or adjacent to any designated Air Quality Management Area (AQMA)</p> <p>See link: <a href="http://southampton.gov.uk/air-quality-management-areas">Air quality management areas (southampton.gov.uk)</a></p> <p>All development, excluding householder development, inside or within 200m of any statutory designated nature conservation site</p> <p>All development involving an energy facility or industrial processes where there are direct emissions into the air</p> <p>See link: <a href="http://southampton.gov.uk/air-quality-and-planning">Air quality and planning (southampton.gov.uk)</a></p>

<p>Biodiversity Survey and Report</p>	<p>Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.</p> <p>See links:  <a href="#">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a>  <a href="#">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link:  <a href="#">About - NatureSpace Partnership (naturespaceuk.com)</a></p> <p>See separate guidance for Biodiversity Net Gain</p>
<p>CIL: Planning Application Additional Information Requirement Form</p>	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b>  Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link:  <a href="#">cil_questions.pdf (planningportal.co.uk)</a></p>
<p>Contaminated Land Assessment</p>	<p>Required for:</p> <ul style="list-style-type: none"> <li>• for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential); and</li> <li>• for all sites regardless of development size where contamination is known or suspected to exist at the site, and the application proposes a vulnerable use such as residential; and</li> <li>• any change of use to a more SENSITIVE land use; and</li> <li>• any proposal where significant excavation is required; including piling work; and</li> <li>• development proposals within 250m of a currently licensed or historic landfill site</li> </ul>

	<p>See link:  <a href="https://www.southampton.gov.uk">Development on potentially contaminated land (southampton.gov.uk)</a></p> <p>A 'Main Investigation' as described in BS10175:11 is required when recommended by the Preliminary Investigation due to the potential for land contamination to affect the proposed development.</p> <p><i>Note to Applicant:</i>  <i>Environmental searches will not be accepted as a Contaminated Land Assessment for validation purposes.</i></p>
Fire Statement	<p>The Government has published guidance that sets out measures to ensure fire safety matters are incorporated at the Planning stage for schemes involving high-rise residential buildings.</p> <p>See link:  <a href="https://www.gov.uk">Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</a></p> <p>The requirements, referred to in the guidance, have applied to planning applications received after 1<sup>st</sup> August 2021 as a result of the Town and Country Planning (Development Management Procedure and Section 62a Applications) (England) (Amendment) Order 2021 ('the 2021 Order')</p> <p>See link:  <a href="https://legislation.gov.uk">The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 (legislation.gov.uk)</a></p> <p><b>What types of buildings are 'relevant buildings'?</b>  Relevant buildings contain two or more dwellings or educational accommodation, and meet the height of 18m or more, or 7 or more storeys.</p> <p>'Dwellings' includes flats, and 'educational accommodation' includes residential accommodation for the use of students boarding at a boarding school or in later stages of education as set out further in article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by Article 4 of the 2021 Order.</p> <p>Fire Statements must be submitted on a form published by the Secretary of State (or a form to a similar effect that contains the particulars specified or referred to in the Form), which includes information about (although not limited to):</p> <ol style="list-style-type: none"> <li>11. The principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>12. The site layout;</li> <li>13. Emergency vehicle access and water supplies for fire fighting purposes;</li> </ol>



	<p>14. What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this commentary;</p> <p>15. How any policies relating to fire safety in relevant local development documents have been taken into account.</p> <p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a Fire Statement is focused on fire safety matters as they relate to land use planning.</p>
<p>Flood Risk Assessment (FRA) &amp; Sustainable Drainage Strategy</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 will require a Floor Risk Assessment</p> <p>See links:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a>  <a href="http://southampton.gov.uk">Flooding (southampton.gov.uk)</a></p> <p>A Sustainable Drainage Strategy is required for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential) and shall evidence the approach to surface water management.</p> <p>See link:  <a href="http://southampton.gov.uk">Sustainable Drainage Systems (SuDS) (southampton.gov.uk)</a></p> <p><b>Householder Development</b></p> <p>Applications for house extensions/outbuildings in Flood Zones 2 and 3 do not need to provide a full FRA, but the following details will be required as a minimum:</p> <ul style="list-style-type: none"> <li>• Details of the proposed Finished Floor Level (FFL) – and either: <ul style="list-style-type: none"> <li>k) For the FFL to be 300mm above the estimated flood level (see below); or,</li> <li>l) The FFL to be the same level of the existing dwelling with a suitable flood resilience or resistance measures (most relevant option)</li> </ul> </li> <li>• Details of the estimated flood level – the Council use the Environment Agency’s extreme sea level dataset that can be provided for tidal flooding or the information can be requested from the EA directly for an individual site.</li> </ul> <p>See link:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• If Option b) is chosen the applicant will need to provide details of the measures they’ve chosen, with confirmation that the flood level within the proposed development will not be &gt;0.6m* as that</li> </ul>

	<p>would present a risk to the structural integrity of the building (meaning Option a) should be taken instead).</p> <ul style="list-style-type: none"> <li>• Commitment to sign up to the EA Flood Warning Service</li> </ul> <p>*for <b>river</b> flood within 1 in 100 annual probability plus an allowance for climate change – but for <b>tidal</b> flood with a 1 in 200 annual probability plus an allowance for climate change</p>
Heritage Statement (HS)	<p>Required for all development works involving a heritage asset.</p> <p>See link:  <a href="#">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting;</li> <li>• An assessment of the ‘significance’;</li> <li>• An explanation of the design concept for the proposed development;</li> <li>• A description of the impact of the proposed development; and,</li> <li>• Photographs</li> </ul> <p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"> <li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li> <li>• Major development sites over 0.25 hectares in the rest of the city;</li> <li>• Significant infrastructure works; and</li> <li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li> </ul> <p>See links:  <a href="#">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a>  <a href="#">Archaeology and planning (southampton.gov.uk)</a></p>
Landscape (Hard & Soft) Design	<p>Required for All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p>

	<p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc. and can be shown on the proposed Block Plan.</p> <p>Applicants are advised to use the Landscape Checklist for New Development, as contained in Appendix G of the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006)</p> <p>See link:  <a href="http://southampton.gov.uk">Landscape &amp; Development Checklist (southampton.gov.uk)</a></p>
Lighting Assessment	<p>Required for all proposals involving large areas of lighting including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sports facilities;</li> <li>• Multi-Use Games Areas;</li> <li>• Illuminated advertising boards;</li> <li>• Security lighting;</li> <li>• Golf driving ranges; and</li> <li>• Car parking and associated pedestrian routes</li> </ul>
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All residential development where it is likely to be affected by existing noise and/or activity;</li> <li>• All MAJOR development applications (10+ dwellings/1,000sq.m non-residential) where it is likely to generate or be affected by existing noise and/or activity;</li> <li>• Proposals to include road traffic, railway, aircraft, military aerodromes, helicopters/heliports, industrial and/or commercial development, recreational and sporting activity, late night activity and landfill waste disposal sites, gym or leisure facilities within residential accommodation, air source heat pumps, and externally located plant on commercial premises (e.g. refrigeration, ventilation etc)</li> </ul>
Pre-application fees	<p>For those applications that have followed a pre-application 'Planning Performance Agreement' – normally for significant major schemes – the pre-application planning fee residual shall have been paid prior to the validation of the subsequent planning application.</p>
Refuse and Recycling Storage – 'Refuse Management Plan'	<p>All planning applications.</p> <p>Applications should show where the bin storage will be situated on the proposed Block Plan, and elevational details of any storage and/or form of enclosure (which should be secure and lockable).</p> <p>If the application doesn't meet the carry distances set out in the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006), or are proposing some form of private collection, a 'Refuse Management Plan' should be provided to explain how the site's refuse will be dealt with alongside a plan showing the proposed refuse collection point.</p>

<p>Retail Impact Assessment (RIA)</p>	<p>Required for applications of 2,500sq.m or more retail, leisure and/or office development (Class E) outside of a defined City, Town, District or Local Centre.</p> <p>The RIA should include:</p> <ul style="list-style-type: none"> <li>• Details of the impact from the proposed development on existing, committed and public investment in the neighbouring centres within catchment;</li> <li>• The impact of the proposed development on the vitality and viability of the existing nearby centres; including local consumer choice and trade within these centres and the wider area</li> <li>• An assessment of the likely impact of the proposed development to up to 5 years from the date the application is made</li> </ul> <p>For those major schemes where the full impact will not be realised in 5 years, the assessment should be extended to 10 years from the date that the application is made.</p> <p>See link:  <a href="http://www.gov.uk">Town centres and retail - GOV.UK (www.gov.uk)</a></p>
<p>Roof Plan – Existing &amp; Proposed Scale 1:50 or 1:100</p>	<p>Required for all planning applications involving new buildings with pitched roof form and extensions/alterations to existing roof forms</p> <p><b>Householder Development</b>  Required for all planning applications involving 2 or more storey extensions, and all roof alterations</p> <p>All roof plans to have a scale bar, key dimensions, and a north point and should show the shape of the roof, the materials and any vents, openings or associated additions (such as solar panels)</p>
<p>Site Sections – Existing &amp; Proposed: including finished floor and site levels</p>	<p>In all cases where a proposal involves a change in ground levels or is on an existing sloping site</p> <p>All plans should show the existing and proposed works in relation to the finished site levels</p> <p>All plans should have a scale bar, key dimensions, and a north point and should include details of any additional means of enclosing the site</p>
<p>Statement of Community Involvement (SCI)</p>	<p>It is always good practice to discuss development proposals with affected neighbours and stakeholders ahead of the formal planning application submission.</p> <p>An SCI is formally required for all applications proposing:</p> <ul style="list-style-type: none"> <li>• 50+ residential units</li> <li>• 1,000sq.m of non residential floorspace</li> </ul> <p>An SCI is recommended as best practice for all other residential MAJOR development applications (10+ dwellings) to show how the applicant has</p>

	<p>engaged the local affected community and stakeholders as set out in the Council's adopted SCI.</p> <p>See link:  <a href="https://www.southampton.gov.uk/involving-you-in-planning">Involving You in Planning (southampton.gov.uk)</a></p>
Streetscene Plan (Context)	<p>Required when approval is sought for SCALE and APPEARANCE issues relating to a development with a street frontage.</p> <p>Plans should show the street context of the proposal in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed</p>
Sustainability Checklist & Nitrogen Budget Calculation	<p>The Sustainability Checklist should be completed for all planning applications, whether new build or conversion, for the following:</p> <ul style="list-style-type: none"> <li>• 1 or more residential unit and/or other forms of overnight accommodation (including hotels); and;</li> <li>• Increases in occupation for a House in Multiple Occupation (HMO); and</li> <li>• All non-residential applications of 500sq.m or more floor area to show how the applicant has considered and complied with the requirements of saved LDF Core Strategy Policy CS20 (Tackling and Adapting to Climate Change)</li> </ul> <p>See link:  <a href="https://www.southampton.gov.uk/sustainability-checklist">Sustainability checklist (southampton.gov.uk)</a></p> <p>This revised checklist includes further assistance with the Nitrogen Budget calculation, which is needed ahead of validation for all applications comprising a residential use and/or any other form of overnight accommodation including hotels.</p> <p>Where the Council's checklists are not used a planning application will not be validated without this calculation.</p> <p>Natural England have also produced their own guidance:</p> <p>See link:  <a href="https://www.push.gov.uk/natural-england-nutrient-calculator-and-guidance-partnership-for-south-hampshire">Natural England nutrient calculator and guidance - Partnership for South Hampshire (push.gov.uk)</a></p> <p>Applicants can apply the occupancy rates as set out in the following link, as these are specific to Southampton, and the link also provides further details of the bespoke mitigation available to assist with this issue:</p> <p>See link: <a href="https://www.southampton.gov.uk/nitrogen-mitigation">Nitrogen Mitigation (southampton.gov.uk)</a></p>
Telecommunications Development	<p>Required for all telecommunications developments in accordance with details set out within Appendices E and F of the Code of Best Practice on Mobile Development in England (2013):</p>

	<p>See link:  <a href="#">Codes of Practice   Mobile Network Operators   Mobile UK</a></p> <p>Applications should include the following:</p> <ol style="list-style-type: none"> <li>1. Site details;</li> <li>2. Pre-application checklist for site selection;</li> <li>3. Proposed development information;</li> <li>4. Technical justification;</li> <li>5. Site selection process information;</li> <li>6. ICNIRP Certification;</li> <li>7. Site location plan at a 1:2500 scale;</li> <li>8. Site layout plan at a 1:500 scale;</li> <li>9. A clear differentiation between existing and proposed equipment;</li> <li>10. Elevations at a minimum 1:100 scale including proposed colour;</li> <li>11. Roof plan at a 1:100 scale.</li> </ol> <p>Whilst not necessarily a validation requirement best practice suggests that details of expected noise impacts from the installation, and any ongoing mitigation, can also assist the Local Planning Authority in understanding the impacts of the proposal</p>
<p>Transport Assessment (TA)</p>	<p>Needed for all developments proposing 50+ residential units and/or 1,000sq.m or more non-residential/commercial floorspace.</p> <p>Best Practice, but not a validation requirement for all MAJOR residential developments (10-49 units).</p> <p>The TA should follow the guidance contained within the Department of Transport’s own guidance, and it remains best practice to submit a Travel Plan with the TA:</p> <p>See link:  <a href="#">Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</a></p> <p>Active Travel England became a statutory consultee in 2023 – further guidance on how your planning application can meet their requirements is available here:  <a href="#">Active Travel England: planning application assessment toolkit - GOV.UK (www.gov.uk)</a></p>
<p>Transport Statements (TS) &amp; Car Parking Stress Survey</p>	<p>Best practice, but not a validation requirement, for developments of 1-49 residential units</p> <p>The TS should scope out the transport issues relating to a proposed development site, and details of the proposed development and how it will impact upon the existing highway.</p> <p>It is also best practice for all new development, where the maximum parking standard is not met, to indicate parking stress within that area in</p>

	<p>accordance with the methodology of the Lambeth Model Parking Survey under the following criteria:</p> <ol style="list-style-type: none"> <li>19. Carry out a survey between 22:00 and 06:00</li> <li>20. Conduct 2 surveys on 'normal days', outside of school holiday times and avoiding public holidays etc. <ul style="list-style-type: none"> <li>- These surveys should include a weekday and a weekend</li> </ul> </li> <li>21. The survey area should be within 200m radius of the site</li> <li>22. The survey should record how many parking spaces are available at the time of the survey</li> <li>23. Photographic evidence should support the information provided</li> <li>24. A 1:1000 scaled plan of the survey area should be provided clearly showing the locations of the available spaces, whilst parked areas, dropped kerbs and parking restrictions also need to be clearly marked to provide a clear picture of how much kerbside parking space was available at the time for the survey.</li> <li>25. The parking spaces must be a minimum of 6m long between vehicles to be counted, although 5m is adequate when there is free access at one end.</li> <li>26. The plan should be accompanied by a written summary of the findings of the survey listed by street; stating the number of parking spaces available for use on the street, and the number of unoccupied or vacant spaces, and then express this ratio as a percentage of available space.</li> <li>27. The Survey should be clearly presented identifying the date, time and day of the week alongside the plan, photographs and parking stress calculations</li> </ol>
<p>Tree Survey/Arboricultural Method Statement</p>	<p>Required for all applications where protected trees – those with a Tree Preservation Order) or hedgerows are proposed to either be lost or affected by the development and its construction (including those off site trees where the canopy overhangs the site).</p> <p>See link to see whether or not a tree is protected:  <a href="http://southampton.gov.uk">Protected trees (southampton.gov.uk)</a></p> <p>Where there are proposals to develop land and there are trees of amenity value that may be affected it is often necessary to request developers to carry out a tree survey. This is to help us to make a well-informed decision about the proposed development and its likely impact on the trees.</p> <p>Guidance on such surveys is given by the British Standard Guide relating to Trees in Relation to Design, Demolition and Construction BS 5837 (2012)</p> <p><b>Householder Development</b>  Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development</p>
<p>Ventilation/Extraction Statement (including Acoustic Assessment)</p>	<p>Required for all applications for uses involving food preparation (including speculative applications where the end user is unknown) including restaurants, cafes, takeaways and pubs (typically within the Class E use class) and commercial / industrial premises discharging gas, fumes, dust through mechanical extraction systems. These should include details of the pollution or odour controls, together with floorplans and elevations to</p>

	show the location of where such equipment will be located and any maintenance schedule should be included.
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## Application for consent to display an advertisement

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Advertisement drawings at a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colours of illumination
- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS – N/A

### BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

Lighting Assessment	Required for all proposals involving large areas of lighting including, but not limited to: <ul style="list-style-type: none"><li>• Illuminated advertising boards;</li></ul>
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## Application for outline planning permission with all matters reserved

### NATIONAL REQUIREMENTS

**NOTE: The Local Planning Authority is unlikely to approve an outline planning application for ALL matters reserved, as it is unlikely to be able to determine if the application scheme is acceptable due to the urban context of the City.**

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Advertisement drawings at a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colours of illumination
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
  - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
  - Design & Access Statement if it relates to an application for planning permission for either:
    - (i) A MAJOR development as per the definition; or
    - (j) Where any part of the development is within a designated area such as a Conservation Area and comprises:
      - One or more dwellings; or
      - The provision of a building or buildings where the floorspace created by the development is 100sq.m or more

- Where access is a reserved matter the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.
- The appropriate fee
- **10% Biodiversity Net Gain – National Validation Requirement**  
Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:
  - confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
  - the pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#);
  - where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
  - [the completed metric calculation tool](#) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
  - a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ([‘degradation’](#)), and where they have:
    - a statement to the effect that these activities have been carried out;
    - the date immediately before these activities were carried out;
    - the pre-development biodiversity value of the onsite habitat on this date;
    - the completed metric calculation tool showing the calculations, and
    - any available supporting evidence of this;
  - a description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
  - plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Applicants can refer to these details in accompanying documents, rather than duplicate this information within the application form.

Guidance for developers and land managers is available here:  
[Biodiversity net gain - GOV.UK \(www.gov.uk\)](#)

The biodiversity gain objective of at least a 10% gain is measured against the pre-development biodiversity value of the onsite habitat for the development using the statutory biodiversity metric tools:

<https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides>

Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.

**BNG10% Good Practice**

***Alongside the National requirements, as set out above, applicants are encouraged to explain in their planning application submission how the uplift in BNG will be provided. Although this is covered by the nationally imposed condition, and details can be secured post permission, it is better to have considered the BNG10% provision from the start of the process to avoid any unnecessary delays.***

Additional information that could be required at the validation stage include:

**LOCAL REQUIREMENTS**

<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
Affordable Housing Statement & Viability Assessments	<p>For schemes that include 10 or more residential units, and that provide policy compliant levels of affordable housing (either on-site or as an off-site contribution) with information detailing the affordable housing offer set out in the Statement.</p> <p>For all applications that include 10 or more residential units where the proposal <b>does not</b> meet policy requirements or developer contributions, and this is being justified on viability grounds, a detailed Viability Assessment is required to be submitted with the planning application alongside the fee for an independent review.</p> <p>Please note that the Viability Assessment will be made publicly available in the same manner as the other supporting documents that form part of the planning application submission. The expectation is that the applicant will pay any costs needed to have the Assessment independently verified for the Council.</p>
Air Quality Assessment	<p>All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>All development, excluding householder development, inside or adjacent to any designated Air Quality Management Area (AQMA)</p> <p>See link: <a href="http://southampton.gov.uk">Air quality management areas (southampton.gov.uk)</a></p>

	<p>All development, excluding householder development, inside or within 200m of any statutory designated nature conservation site</p> <p>All development involving an energy facility or industrial processes where there are direct emissions into the air</p> <p>See link:  <a href="https://www.southampton.gov.uk/air-quality-and-planning">Air quality and planning (southampton.gov.uk)</a></p>
<p>Biodiversity Survey and Report</p>	<p>Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.</p> <p>See links:  <a href="https://www.hants.gov.uk/hampshire-biodiversity-information-centre-hbic">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a>  <a href="https://www.southampton.gov.uk/biodiversity">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link:  <a href="https://www.naturespaceuk.com/about">About - NatureSpace Partnership (naturespaceuk.com)</a></p> <p>See separate guidance for Biodiversity Net Gain</p>
<p>CIL: Planning Application Additional Information Requirement Form</p>	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b>  Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link:  <a href="https://www.planningportal.co.uk/cil-questions.pdf">cil_questions.pdf (planningportal.co.uk)</a></p>
<p>Contaminated Land Assessment</p>	<p>Required for:</p>

	<ul style="list-style-type: none"> <li>• for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential); and</li> <li>• for all sites regardless of development size where contamination is known or suspected to exist at the site, and the application proposes a vulnerable use such as residential; and</li> <li>• any change of use to a more SENSITIVE land use; and</li> <li>• any proposal where significant excavation is required; including piling work; and</li> <li>• development proposals within 250m of a currently licensed or historic landfill site</li> </ul> <p>See link:  <a href="https://www.southampton.gov.uk">Development on potentially contaminated land (southampton.gov.uk)</a></p> <p>A 'Main Investigation' as described in BS10175:11 is required when recommended by the Preliminary Investigation due to the potential for land contamination to affect the proposed development.</p> <p><i>Note to Applicant:</i>  <i>Environmental searches will not be accepted as a Contaminated Land Assessment for validation purposes.</i></p>
Fire Statement	<p>The Government has published guidance that sets out measures to ensure fire safety matters are incorporated at the Planning stage for schemes involving high-rise residential buildings.</p> <p>See link:  <a href="https://www.gov.uk">Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</a></p> <p>The requirements, referred to in the guidance, have applied to planning applications received after 1<sup>st</sup> August 2021 as a result of the Town and Country Planning (Development Management Procedure and Section 62a Applications) (England) (Amendment) Order 2021 ('the 2021 Order')</p> <p>See link:  <a href="https://legislation.gov.uk">The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 (legislation.gov.uk)</a></p> <p><b>What types of buildings are 'relevant buildings'?</b>  Relevant buildings contain two or more dwellings or educational accommodation, and meet the height of 18m or more, or 7 or more storeys.</p> <p>'Dwellings' includes flats, and 'educational accommodation' includes residential accommodation for the use of students boarding at a boarding school or in later stages of education as set out further in article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by Article 4 of the 2021 Order.</p>

	<p>Fire Statements must be submitted on a form published by the Secretary of State (or a form to a similar effect that contains the particulars specified or referred to in the Form), which includes information about (although not limited to):</p> <ol style="list-style-type: none"> <li>16. The principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>17. The site layout;</li> <li>18. Emergency vehicle access and water supplies for fire fighting purposes;</li> <li>19. What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this commentary;</li> <li>20. How any policies relating to fire safety in relevant local development documents have been taken into account.</li> </ol> <p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a Fire Statement is focused on fire safety matters as they relate to land use planning.</p>
<p>Flood Risk Assessment (FRA) &amp; Sustainable Drainage Strategy</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 will require a Floor Risk Assessment</p> <p>See links:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a>  <a href="http://southampton.gov.uk">Flooding (southampton.gov.uk)</a></p> <p>A Sustainable Drainage Strategy is required for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential) and shall evidence the approach to surface water management.</p> <p>See link:  <a href="http://southampton.gov.uk">Sustainable Drainage Systems (SuDS) (southampton.gov.uk)</a></p> <p><b>Householder Development</b></p> <p>Applications for house extensions/outbuildings in Flood Zones 2 and 3 do not need to provide a full FRA, but the following details will be required as a minimum:</p> <ul style="list-style-type: none"> <li>• Details of the proposed Finished Floor Level (FFL) – and either:       <ol style="list-style-type: none"> <li>m) For the FFL to be 300mm above the estimated flood level (see below); or,</li> <li>n) The FFL to be the same level of the existing dwelling with a suitable flood resilience or resistance measures (most relevant option)</li> </ol> </li> <li>• Details of the estimated flood level – the Council use the Environment Agency’s extreme sea level dataset that can be provided for tidal flooding or the information can be requested from the EA directly for an individual site.</li> </ul>

	<p>See link:  <a href="https://www.gov.uk/guidance/flood-risk-assessments-if-youre-applying-for-planning-permission">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• If Option b) is chosen the applicant will need to provide details of the measures they've chosen, with confirmation that the flood level within the proposed development will not be &gt;0.6m* as that would present a risk to the structural integrity of the building (meaning Option a) should be taken instead).</li> <li>• Commitment to sign up to the EA Flood Warning Service</li> </ul> <p>*for <b>river</b> flood within 1 in 100 annual probability plus an allowance for climate change – but for <b>tidal</b> flood with a 1 in 200 annual probability plus an allowance for climate change</p>
Heritage Statement (HS)	<p>Required for all development works involving a heritage asset.</p> <p>See link:  <a href="https://www.historicengland.org.uk/heritage/heritage-assets/">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting;</li> <li>• An assessment of the 'significance';</li> <li>• An explanation of the design concept for the proposed development;</li> <li>• A description of the impact of the proposed development; and,</li> <li>• Photographs</li> </ul> <p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"> <li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li> <li>• Major development sites over 0.25 hectares in the rest of the city;</li> <li>• Significant infrastructure works; and</li> <li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li> </ul> <p>See links:</p>

	<p><a href="http://southampton.gov.uk">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a></p> <p><a href="http://southampton.gov.uk">Archaeology and planning (southampton.gov.uk)</a></p>
Landscape (Hard & Soft) Design	<p>Required for All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc. and can be shown on the proposed Block Plan.</p> <p>Applicants are advised to use the Landscape Checklist for New Development, as contained in Appendix G of the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006)</p> <p>See link:  <a href="http://southampton.gov.uk">Landscape &amp; Development Checklist (southampton.gov.uk)</a></p>
Lighting Assessment	<p>Required for all proposals involving large areas of lighting including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sports facilities;</li> <li>• Multi-Use Games Areas;</li> <li>• Illuminated advertising boards;</li> <li>• Security lighting;</li> <li>• Golf driving ranges; and</li> <li>• Car parking and associated pedestrian routes</li> </ul>
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All residential development where it is likely to be affected by existing noise and/or activity;</li> <li>• All MAJOR development applications (10+ dwellings/1,000sq.m non-residential) where it is likely to generate or be affected by existing noise and/or activity;</li> <li>• Proposals to include road traffic, railway, aircraft, military aerodromes, helicopters/heliports, industrial and/or commercial development, recreational and sporting activity, late night activity and landfill waste disposal sites, gym or leisure facilities within residential accommodation, air source heat pumps, and externally located plant on commercial premises (e.g. refrigeration, ventilation etc)</li> </ul>
Pre-application fees	<p>For those applications that have followed a pre-application 'Planning Performance Agreement' – normally for significant major schemes – the pre-application planning fee residual shall have been paid prior to the validation of the subsequent planning application.</p>
Refuse and Recycling Storage – 'Refuse Management Plan'	<p>All planning applications.</p>



	<p>Applications should show where the bin storage will be situated on the proposed Block Plan, and elevational details of any storage and/or form of enclosure (which should be secure and lockable).</p> <p>If the application doesn't meet the carry distances set out in the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006), or are proposing some form of private collection, a 'Refuse Management Plan' should be provided to explain how the site's refuse will be dealt with alongside a plan showing the proposed refuse collection point.</p>
Retail Impact Assessment (RIA)	<p>Required for applications of 2,500sq.m or more retail, leisure and/or office development (Class E) outside of a defined City, Town, District or Local Centre.</p> <p>The RIA should include:</p> <ul style="list-style-type: none"> <li>• Details of the impact from the proposed development on existing, committed and public investment in the neighbouring centres within catchment;</li> <li>• The impact of the proposed development on the vitality and viability of the existing nearby centres; including local consumer choice and trade within these centres and the wider area</li> <li>• An assessment of the likely impact of the proposed development to up to 5 years from the date the application is made</li> </ul> <p>For those major schemes where the full impact will not be realised in 5 years, the assessment should be extended to 10 years from the date that the application is made.</p> <p>See link:  <a href="http://www.gov.uk">Town centres and retail - GOV.UK (www.gov.uk)</a></p>
Roof Plan – Existing & Proposed Scale 1:50 or 1:100	<p>Required for all planning applications involving new buildings with pitched roof form and extensions/alterations to existing roof forms</p> <p><b>Householder Development</b>  Required for all planning applications involving 2 or more storey extensions, and all roof alterations</p> <p>All roof plans to have a scale bar, key dimensions, and a north point and should show the shape of the roof, the materials and any vents, openings or associated additions (such as solar panels)</p>
Site Sections – Existing & Proposed: including finished floor and site levels	<p>In all cases where a proposal involves a change in ground levels or is on an existing sloping site</p> <p>All plans should show the existing and proposed works in relation to the finished site levels</p> <p>All plans should have a scale bar, key dimensions, and a north point and should include details of any additional means of enclosing the site</p>

<p>Statement of Community Involvement (SCI)</p>	<p>It is always good practice to discuss development proposals with affected neighbours and stakeholders ahead of the formal planning application submission.</p> <p>An SCI is formally required for all applications proposing:</p> <ul style="list-style-type: none"> <li>• 50+ residential units</li> <li>• 1,000sq.m of non residential floorspace</li> </ul> <p>An SCI is recommended as best practice for all other residential MAJOR development applications (10+ dwellings) to show how the applicant has engaged the local affected community and stakeholders as set out in the Council's adopted SCI.</p> <p>See link:  <a href="https://www.southampton.gov.uk/involving-you-in-planning">Involving You in Planning (southampton.gov.uk)</a></p>
<p>Streetscene Plan (Context)</p>	<p>Required when approval is sought for SCALE and APPEARANCE issues relating to a development with a street frontage.</p> <p>Plans should show the street context of the proposal in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed</p>
<p>Sustainability Checklist &amp; Nitrogen Budget Calculation</p>	<p>The Sustainability Checklist should be completed for all planning applications, whether new build or conversion, for the following:</p> <ul style="list-style-type: none"> <li>• 1 or more residential unit and/or other forms of overnight accommodation (including hotels); and;</li> <li>• Increases in occupation for a House in Multiple Occupation (HMO); and</li> <li>• All non-residential applications of 500sq.m or more floor area to show how the applicant has considered and complied with the requirements of saved LDF Core Strategy Policy CS20 (Tackling and Adapting to Climate Change)</li> </ul> <p>See link:  <a href="https://www.southampton.gov.uk/sustainability-checklist">Sustainability checklist (southampton.gov.uk)</a></p> <p>This revised checklist includes further assistance with the Nitrogen Budget calculation, which is needed ahead of validation for all applications comprising a residential use and/or any other form of overnight accommodation including hotels.</p> <p>Where the Council's checklists are not used a planning application will not be validated without this calculation.</p> <p>Natural England have also produced their own guidance:</p> <p>See link:  <a href="https://www.push.gov.uk/natural-england-nutrient-calculator-and-guidance-partnership-for-south-hampshire">Natural England nutrient calculator and guidance - Partnership for South Hampshire (push.gov.uk)</a></p>

	<p>Applicants can apply the occupancy rates as set out in the following link, as these are specific to Southampton, and the link also provides further details of the bespoke mitigation available to assist with this issue:</p> <p>See link: <a href="https://www.southampton.gov.uk/nitrogen-mitigation">Nitrogen Mitigation (southampton.gov.uk)</a></p>
Telecommunications Development	<p>Required for all telecommunications developments in accordance with details set out within Appendices E and F of the Code of Best Practice on Mobile Development in England (2013):</p> <p>See link: <a href="#">Codes of Practice   Mobile Network Operators   Mobile UK</a></p> <p>Applications should include the following:</p> <ol style="list-style-type: none"> <li>1. Site details;</li> <li>2. Pre-application checklist for site selection;</li> <li>3. Proposed development information;</li> <li>4. Technical justification;</li> <li>5. Site selection process information;</li> <li>6. ICNIRP Certification;</li> <li>7. Site location plan at a 1:2500 scale;</li> <li>8. Site layout plan at a 1:500 scale;</li> <li>9. A clear differentiation between existing and proposed equipment;</li> <li>10. Elevations at a minimum 1:100 scale including proposed colour;</li> <li>11. Roof plan at a 1:100 scale.</li> </ol> <p>Whilst not necessarily a validation requirement best practice suggests that details of expected noise impacts from the installation, and any ongoing mitigation, can also assist the Local Planning Authority in understanding the impacts of the proposal</p>
Transport Assessment (TA)	<p>Needed for all developments proposing 50+ residential units and/or 1,000sq.m or more non-residential/commercial floorspace.</p> <p>Best Practice, but not a validation requirement for all MAJOR residential developments (10-49 units).</p> <p>The TA should follow the guidance contained within the Department of Transport's own guidance, and it remains best practice to submit a Travel Plan with the TA:</p> <p>See link: <a href="https://www.gov.uk/government/guidance/travel-plans-transport-assessments-and-statements">Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</a></p> <p>Active Travel England became a statutory consultee in 2023 – further guidance on how your planning application can meet their requirements is available here: <a href="https://www.gov.uk/government/guidance/active-travel-england-planning-application-assessment-toolkit">Active Travel England: planning application assessment toolkit - GOV.UK (www.gov.uk)</a></p>

<p>Transport Statements (TS) &amp; Car Parking Stress Survey</p>	<p>Best practice, but not a validation requirement, for developments of 1-49 residential units</p> <p>The TS should scope out the transport issues relating to a proposed development site, and details of the proposed development and how it will impact upon the existing highway.</p> <p>It is also best practice for all new development, where the maximum parking standard is not met, to indicate parking stress within that area in accordance with the methodology of the Lambeth Model Parking Survey under the following criteria:</p> <ol style="list-style-type: none"> <li>28. Carry out a survey between 22:00 and 06:00</li> <li>29. Conduct 2 surveys on 'normal days', outside of school holiday times and avoiding public holidays etc. <ul style="list-style-type: none"> <li>- These surveys should include a weekday and a weekend</li> </ul> </li> <li>30. The survey area should be within 200m radius of the site</li> <li>31. The survey should record how many parking spaces are available at the time of the survey</li> <li>32. Photographic evidence should support the information provided</li> <li>33. A 1:1000 scaled plan of the survey area should be provided clearly showing the locations of the available spaces, whilst parked areas, dropped kerbs and parking restrictions also need to be clearly marked to provide a clear picture of how much kerbside parking space was available at the time for the survey.</li> <li>34. The parking spaces must be a minimum of 6m long between vehicles to be counted, although 5m is adequate when there is free access at one end.</li> <li>35. The plan should be accompanied by a written summary of the findings of the survey listed by street; stating the number of parking spaces available for use on the street, and the number of unoccupied or vacant spaces, and then express this ratio as a percentage of available space.</li> <li>36. The Survey should be clearly presented identifying the date, time and day of the week alongside the plan, photographs and parking stress calculations</li> </ol>
<p>Tree Survey/Arboricultural Method Statement</p>	<p>Required for all applications where protected trees – those with a Tree Preservation Order) or hedgerows are proposed to either be lost or affected by the development and its construction (including those off site trees where the canopy overhangs the site).</p> <p>See link to see whether or not a tree is protected:  <a href="http://southampton.gov.uk">Protected trees (southampton.gov.uk)</a></p> <p>Where there are proposals to develop land and there are trees of amenity value that may be affected it is often necessary to request developers to carry out a tree survey. This is to help us to make a well-informed decision about the proposed development and its likely impact on the trees.</p> <p>Guidance on such surveys is given by the British Standard Guide relating to Trees in Relation to Design, Demolition and Construction BS 5837 (2012)</p>

	<b>Householder Development</b> Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development
Ventilation/Extraction Statement (including Acoustic Assessment)	Required for all applications for uses involving food preparation (including speculative applications where the end user is unknown) including restaurants, cafes, takeaways and pubs (typically within the Class E use class) and commercial / industrial premises discharging gas, fumes, dust through mechanical extraction systems. These should include details of the pollution or odour controls, together with floorplans and elevations to show the location of where such equipment will be located and any maintenance schedule should be included.

## Application for outline planning permission with some matters reserved

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Advertisement drawings at a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colours of illumination
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
  - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
  - Design & Access Statement if it relates to an application for planning permission for either:
    - (k) A MAJOR development as per the definition; or
    - (l) Where any part of the development is within a designated area such as a Conservation Area and comprises:
      - One or more dwellings; or
      - The provision of a building or buildings where the floorspace created by the development is 100sq.m or more
- Where access is a reserved matter the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.

- The appropriate fee
- **10% Biodiversity Net Gain – National Validation Requirement**  
Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:
  - confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
  - the pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#);
  - where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
  - [the completed metric calculation tool](#) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
  - a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ([‘degradation’](#)), and where they have:
    - a statement to the effect that these activities have been carried out;
    - the date immediately before these activities were carried out;
    - the pre-development biodiversity value of the onsite habitat on this date;
    - the completed metric calculation tool showing the calculations, and
    - any available supporting evidence of this;
  - a description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
  - plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Applicants can refer to these details in accompanying documents, rather than duplicate this information within the application form.

Guidance for developers and land managers is available here:

[Biodiversity net gain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/biodiversity-net-gain)

The biodiversity gain objective of at least a 10% gain is measured against the pre-development biodiversity value of the onsite habitat for the development using the statutory biodiversity metric tools:

<https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides>

Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.

**BNG10% Good Practice**

***Alongside the National requirements, as set out above, applicants are encouraged to explain in their planning application submission how the uplift in BNG will be provided. Although this is covered by the nationally imposed condition, and details can be secured post permission, it is better to have considered the BNG10% provision from the start of the process to avoid any unnecessary delays.***

Additional information that could be required at the validation stage include:

**LOCAL REQUIREMENTS**

<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
Affordable Housing Statement & Viability Assessments	<p>For schemes that include 10 or more residential units, and that provide policy compliant levels of affordable housing (either on-site or as an off-site contribution) with information detailing the affordable housing offer set out in the Statement.</p> <p>For all applications that include 10 or more residential units where the proposal <b>does not</b> meet policy requirements or developer contributions, and this is being justified on viability grounds, a detailed Viability Assessment is required to be submitted with the planning application alongside the fee for an independent review.</p> <p>Please note that the Viability Assessment will be made publicly available in the same manner as the other supporting documents that form part of the planning application submission. The expectation is that the applicant will pay any costs needed to have the Assessment independently verified for the Council.</p>
Air Quality Assessment	<p>All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>All development, excluding householder development, inside or adjacent to any designated Air Quality Management Area (AQMA)</p> <p>See link:  <a href="http://southampton.gov.uk">Air quality management areas (southampton.gov.uk)</a></p> <p>All development, excluding householder development, inside or within 200m of any statutory designated nature conservation site</p> <p>All development involving an energy facility or industrial processes where there are direct emissions into the air</p>



	<p>See link:  <a href="https://www.southampton.gov.uk/air-quality-and-planning">Air quality and planning (southampton.gov.uk)</a></p>
<p>Biodiversity Survey and Report</p>	<p>Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.</p> <p>See links:  <a href="https://www.hants.gov.uk/hampshire-biodiversity-information-centre-hbic">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a></p> <p><a href="https://www.southampton.gov.uk/biodiversity">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link:  <a href="https://www.naturespaceuk.com/about">About - NatureSpace Partnership (naturespaceuk.com)</a></p> <p>See separate guidance for Biodiversity Net Gain</p>
<p>CIL: Planning Application Additional Information Requirement Form</p>	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b>  Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link:  <a href="https://www.planningportal.co.uk/cil-questions.pdf">cil_questions.pdf (planningportal.co.uk)</a></p>
<p>Contaminated Land Assessment</p>	<p>Required for:</p> <ul style="list-style-type: none"> <li>• for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential); and</li> <li>• for all sites regardless of development size where contamination is known or suspected to exist at the site, and the application proposes a vulnerable use such as residential; and</li> <li>• any change of use to a more SENSITIVE land use; and</li> <li>• any proposal where significant excavation is required; including piling work; and</li> </ul>

	<ul style="list-style-type: none"> <li>development proposals within 250m of a currently licensed or historic landfill site</li> </ul> <p>See link:  <a href="https://southampton.gov.uk">Development on potentially contaminated land (southampton.gov.uk)</a></p> <p>A 'Main Investigation' as described in BS10175:11 is required when recommended by the Preliminary Investigation due to the potential for land contamination to affect the proposed development.</p> <p><i>Note to Applicant:</i>  <i>Environmental searches will not be accepted as a Contaminated Land Assessment for validation purposes.</i></p>
Fire Statement	<p>The Government has published guidance that sets out measures to ensure fire safety matters are incorporated at the Planning stage for schemes involving high-rise residential buildings.</p> <p>See link:  <a href="https://www.gov.uk">Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</a></p> <p>The requirements, referred to in the guidance, have applied to planning applications received after 1<sup>st</sup> August 2021 as a result of the Town and Country Planning (Development Management Procedure and Section 62a Applications) (England) (Amendment) Order 2021 ('the 2021 Order')</p> <p>See link:  <a href="https://legislation.gov.uk">The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 (legislation.gov.uk)</a></p> <p><b>What types of buildings are 'relevant buildings'?</b>  Relevant buildings contain two or more dwellings or educational accommodation, and meet the height of 18m or more, or 7 or more storeys.</p> <p>'Dwellings' includes flats, and 'educational accommodation' includes residential accommodation for the use of students boarding at a boarding school or in later stages of education as set out further in article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by Article 4 of the 2021 Order.</p> <p>Fire Statements must be submitted on a form published by the Secretary of State (or a form to a similar effect that contains the particulars specified or referred to in the Form), which includes information about (although not limited to):</p> <ol style="list-style-type: none"> <li>21. The principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>22. The site layout;</li> </ol>

	<p>23. Emergency vehicle access and water supplies for fire fighting purposes;</p> <p>24. What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this commentary;</p> <p>25. How any policies relating to fire safety in relevant local development documents have been taken into account.</p> <p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a Fire Statement is focused on fire safety matters as they relate to land use planning.</p>
<p>Flood Risk Assessment (FRA) &amp; Sustainable Drainage Strategy</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 will require a Floor Risk Assessment</p> <p>See links:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <p><a href="http://southampton.gov.uk">Flooding (southampton.gov.uk)</a></p> <p>A Sustainable Drainage Strategy is required for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential) and shall evidence the approach to surface water management.</p> <p>See link:  <a href="http://southampton.gov.uk">Sustainable Drainage Systems (SuDS) (southampton.gov.uk)</a></p> <p><b>Householder Development</b></p> <p>Applications for house extensions/outbuildings in Flood Zones 2 and 3 do not need to provide a full FRA, but the following details will be required as a minimum:</p> <ul style="list-style-type: none"> <li>• Details of the proposed Finished Floor Level (FFL) – and either: <ul style="list-style-type: none"> <li>o) For the FFL to be 300mm above the estimated flood level (see below); or,</li> <li>p) The FFL to be the same level of the existing dwelling with a suitable flood resilience or resistance measures (most relevant option)</li> </ul> </li> <li>• Details of the estimated flood level – the Council use the Environment Agency’s extreme sea level dataset that can be provided for tidal flooding or the information can be requested from the EA directly for an individual site.</li> </ul> <p>See link:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• If Option b) is chosen the applicant will need to provide details of the measures they’ve chosen, with confirmation that the flood</li> </ul>

	<p>level within the proposed development will not be &gt;0.6m* as that would present a risk to the structural integrity of the building (meaning Option a) should be taken instead).</p> <ul style="list-style-type: none"> <li>• Commitment to sign up to the EA Flood Warning Service</li> </ul> <p>*for <b>river</b> flood within 1 in 100 annual probability plus an allowance for climate change – but for <b>tidal</b> flood with a 1 in 200 annual probability plus an allowance for climate change</p>
Heritage Statement (HS)	<p>Required for all development works involving a heritage asset.</p> <p>See link:  <a href="#">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting;</li> <li>• An assessment of the ‘significance’;</li> <li>• An explanation of the design concept for the proposed development;</li> <li>• A description of the impact of the proposed development; and,</li> <li>• Photographs</li> </ul> <p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"> <li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li> <li>• Major development sites over 0.25 hectares in the rest of the city;</li> <li>• Significant infrastructure works; and</li> <li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li> </ul> <p>See links:  <a href="#">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a>  <a href="#">Archaeology and planning (southampton.gov.uk)</a></p>
Landscape (Hard & Soft) Design	Required for All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).

	<p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc. and can be shown on the proposed Block Plan.</p> <p>Applicants are advised to use the Landscape Checklist for New Development, as contained in Appendix G of the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006)</p> <p>See link:  <a href="http://southampton.gov.uk">Landscape &amp; Development Checklist (southampton.gov.uk)</a></p>
Lighting Assessment	<p>Required for all proposals involving large areas of lighting including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sports facilities;</li> <li>• Multi-Use Games Areas;</li> <li>• Illuminated advertising boards;</li> <li>• Security lighting;</li> <li>• Golf driving ranges; and</li> <li>• Car parking and associated pedestrian routes</li> </ul>
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All residential development where it is likely to be affected by existing noise and/or activity;</li> <li>• All MAJOR development applications (10+ dwellings/1,000sq.m non-residential) where it is likely to generate or be affected by existing noise and/or activity;</li> <li>• Proposals to include road traffic, railway, aircraft, military aerodromes, helicopters/heliports, industrial and/or commercial development, recreational and sporting activity, late night activity and landfill waste disposal sites, gym or leisure facilities within residential accommodation, air source heat pumps, and externally located plant on commercial premises (e.g. refrigeration, ventilation etc)</li> </ul>
Pre-application fees	<p>For those applications that have followed a pre-application 'Planning Performance Agreement' – normally for significant major schemes – the pre-application planning fee residual shall have been paid prior to the validation of the subsequent planning application.</p>
Refuse and Recycling Storage – 'Refuse Management Plan'	<p>All planning applications.</p> <p>Applications should show where the bin storage will be situated on the proposed Block Plan, and elevational details of any storage and/or form of enclosure (which should be secure and lockable).</p> <p>If the application doesn't meet the carry distances set out in the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006), or are proposing some form of private collection, a 'Refuse Management Plan' should be provided to explain how the site's refuse will be dealt with alongside a plan showing the proposed refuse collection point.</p>

<p>Retail Impact Assessment (RIA)</p>	<p>Required for applications of 2,500sq.m or more retail, leisure and/or office development (Class E) outside of a defined City, Town, District or Local Centre.</p> <p>The RIA should include:</p> <ul style="list-style-type: none"> <li>• Details of the impact from the proposed development on existing, committed and public investment in the neighbouring centres within catchment;</li> <li>• The impact of the proposed development on the vitality and viability of the existing nearby centres; including local consumer choice and trade within these centres and the wider area</li> <li>• An assessment of the likely impact of the proposed development to up to 5 years from the date the application is made</li> </ul> <p>For those major schemes where the full impact will not be realised in 5 years, the assessment should be extended to 10 years from the date that the application is made.</p> <p>See link:  <a href="http://www.gov.uk">Town centres and retail - GOV.UK (www.gov.uk)</a></p>
<p>Roof Plan – Existing &amp; Proposed Scale 1:50 or 1:100</p>	<p>Required for all planning applications involving new buildings with pitched roof form and extensions/alterations to existing roof forms</p> <p><b>Householder Development</b>  Required for all planning applications involving 2 or more storey extensions, and all roof alterations</p> <p>All roof plans to have a scale bar, key dimensions, and a north point and should show the shape of the roof, the materials and any vents, openings or associated additions (such as solar panels)</p>
<p>Site Sections – Existing &amp; Proposed: including finished floor and site levels</p>	<p>In all cases where a proposal involves a change in ground levels or is on an existing sloping site</p> <p>All plans should show the existing and proposed works in relation to the finished site levels</p> <p>All plans should have a scale bar, key dimensions, and a north point and should include details of any additional means of enclosing the site</p>
<p>Statement of Community Involvement (SCI)</p>	<p>It is always good practice to discuss development proposals with affected neighbours and stakeholders ahead of the formal planning application submission.</p> <p>An SCI is formally required for all applications proposing:</p> <ul style="list-style-type: none"> <li>• 50+ residential units</li> <li>• 1,000sq.m of non residential floorspace</li> </ul> <p>An SCI is recommended as best practice for all other residential MAJOR development applications (10+ dwellings) to show how the applicant has</p>

	<p>engaged the local affected community and stakeholders as set out in the Council's adopted SCI.</p> <p>See link:  <a href="https://www.southampton.gov.uk/involving-you-in-planning">Involving You in Planning (southampton.gov.uk)</a></p>
Streetscene Plan (Context)	<p>Required when approval is sought for SCALE and APPEARANCE issues relating to a development with a street frontage.</p> <p>Plans should show the street context of the proposal in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed</p>
Sustainability Checklist & Nitrogen Budget Calculation	<p>The Sustainability Checklist should be completed for all planning applications, whether new build or conversion, for the following:</p> <ul style="list-style-type: none"> <li>• 1 or more residential unit and/or other forms of overnight accommodation (including hotels); and;</li> <li>• Increases in occupation for a House in Multiple Occupation (HMO); and</li> <li>• All non-residential applications of 500sq.m or more floor area to show how the applicant has considered and complied with the requirements of saved LDF Core Strategy Policy CS20 (Tackling and Adapting to Climate Change)</li> </ul> <p>See link:  <a href="https://www.southampton.gov.uk/sustainability-checklist">Sustainability checklist (southampton.gov.uk)</a></p> <p>This revised checklist includes further assistance with the Nitrogen Budget calculation, which is needed ahead of validation for all applications comprising a residential use and/or any other form of overnight accommodation including hotels.</p> <p>Where the Council's checklists are not used a planning application will not be validated without this calculation.</p> <p>Natural England have also produced their own guidance:</p> <p>See link:  <a href="https://www.push.gov.uk/natural-england-nutrient-calculator-and-guidance-partnership-for-south-hampshire">Natural England nutrient calculator and guidance - Partnership for South Hampshire (push.gov.uk)</a></p> <p>Applicants can apply the occupancy rates as set out in the following link, as these are specific to Southampton, and the link also provides further details of the bespoke mitigation available to assist with this issue:</p> <p>See link: <a href="https://www.southampton.gov.uk/nitrogen-mitigation">Nitrogen Mitigation (southampton.gov.uk)</a></p>
Telecommunications Development	<p>Required for all telecommunications developments in accordance with details set out within Appendices E and F of the Code of Best Practice on Mobile Development in England (2013):</p>

	<p>See link:  <a href="#">Codes of Practice   Mobile Network Operators   Mobile UK</a></p> <p>Applications should include the following:</p> <ol style="list-style-type: none"> <li>1. Site details;</li> <li>2. Pre-application checklist for site selection;</li> <li>3. Proposed development information;</li> <li>4. Technical justification;</li> <li>5. Site selection process information;</li> <li>6. ICNIRP Certification;</li> <li>7. Site location plan at a 1:2500 scale;</li> <li>8. Site layout plan at a 1:500 scale;</li> <li>9. A clear differentiation between existing and proposed equipment;</li> <li>10. Elevations at a minimum 1:100 scale including proposed colour;</li> <li>11. Roof plan at a 1:100 scale.</li> </ol> <p>Whilst not necessarily a validation requirement best practice suggests that details of expected noise impacts from the installation, and any ongoing mitigation, can also assist the Local Planning Authority in understanding the impacts of the proposal</p>
<p>Transport Assessment (TA)</p>	<p>Needed for all developments proposing 50+ residential units and/or 1,000sq.m or more non-residential/commercial floorspace.</p> <p>Best Practice, but not a validation requirement for all MAJOR residential developments (10-49 units).</p> <p>The TA should follow the guidance contained within the Department of Transport’s own guidance, and it remains best practice to submit a Travel Plan with the TA:</p> <p>See link:  <a href="http://www.gov.uk">Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</a></p> <p>Active Travel England became a statutory consultee in 2023 – further guidance on how your planning application can meet their requirements is available here:  <a href="http://www.gov.uk">Active Travel England: planning application assessment toolkit - GOV.UK (www.gov.uk)</a></p>
<p>Transport Statements (TS) &amp; Car Parking Stress Survey</p>	<p>Best practice, but not a validation requirement, for developments of 1-49 residential units</p> <p>The TS should scope out the transport issues relating to a proposed development site, and details of the proposed development and how it will impact upon the existing highway.</p> <p>It is also best practice for all new development, where the maximum parking standard is not met, to indicate parking stress within that area in</p>



	<p>accordance with the methodology of the Lambeth Model Parking Survey under the following criteria:</p> <ol style="list-style-type: none"> <li>37. Carry out a survey between 22:00 and 06:00</li> <li>38. Conduct 2 surveys on 'normal days', outside of school holiday times and avoiding public holidays etc. <ul style="list-style-type: none"> <li>- These surveys should include a weekday and a weekend</li> </ul> </li> <li>39. The survey area should be within 200m radius of the site</li> <li>40. The survey should record how many parking spaces are available at the time of the survey</li> <li>41. Photographic evidence should support the information provided</li> <li>42. A 1:1000 scaled plan of the survey area should be provided clearly showing the locations of the available spaces, whilst parked areas, dropped kerbs and parking restrictions also need to be clearly marked to provide a clear picture of how much kerbside parking space was available at the time for the survey.</li> <li>43. The parking spaces must be a minimum of 6m long between vehicles to be counted, although 5m is adequate when there is free access at one end.</li> <li>44. The plan should be accompanied by a written summary of the findings of the survey listed by street; stating the number of parking spaces available for use on the street, and the number of unoccupied or vacant spaces, and then express this ratio as a percentage of available space.</li> <li>45. The Survey should be clearly presented identifying the date, time and day of the week alongside the plan, photographs and parking stress calculations</li> </ol>
<p>Tree Survey/Arboricultural Method Statement</p>	<p>Required for all applications where protected trees – those with a Tree Preservation Order) or hedgerows are proposed to either be lost or affected by the development and its construction (including those off site trees where the canopy overhangs the site).</p> <p>See link to see whether or not a tree is protected:  <a href="http://southampton.gov.uk">Protected trees (southampton.gov.uk)</a></p> <p>Where there are proposals to develop land and there are trees of amenity value that may be affected it is often necessary to request developers to carry out a tree survey. This is to help us to make a well-informed decision about the proposed development and its likely impact on the trees.</p> <p>Guidance on such surveys is given by the British Standard Guide relating to Trees in Relation to Design, Demolition and Construction BS 5837 (2012)</p> <p><b>Householder Development</b>  Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development</p>
<p>Ventilation/Extraction Statement (including Acoustic Assessment)</p>	<p>Required for all applications for uses involving food preparation (including speculative applications where the end user is unknown) including restaurants, cafes, takeaways and pubs (typically within the Class E use class) and commercial / industrial premises discharging gas, fumes, dust through mechanical extraction systems. These should include details of the pollution or odour controls, together with floorplans and elevations to</p>

	show the location of where such equipment will be located and any maintenance schedule should be included.
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## Application for approval of reserved matters following outline approval

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to deal with the matters reserved in the Outline planning permission
- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS

Document Type	Circumstances when document should be submitted
Affordable Housing Statement & Viability Assessments	<p>For schemes that include 10 or more residential units, and that provide policy compliant levels of affordable housing (either on-site or as an off-site contribution) with information detailing the affordable housing offer set out in the Statement.</p> <p>For all applications that include 10 or more residential units where the proposal <b>does not</b> meet policy requirements or developer contributions, and this is being justified on viability grounds, a detailed Viability Assessment is required to be submitted with the planning application alongside the fee for an independent review.</p> <p>Please note that the Viability Assessment will be made publicly available in the same manner as the other supporting documents that form part of the planning application submission. The expectation is that the applicant will pay any costs needed to have the Assessment independently verified for the Council.</p>
Air Quality Assessment	All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).

	<p>All development, excluding householder development, inside or adjacent to any designated Air Quality Management Area (AQMA)</p> <p>See link:  <a href="https://www.southampton.gov.uk/air-quality-management-areas">Air quality management areas (southampton.gov.uk)</a></p> <p>All development, excluding householder development, inside or within 200m of any statutory designated nature conservation site</p> <p>All development involving an energy facility or industrial processes where there are direct emissions into the air</p> <p>See link:  <a href="https://www.southampton.gov.uk/air-quality-and-planning">Air quality and planning (southampton.gov.uk)</a></p>
<p>Biodiversity Survey and Report</p>	<p>Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.</p> <p>See links:  <a href="https://www.hants.gov.uk/hampshire-biodiversity-information-centre">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a></p> <p><a href="https://www.southampton.gov.uk/biodiversity">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link:  <a href="https://www.naturespaceuk.com/about">About - NatureSpace Partnership (naturespaceuk.com)</a></p> <p>See separate guidance for Biodiversity Net Gain</p>
<p>CIL: Planning Application Additional Information Requirement Form</p>	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b>  Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p>

	<p>See link:  <a href="#">cil_questions.pdf (planningportal.co.uk)</a></p>
<p>Contaminated Land Assessment</p>	<p>Required for:</p> <ul style="list-style-type: none"> <li>• for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential); and</li> <li>• for all sites regardless of development size where contamination is known or suspected to exist at the site, and the application proposes a vulnerable use such as residential; and</li> <li>• any change of use to a more SENSITIVE land use; and</li> <li>• any proposal where significant excavation is required; including piling work; and</li> <li>• development proposals within 250m of a currently licensed or historic landfill site</li> </ul> <p>See link:  <a href="#">Development on potentially contaminated land (southampton.gov.uk)</a></p> <p>A 'Main Investigation' as described in BS10175:11 is required when recommended by the Preliminary Investigation due to the potential for land contamination to affect the proposed development.</p> <p><i>Note to Applicant:</i>  <i>Environmental searches will not be accepted as a Contaminated Land Assessment for validation purposes.</i></p>
<p>Fire Statement</p>	<p>The Government has published guidance that sets out measures to ensure fire safety matters are incorporated at the Planning stage for schemes involving high-rise residential buildings.</p> <p>See link:  <a href="#">Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</a></p> <p>The requirements, referred to in the guidance, have applied to planning applications received after 1<sup>st</sup> August 2021 as a result of the Town and Country Planning (Development Management Procedure and Section 62a Applications) (England) (Amendment) Order 2021 ('the 2021 Order')</p> <p>See link:  <a href="#">The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 (legislation.gov.uk)</a></p> <p><b>What types of buildings are 'relevant buildings'?</b>  Relevant buildings contain two or more dwellings or educational accommodation, and meet the height of 18m or more, or 7 or more storeys.</p>

	<p>‘Dwellings’ includes flats, and ‘educational accommodation’ includes residential accommodation for the use of students boarding at a boarding school or in later stages of education as set out further in article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by Article 4 of the 2021 Order.</p> <p>Fire Statements must be submitted on a form published by the Secretary of State (or a form to a similar effect that contains the particulars specified or referred to in the Form), which includes information about (although not limited to):</p> <ol style="list-style-type: none"> <li>26. The principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>27. The site layout;</li> <li>28. Emergency vehicle access and water supplies for fire fighting purposes;</li> <li>29. What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this commentary;</li> <li>30. How any policies relating to fire safety in relevant local development documents have been taken into account.</li> </ol> <p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a Fire Statement is focused on fire safety matters as they relate to land use planning.</p>
<p>Flood Risk Assessment (FRA) &amp; Sustainable Drainage Strategy</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 will require a Floor Risk Assessment</p> <p>See links:  <a href="https://www.gov.uk/government/guidance/flood-risk-assessments-if-youre-applying-for-planning-permission">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a>  <a href="https://www.southampton.gov.uk/city-flooding">Flooding (southampton.gov.uk)</a></p> <p>A Sustainable Drainage Strategy is required for all MAJOR development applications (10+ dwellings/1,000sq.m non-residential) and shall evidence the approach to surface water management.</p> <p>See link:  <a href="https://www.southampton.gov.uk/city-flooding/sustainable-drainage-systems">Sustainable Drainage Systems (SuDS) (southampton.gov.uk)</a></p> <p><b>Householder Development</b>  Applications for house extensions/outbuildings in Flood Zones 2 and 3 do not need to provide a full FRA, but the following details will be required as a minimum:</p> <ul style="list-style-type: none"> <li>• Details of the proposed Finished Floor Level (FFL) – and either: <ol style="list-style-type: none"> <li>q) For the FFL to be 300mm above the estimated flood level (see below); or,</li> </ol> </li> </ul>

	<p>r) The FFL to be the same level of the existing dwelling with a suitable flood resilience or resistance measures (most relevant option)</p> <ul style="list-style-type: none"> <li>• Details of the estimated flood level – the Council use the Environment Agency’s extreme sea level dataset that can be provided for tidal flooding or the information can be requested from the EA directly for an individual site.</li> </ul> <p>See link:  <a href="http://www.gov.uk">Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• If Option b) is chosen the applicant will need to provide details of the measures they’ve chosen, with confirmation that the flood level within the proposed development will not be &gt;0.6m* as that would present a risk to the structural integrity of the building (meaning Option a) should be taken instead).</li> <li>• Commitment to sign up to the EA Flood Warning Service</li> </ul> <p>*for <b>river</b> flood within 1 in 100 annual probability plus an allowance for climate change – but for <b>tidal</b> flood with a 1 in 200 annual probability plus an allowance for climate change</p>
Heritage Statement (HS)	<p>Required for all development works involving a heritage asset.</p> <p>See link:  <a href="https://www.historicengland.org.uk">Information on Heritage Assets   Historic England</a></p> <p>A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. They include designated heritage assets such as Listed Buildings and Conservation Areas, and other assets identified by the Local Planning Authority, such as Locally Listed Buildings. Heritage assets also include sites with archaeological interest.</p> <p>The HS should include the following:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting;</li> <li>• An assessment of the ‘significance’;</li> <li>• An explanation of the design concept for the proposed development;</li> <li>• A description of the impact of the proposed development; and,</li> <li>• Photographs</li> </ul> <p>In the following cases planning applications involving ground disturbance shall be submitted with a HS that include an appropriate archaeological desk-based assessment and, where necessary, a field evaluation:</p> <ul style="list-style-type: none"> <li>• Development affecting any site identified as being of archaeological interest (during the pre-application) where ground disturbance is proposed, particularly in Local Areas of Archaeological Potential 1-15;</li> </ul>

	<ul style="list-style-type: none"> <li>• Major development sites over 0.25 hectares in the rest of the city;</li> <li>• Significant infrastructure works; and</li> <li>• Works to scheduled monuments (which will also require separate Schedule Monument Consent)</li> </ul> <p>See links:  <a href="https://www.southampton.gov.uk/HeritageStatementsandArchaeology-LocalGuidance">Heritage Statements and Archaeology - Local Guidance (southampton.gov.uk)</a>  <a href="https://www.southampton.gov.uk/ArchaeologyandPlanning">Archaeology and planning (southampton.gov.uk)</a></p>
Landscape (Hard & Soft) Design	<p>Required for All MAJOR development applications (10+ dwellings/1,000sq.m non-residential).</p> <p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc. and can be shown on the proposed Block Plan.</p> <p>Applicants are advised to use the Landscape Checklist for New Development, as contained in Appendix G of the Council's approved 'Residential Design Guide' Supplementary Planning Document (2006)</p> <p>See link:  <a href="https://www.southampton.gov.uk/LandscapeDevelopmentChecklist">Landscape &amp; Development Checklist (southampton.gov.uk)</a></p>
Lighting Assessment	<p>Required for all proposals involving large areas of lighting including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sports facilities;</li> <li>• Multi-Use Games Areas;</li> <li>• Illuminated advertising boards;</li> <li>• Security lighting;</li> <li>• Golf driving ranges; and</li> <li>• Car parking and associated pedestrian routes</li> </ul>
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All residential development where it is likely to be affected by existing noise and/or activity;</li> <li>• All MAJOR development applications (10+ dwellings/1,000sq.m non-residential) where it is likely to generate or be affected by existing noise and/or activity;</li> <li>• Proposals to include road traffic, railway, aircraft, military aerodromes, helicopters/heliports, industrial and/or commercial development, recreational and sporting activity, late night activity and landfill waste disposal sites, gym or leisure facilities within residential accommodation, air source heat pumps, and externally located plant on commercial premises (e.g. refrigeration, ventilation etc)</li> </ul>
Pre-application fees	<p>For those applications that have followed a pre-application 'Planning Performance Agreement' – normally for significant major schemes – the</p>

	pre-application planning fee residual shall have been paid prior to the validation of the subsequent planning application.
Refuse and Recycling Storage – ‘Refuse Management Plan’	<p>All planning applications.</p> <p>Applications should show where the bin storage will be situated on the proposed Block Plan, and elevational details of any storage and/or form of enclosure (which should be secure and lockable).</p> <p>If the application doesn’t meet the carry distances set out in the Council’s approved ‘Residential Design Guide’ Supplementary Planning Document (2006), or are proposing some form of private collection, a ‘Refuse Management Plan’ should be provided to explain how the site’s refuse will be dealt with alongside a plan showing the proposed refuse collection point.</p>
Retail Impact Assessment (RIA)	<p>Required for applications of 2,500sq.m or more retail, leisure and/or office development (Class E) outside of a defined City, Town, District or Local Centre.</p> <p>The RIA should include:</p> <ul style="list-style-type: none"> <li>• Details of the impact from the proposed development on existing, committed and public investment in the neighbouring centres within catchment;</li> <li>• The impact of the proposed development on the vitality and viability of the existing nearby centres; including local consumer choice and trade within these centres and the wider area</li> <li>• An assessment of the likely impact of the proposed development to up to 5 years from the date the application is made</li> </ul> <p>For those major schemes where the full impact will not be realised in 5 years, the assessment should be extended to 10 years from the date that the application is made.</p> <p>See link:  <a href="http://www.gov.uk">Town centres and retail - GOV.UK (www.gov.uk)</a></p>
Roof Plan – Existing & Proposed Scale 1:50 or 1:100	<p>Required for all planning applications involving new buildings with pitched roof form and extensions/alterations to existing roof forms</p> <p><b>Householder Development</b>  Required for all planning applications involving 2 or more storey extensions, and all roof alterations</p> <p>All roof plans to have a scale bar, key dimensions, and a north point and should show the shape of the roof, the materials and any vents, openings or associated additions (such as solar panels)</p>
Site Sections – Existing & Proposed: including finished floor and site levels	In all cases where a proposal involves a change in ground levels or is on an existing sloping site



	<p>All plans should show the existing and proposed works in relation to the finished site levels</p> <p>All plans should have a scale bar, key dimensions, and a north point and should include details of any additional means of enclosing the site</p>
<p>Statement of Community Involvement (SCI)</p>	<p>It is always good practice to discuss development proposals with affected neighbours and stakeholders ahead of the formal planning application submission.</p> <p>An SCI is formally required for all applications proposing:</p> <ul style="list-style-type: none"> <li>• 50+ residential units</li> <li>• 1,000sq.m of non residential floorspace</li> </ul> <p>An SCI is recommended as best practice for all other residential MAJOR development applications (10+ dwellings) to show how the applicant has engaged the local affected community and stakeholders as set out in the Council's adopted SCI.</p> <p>See link:  <a href="http://southampton.gov.uk/involving-you-in-planning">Involving You in Planning (southampton.gov.uk)</a></p>
<p>Streetscene Plan (Context)</p>	<p>Required when approval is sought for SCALE and APPEARANCE issues relating to a development with a street frontage.</p> <p>Plans should show the street context of the proposal in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed</p>
<p>Sustainability Checklist &amp; Nitrogen Budget Calculation</p>	<p>The Sustainability Checklist should be completed for all planning applications, whether new build or conversion, for the following:</p> <ul style="list-style-type: none"> <li>• 1 or more residential unit and/or other forms of overnight accommodation (including hotels); and;</li> <li>• Increases in occupation for a House in Multiple Occupation (HMO); and</li> <li>• All non-residential applications of 500sq.m or more floor area to show how the applicant has considered and complied with the requirements of saved LDF Core Strategy Policy CS20 (Tackling and Adapting to Climate Change)</li> </ul> <p>See link:  <a href="http://southampton.gov.uk/sustainability-checklist">Sustainability checklist (southampton.gov.uk)</a></p> <p>This revised checklist includes further assistance with the Nitrogen Budget calculation, which is needed ahead of validation for all applications comprising a residential use and/or any other form of overnight accommodation including hotels.</p> <p>Where the Council's checklists are not used a planning application will not be validated without this calculation.</p> <p>Natural England have also produced their own guidance:</p>

	<p>See link:  <a href="https://www.push.gov.uk/natural-england-nutrient-calculator-and-guidance-partnership-for-south-hampshire">Natural England nutrient calculator and guidance - Partnership for South Hampshire (push.gov.uk)</a></p> <p>Applicants can apply the occupancy rates as set out in the following link, as these are specific to Southampton, and the link also provides further details of the bespoke mitigation available to assist with this issue:</p> <p>See link: <a href="https://www.southampton.gov.uk/nitrogen-mitigation">Nitrogen Mitigation (southampton.gov.uk)</a></p>
Telecommunications Development	<p>Required for all telecommunications developments in accordance with details set out within Appendices E and F of the Code of Best Practice on Mobile Development in England (2013):</p> <p>See link:  <a href="#">Codes of Practice   Mobile Network Operators   Mobile UK</a></p> <p>Applications should include the following:</p> <ol style="list-style-type: none"> <li>1. Site details;</li> <li>2. Pre-application checklist for site selection;</li> <li>3. Proposed development information;</li> <li>4. Technical justification;</li> <li>5. Site selection process information;</li> <li>6. ICNIRP Certification;</li> <li>7. Site location plan at a 1:2500 scale;</li> <li>8. Site layout plan at a 1:500 scale;</li> <li>9. A clear differentiation between existing and proposed equipment;</li> <li>10. Elevations at a minimum 1:100 scale including proposed colour;</li> <li>11. Roof plan at a 1:100 scale.</li> </ol> <p>Whilst not necessarily a validation requirement best practice suggests that details of expected noise impacts from the installation, and any ongoing mitigation, can also assist the Local Planning Authority in understanding the impacts of the proposal</p>
Transport Assessment (TA)	<p>Needed for all developments proposing 50+ residential units and/or 1,000sq.m or more non-residential/commercial floorspace.</p> <p>Best Practice, but not a validation requirement for all MAJOR residential developments (10-49 units).</p> <p>The TA should follow the guidance contained within the Department of Transport's own guidance, and it remains best practice to submit a Travel Plan with the TA:</p> <p>See link:  <a href="https://www.gov.uk/travel-plans-transport-assessments-and-statements">Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</a></p>

	<p>Active Travel England became a statutory consultee in 2023 – further guidance on how your planning application can meet their requirements is available here:  <a href="https://www.gov.uk/government/toolkits/active-travel-england-planning-application-assessment-toolkit">Active Travel England: planning application assessment toolkit - GOV.UK (www.gov.uk)</a></p>
<p>Transport Statements (TS) &amp; Car Parking Stress Survey</p>	<p>Best practice, but not a validation requirement, for developments of 1-49 residential units</p> <p>The TS should scope out the transport issues relating to a proposed development site, and details of the proposed development and how it will impact upon the existing highway.</p> <p>It is also best practice for all new development, where the maximum parking standard is not met, to indicate parking stress within that area in accordance with the methodology of the Lambeth Model Parking Survey under the following criteria:</p> <ol style="list-style-type: none"> <li>46. Carry out a survey between 22:00 and 06:00</li> <li>47. Conduct 2 surveys on ‘normal days’, outside of school holiday times and avoiding public holidays etc. <ul style="list-style-type: none"> <li>- These surveys should include a weekday and a weekend</li> </ul> </li> <li>48. The survey area should be within 200m radius of the site</li> <li>49. The survey should record how many parking spaces are available at the time of the survey</li> <li>50. Photographic evidence should support the information provided</li> <li>51. A 1:1000 scaled plan of the survey area should be provided clearly showing the locations of the available spaces, whilst parked areas, dropped kerbs and parking restrictions also need to be clearly marked to provide a clear picture of how much kerbside parking space was available at the time for the survey.</li> <li>52. The parking spaces must be a minimum of 6m long between vehicles to be counted, although 5m is adequate when there is free access at one end.</li> <li>53. The plan should be accompanied by a written summary of the findings of the survey listed by street; stating the number of parking spaces available for use on the street, and the number of unoccupied or vacant spaces, and then express this ratio as a percentage of available space.</li> <li>54. The Survey should be clearly presented identifying the date, time and day of the week alongside the plan, photographs and parking stress calculations</li> </ol>
<p>Tree Survey/Arboricultural Method Statement</p>	<p>Required for all applications where protected trees – those with a Tree Preservation Order) or hedgerows are proposed to either be lost or affected by the development and its construction (including those off site trees where the canopy overhangs the site).</p> <p>See link to see whether or not a tree is protected:  <a href="https://www.southampton.gov.uk/protected-trees">Protected trees (southampton.gov.uk)</a></p> <p>Where there are proposals to develop land and there are trees of amenity value that may be affected it is often necessary to request developers to</p>

	<p>carry out a tree survey. This is to help us to make a well-informed decision about the proposed development and its likely impact on the trees.</p> <p>Guidance on such surveys is given by the British Standard Guide relating to Trees in Relation to Design, Demolition and Construction BS 5837 (2012)</p> <p><b>Householder Development</b>  Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development</p>
<p>Ventilation/Extraction Statement  (including Acoustic Assessment)</p>	<p>Required for all applications for uses involving food preparation (including speculative applications where the end user is unknown) including restaurants, cafes, takeaways and pubs (typically within the Class E use class) and commercial / industrial premises discharging gas, fumes, dust through mechanical extraction systems. These should include details of the pollution or odour controls, together with floorplans and elevations to show the location of where such equipment will be located and any maintenance schedule should be included.</p>

## Application for a variation or removal of a condition following the grant of planning permission, including material amendment applications

### NATIONAL REQUIREMENTS

- Completed application form
- The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS – N/A

### BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
Policy Statement, Relevant & Updated Information	<p>For those applications that are seeking to remove or amend an existing planning condition ('s.73 application') or vary a scheme through either a Minor Material Amendments (MMA) or a Non Material Amendment (NMA) relevant plans and information is a validation requirement in respect of the proposed change.</p> <p>Information that was submitted originally should be appropriately updated to reflect the proposed amendments, and any change in planning policy in the interim period between the original planning permission being granted and the submission of the application to vary.</p> <p>This information should be presented in the form of a comparison plan showing the approved plan against the amendment with an annotation outlining the change – with a Statement explaining why the proposed changes are appropriate.</p> <p>It is also best practice to outline how the amended form of development addresses the current Development Plan.</p> <p>For any application looking to vary a planning permission that was granted subject to a s.106 legal agreement, you are advised that it is likely that a further legal agreement will be needed to ensure that the fresh permission also formally links to the agreed mitigation package. Your case officer can explain further, but you should engage with a solicitor or other legal representative to deal with this at an early stage of your revised application to avoid delay.</p>

## Application for non material amendments following a grant of planning permission

### NATIONAL REQUIREMENTS

- Completed application form
- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS – N/A

### BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
Policy Statement, Relevant & Updated Information	<p>For those applications that are seeking to remove or amend an existing planning condition ('s.73 application') or vary a scheme through either a Minor Material Amendments (MMA) or a Non Material Amendment (NMA) relevant plans and information is a validation requirement in respect of the proposed change.</p> <p>Information that was submitted originally should be appropriately updated to reflect the proposed amendments, and any change in planning policy in the interim period between the original planning permission being granted and the submission of the application to vary.</p> <p>This information should be presented in the form of a comparison plan showing the approved plan against the amendment with an annotation outlining the change – with a Statement explaining why the proposed changes are appropriate.</p> <p>It is also best practice to outline how the amended form of development addresses the current Development Plan.</p>

## Application for approval of details reserved by a condition (Discharge of condition)

### NATIONAL REQUIREMENTS

- Completed application form or letter outlining the planning permission that the condition approval relates to and the condition number that the approval is sought for.
- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS – N/A

### BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

Document Type	Circumstances when document should be submitted
Conditions Schedule & Relevant Information	<p>For applications that are seeking to discharging a planning condition the application should include:</p> <ol style="list-style-type: none"><li>1. Details of plans and information directly specified by the planning condition. It is advisable to contact the case officer directly prior to submitting the application as they will be able to confirm the exact requirements</li><li>2. A schedule outlining the planning conditions that approval is sought for, and the relevant document associated with the condition</li></ol> <p>It is best practice, but not a validation requirement, to batch requests for conditions to be discharged along similar themes rather than apply for everything under one submission. This will often allow for quicker decisions to be made by the Council.</p>

## Application for a Lawful Development Certificate for a proposed use or development

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS

Document Type	Circumstances when document should be submitted
Lawful Development Certificates – Verification Information	<p><b>Proposed Lawful Development Certificates</b> Information to verify that the description of development sought by the Certificate is lawful ie. proposed plans to a metric scale and any other information relevant to the application to demonstrate why the proposed development accords with the General Permitted Development Order 1995 (as amended).</p> <p><b>Existing Lawful Development Certificates</b> In order to demonstrate to the Council that an existing use is lawful – with 10 or more years of evidence dating back from the day that the application is made – this will require the submission of a range of information. Your application should include evidence of continuous use for 10 years and could include tenancy agreements, deposit protection certificates, evidence of rental payments linked to the property, utility bills, council tax records, licensing information, electoral roll information and/or sworn affidavit or statutory declaration confirming the building’s existing use.</p> <p><b>Important Note to Applicant:</b> Please note that applications for ‘Lawful Development’ will be determined using the evidence submitted, and may be refused where there are clear and/or unexplained gaps within the 10 year period. <b>The Council will not necessarily contact you for further information and the onus is on the applicant to demonstrate continuous use.</b></p> <p>To assist officers to determine your application swiftly we would recommend using the following table to summarise your submission –</p>



certain details will be redacted by the Council before it is published in line with the Council's current data protection requirements:

See link:

[tenancy-agreements-summary-table.docx \(live.com\)](#)

## Application for a Lawful Development Certificate for an existing use or operation or activity, including those in breach of a planning condition

### NATIONAL REQUIREMENTS

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS

Document Type	Circumstances when document should be submitted
Lawful Development Certificates – Verification Information	<p><b>Proposed Lawful Development Certificates</b> Information to verify that the description of development sought by the Certificate is lawful ie. proposed plans to a metric scale and any other information relevant to the application to demonstrate why the proposed development accords with the General Permitted Development Order 1995 (as amended).</p> <p><b>Existing Lawful Development Certificates</b> In order to demonstrate to the Council that an existing use is lawful – with 10 or more years of evidence dating back from the day that the application is made – this will require the submission of a range of information. Your application should include evidence of continuous use for 10 years and could include tenancy agreements, deposit protection certificates, evidence of rental payments linked to the property, utility bills, council tax records, licensing information, electoral roll information and/or sworn affidavit or statutory declaration confirming the building’s existing use.</p> <p><b>Important Note to Applicant:</b> Please note that applications for ‘Lawful Development’ will be determined using the evidence submitted, and may be refused where there are clear and/or unexplained gaps within the 10 year period. <b>The Council will not necessarily contact you for further information and the onus is on the applicant to demonstrate continuous use.</b></p> <p>To assist officers to determine your application swiftly we would recommend using the following table to summarise your submission –</p>

certain details will be redacted by the Council before it is published in line with the Council's current data protection requirements:

See link:

[tenancy-agreements-summary-table.docx \(live.com\)](#)

Prior approval of proposed change of use of a building from Class E (including office) to a use falling within use class C3 (dwelling houses) (PA56)

### NATIONAL REQUIREMENTS

- Completed application form or a letter containing the written description of the proposed development and the following information:
  - The applicant’s contact address; and
  - The applicant’s email address if they are content to receive communications electronically
  
- A plan which identifies the land to which the application relates showing the proposed development drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS

Document Type	Circumstances when document should be submitted
CIL: Planning Application Additional Information Requirement Form	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b> Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link: <a href="#">cil_questions.pdf (planningportal.co.uk)</a></p>

### BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

Document Type	Circumstances when document should be submitted
Supporting information: Prior Approvals to Residential	Submission of information relating to the criteria against which the application will be assessed – as set out in the relevant Class from the General Permitted Development Order - regarding the impact of the

	<p>development on transport and highways (including refuse and management in order to keep the public highway free from obstruction), noise, contamination and flood risks on site. An indication of room sizes and how the 'dwellings' will receive natural light will also assist the determination. The information should include an assessment of the impacts or risks and a statement setting out how such impact or risks are to be mitigated.</p>
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## Prior approval of a proposed larger home extension (PAH)

### NATIONAL REQUIREMENTS

- Completed application form or a letter containing the written description of the proposed development and the following information:
  - Details of how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;
  - The maximum height of the enlarged part of the dwellinghouse;
  - The height of the eaves of the enlarged part of the dwellinghouse;
  - The address of any adjoining premises;
  - The applicant's contact address; and
  - The applicant's email address if they are content to receive communications electronically
- A plan which identifies the land to which the application relates showing the proposed development drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- The appropriate fee

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS

Document Type	Circumstances when document should be submitted
CIL: Planning Application Additional Information Requirement Form	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b> Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link: <a href="http://cil_questions.pdf(planningportal.co.uk)">cil_questions.pdf (planningportal.co.uk)</a></p>

Prior approval of proposed change of use of a building from a retail use (Class E – formerly A1/A2) or a mixed retail and residential use to a use falling within use class C3 (Dwelling house), and for associated operational development (PAC3)

**NATIONAL REQUIREMENTS**

- Completed application form or a letter containing the written description of the proposed development and the following information:
  - The applicant’s contact address; and
  - The applicant’s email address if they are content to receive communications electronically
  
- A plan which identifies the land to which the application relates showing the proposed development drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- The appropriate fee

Additional information that could be required at the validation stage include:

**LOCAL REQUIREMENTS**

Document Type	Circumstances when document should be submitted
CIL: Planning Application Additional Information Requirement Form	<p>Required for development that proposes 100sq.m or more new floorspace in former Class A1-A5 (now part Class E), C3, C4 and/or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a conversion/change of use. Also applicable to s.73 applications to vary an existing planning permission and prior approval.</p> <p><b>Householder Development</b> Where the proposed development will add over 100sq.m of additional floorspace (measured as GROSS Internal Area) to the dwelling including extensions, annexes and outbuildings</p> <p>See link: <a href="http://planningportal.co.uk/cil_questions.pdf">cil_questions.pdf (planningportal.co.uk)</a></p>

## BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
Supporting information: Prior Approvals to Residential	Submission of information relating to the criteria against which the application will be assessed – as set out in the relevant Class from the General Permitted Development Order - regarding the impact of the development on transport and highways (including refuse and management in order to keep the public highway free from obstruction), noise, contamination and flood risks on site. An indication of room sizes and how the 'dwellings' will receive natural light will also assist the determination. The information should include an assessment of the impacts or risks and a statement setting out how such impact or risks are to be mitigated.



## Prior approval of proposed change of use to state funded school or registered nursery

### **NATIONAL REQUIREMENTS**

- Completed application form
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A copy of other plans and drawings or information necessary to describe the subject of the application including:
  - Block plan of the site (eg. At a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings
  - Existing and proposed elevations (eg. At a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (eg. At a scale of 1:50 or 1:100)
- The appropriate fee

Additional information that could be required at the validation stage include:

**LOCAL REQUIREMENTS – N/A**

## Prior notification of proposed development by telecommunications code systems operators

### NATIONAL REQUIREMENTS

- Completed application form or written description of the proposed development
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land for access to the site from a public highway, visibility splays, landscaping, car parking, refuse storage and open areas around buildings (including gardens). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 of the General Permitted Development (Amendment) Order 2001 (as amended)
- Where the proposed development consists of the installation of a mast within 3km of the perimeter of Southampton Airport evidence that the applicant has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 of the General Permitted Development (Amendment) Order 2001 (as amended).
- Applications should be supported by the necessary evidence to justify the proposed development. This should, in accordance with the current NPPF include:
  - The outcome of prior consultation with organisations with an interest in the proposed development; in particular with the relevant body where a mast is to be installed near a school or college within a statutory safeguarding zone surrounding an aerodrome or technical site: and,
  - For an additional 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-ionizing radiation protection guidelines; OR
  - 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 the cumulative exposure, when operational, will not exceed International Commission on non-ionizing radiation protection guidelines
- The appropriate fee

Additional information that could be required at the validation stage include:

## LOCAL REQUIREMENTS – N/A

### BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

Document Type	Circumstances when document should be submitted
Telecommunications Development	<p>Required for all telecommunications developments in accordance with details set out within Appendices E and F of the Code of Best Practice on Mobile Development in England (2013):</p> <p>See link: <a href="#">Codes of Practice   Mobile Network Operators   Mobile UK</a></p> <p>Applications should include the following:</p> <ul style="list-style-type: none"><li>23. Site details;</li><li>24. Pre-application checklist for site selection;</li><li>25. Proposed development information;</li><li>26. Technical justification;</li><li>27. Site selection process information;</li><li>28. ICNIRP Certification;</li><li>29. Site location plan at a 1:2500 scale;</li><li>30. Site layout plan at a 1:500 scale;</li><li>31. A clear differentiation between existing and proposed equipment;</li><li>32. Elevations at a minimum 1:100 scale including proposed colour;</li><li>33. Roof plan at a 1:100 scale.</li></ul> <p>Whilst not necessarily a validation requirement best practice suggests that details of expected noise impacts from the installation, and any ongoing mitigation, can also assist the Local Planning Authority in understanding the impacts of the proposal</p>

## Prior notification for proposed demolition

### NATIONAL REQUIREMENTS

- Completed application form or a letter containing the written description of the proposed development
- A plan which identifies the land to which the application relates showing the proposed development drawn to an identified scale with the direction of North shown with the application site outlined

*The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not needed for the proposed development.*

- A statement that the applicant has displayed a site notice in accordance with A.2 (b) (iii) Part 31 of Schedule 2 of the General Permitted Development Order 1995 (as amended)

Additional information that could be required at the validation stage include:

### LOCAL REQUIREMENTS – N/A

### BEST PRACTICE TO AVOID A REFUSAL FOR LACK OF INFORMATION

Document Type	Circumstances when document should be submitted
Biodiversity Survey and Report	<p>Required for any development, including demolition, likely to affect a local or national designated nature conservation habitat or one that would have an impact on a designated protected species.</p> <p>See links: <a href="#">Hampshire Biodiversity Information Centre (HBIC)   Hampshire County Council (hants.gov.uk)</a></p> <p><a href="#">Biodiversity (southampton.gov.uk)</a></p> <p>Applicants should consult this list of circumstances before making an application, and submit appropriate ecological surveys to demonstrate that buildings earmarked for demolition do not contain protected species.</p> <p>In the event that your site is affected by Great Crested Newts please be aware that the Council has signed-up to the District Licencing Scheme. Further details of how this can streamline your project can be found on the NatureSpace Partnership website.</p> <p>See link: <a href="#">About - NatureSpace Partnership (naturespaceuk.com)</a></p>

Demolition Method Statement	<p>A statement outlining the demolition method and the condition in which the site will be left and secured following these works.</p> <p>As a guide the information should include details of the following:</p> <ul style="list-style-type: none"> <li>a) proposed hours of demolition – typically 8-6 Mon-Fri, and 9-1 Sat only;</li> <li>b) parking of vehicles of site personnel, operatives and visitors;</li> <li>c) loading and unloading of plant and materials;</li> <li>d) cranes and other tall construction equipment (including the details of obstacle lighting);</li> <li>e) temporary buildings, fencing and lighting;</li> <li>f) storage of plant and materials, including cement mixing and washings, used in demolition phase;</li> <li>g) treatment of all relevant pedestrian routes and highways within and around the site throughout the course of demolition and their reinstatement where necessary;</li> <li>h) measures to be used for the suppression of dust and dirt throughout the course of demolition;</li> <li>i) demolition vehicles wheel cleaning; and,</li> <li>j) details of how noise emanating from the site during demolition will be mitigated.</li> </ul> <p>In terms of how the land is left following demolition you may require a planning permission for any material change of use arising</p>
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**Note:**

Where demolition works propose below ground level works you are advised to contact the Local Planning Authority prior to making an application as such works may not be ‘permitted development’ and may also require further assessments in respect of contaminated land and archaeology.