

Appendix B



Validation Checklist
for
Planning and Other Applications

ADOPTED xxxx

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Introduction

A planning application cannot start to be considered or made valid until it has been received in a completed form; the purpose of this checklist is to provide the necessary prior information so that applicants and agents can be efficient in submitting applications in a correct and completed form. The information requested with any application will be in accordance with the Growth and Infrastructure Act 2013:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and
- require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

The checklist covers a wide range of issues and matters that affect the consideration of applications but the requirements for each individual application will depend on the proposal, its scale, size and its location. A separate and simpler checklist is available and should be used for Householder applications.

The purpose of the checklist is to inform the applicant of the information that is needed to make a complete application in order for the Development Management department to deal with applications in an efficient and timely manner. It should in most cases avoid the need to seek further information during the application process which can cause significant delays or affect the outcome of the application.

The checklist is split into two main parts:

- A. National requirements – these are mandatory
- B. Local requirements – these are determined by the Council and the submission of this information will vary depending on the nature of the proposal.

Submitting Applications

We recommend the submission of applications electronically via the Planning Portal – www.planningportal.co.uk. Payment of application fees can also be made via the Planning Portal, by paying by cheque or over the phone by credit or debit card (01205 314305).

If you choose to submit a paper copy of your application, you will need to provide one copy of all documents and forms, unless you have already been advised that more paper copies are required.

- You can help us to process your application more quickly by:
 - Submitting your application online and making payment electronically
 - Including all the necessary information
 - Avoiding the use of large file sizes (Maximum file size of 10MB)
 - Including a schedule of the documents submitted
 - Clearly annotating all document files accordingly
 - Agreeing the information requirements with us prior to submission, including the submission of additional copies of documents or CDs if required
 - Corresponding with us by email (planning@boston.gov.uk)

Format of Submissions

It is requested that any personal or sensitive information is removed / redacted from applications/reports etc. prior to their submission. Such information includes signatures, personal phone numbers, personal email addresses and photographs containing images of children and vulnerable adults and vehicle registration numbers.

Any information you consider should be withheld from the public register should be brought to our attention.

Applications will not be invalidated if they have such information, however it might lead to a delay in its registration.

The Validation Process

If you do not submit an application in accordance with the requirements of the checklist we are entitled to declare that there is something missing from the application and this will make it invalid. If this happens, we will set out our reasons for doing so and specify the information required in order to make the application valid. Wherever possible we will seek to do this via email and within 3 working days of receiving your application for minor and other applications and 5 working days for major developments. If you do not agree that a particular piece of information is required to accompany your application, please provide written justification with the application and this will be considered. The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Article 12) sets out the procedure if there is disagreement regarding the information required to make an application valid. If we do not hear from you within 21 days, or the requested information is not received, your submitted application and any associated documents will be returned to you.

If an apparently valid application is later found to be invalid because of a factual or legal inaccuracy or the planning fee is returned as unpaid, the original start date for processing the application will be disregarded. The time from application to decision will start again on the revised validation date.

The time period from application to decision begins the day after a valid planning application and the correct fee (where a fee is payable) has been received. If the application is submitted electronically it will be treated as having been delivered at 9am on the next working day following the date of its transmission. The day a valid application is received counts as day zero. Applications will be marked with the date of receipt from their valid date. We will send a letter to you confirming the validity of the application and the start date of the statutory period for determination.

Pre-application discussions

The Council encourages applicants to contact the Development Management team as early as possible and to engage in pre-application discussions. This can be beneficial in helping applicants to choose the correct type of application to make, to avoid unsuccessful applications, to improve the quality of their schemes and to ensure the correct plans and documents are submitted with their application. This can also save considerable time and avoid the need for repeat applications or appeals. The Council charges for this service but charges are proportionate to the scale of development. A pre-application form and details of charges can be found at <http://www.boston.gov.uk/index.aspx?articleid=3875>

For some larger developments, applicants may also like to contact the Environment Agency or other statutory consultees who may have their own policies and procedures on giving pre-application advice. **The Environment Agency can provide local flood risk data to assist with the preparation of Flood Risk Assessments (FRAs) and offers a pre-application FRA advice and review service**

When pre-application advice is sought and given, the applicant will be expected to show how regard has been made to that advice in the formal application.

A. NATIONAL STATUTORY REQUIREMENTS

These requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and are relevant for applications across England and Wales.

- **All drawings must:**
 - Be at a recognised metric scale
 - Show a north point
 - Include a linear scale bar
- All drawings MUST include a reference number (and highlight any revisions as applicable) as these are referred to in planning conditions.

1. The completed standard application form

Required for all applications

The preferred way of this being submitted is electronically through the Planning Portal but emailed or paper copies will be accepted. Applicants should ensure they select the correct forms for the type of application that is being made. An applicant's name and address should be completed as well as agent details where applicable. Contact details for the applicant (or agent where applicable) should include an email address. All relevant questions should be answered and if not relevant to the application, then the words 'not applicable' should be inserted for clarity.

2. The correct fee

Required for all applications other than works to a tree protected by a Tree Preservation Order and Listed Building Consent unless an exemption or concession applies

Where a fee is necessary it must be provided in accordance with the statutory fee scale. If you consider that no fee is necessary, you should specify the reasons for this view. If, however, no fee is required because the application is a resubmission of a previously refused or withdrawn proposal (and this exemption has not previously been sought by the applicant at any time in the past for the application site), the planning reference number of the previous application should be provided. An up-to-date schedule of fees can be viewed on the Planning Portal's website:

https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

3. Ownership Certificates and Agricultural Land Declaration

Required for all outline, full and listed building consent applications

One of the following Certificates A, B, C or D must be completed stating the ownership of the property:

- Certificate A: When the applicant is the sole owner;
- Certificate B: When person(s) other than the applicant are known to own part or all of the application site;
- Certificates C and D: When not all or none of the owners of the site are known.
- For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed. It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

4. Location Plan

Required for all applications.

This should:

- Be up to date and of Ordnance Survey quality;
- Be at a scale of 1:1250 or 1:2500;
- Show a north point;
- Show at least two named roads;
- Show surrounding buildings which are named or numbered;
- Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development (such as land required for access to the site from a public highway);
- Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site with a blue edge; and
- Show the exact location of the application site.

5. Site Plan/Block Plan

Required for all applications.

This should:

- Be at a scale of 1:500 or 1:200;
- Show the direction of North;
- Show the proposed development in relation to the site boundaries and other existing buildings and features on the site; and
- Include written/annotated dimensions between new buildings and site boundaries.

It should also include the following, unless these would not influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- Any watercourses;
- Any bridges, retaining walls;
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

6. Design and Access Statements

Required for:

- All major applications (i.e. sites of 10 or more houses, sites of 0.5ha or more where the number of dwellings is unknown, creation of 1000m² floor area within building or buildings, sites of 1ha or more)
- All development within a conservation area where the development is for one or more dwellings, or for a building where the new floor space is 100m² or more
- All applications for Listed Building Consent

Not Required for:

- Applications to remove or modify conditions (material minor amendment applications under s73 of the Town and Country Planning Act 1990;
- Engineering or mining operations;
- Change of use of land and/or buildings;
- Advertisement consent,
- Works to trees,
- Storage of hazardous substances;
- Prior approvals;
- Non-material amendments and
- Reserved Matters.

The Design and Access Statement should explain and justify your proposal in a structured way. It should explain why a proposal has been designed in the manner that is proposed. The level of detail required will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. In short, Design and Access Statements should:

- Explain the design principles and concepts that have been applied to the following aspects of the development: –
 - i) amount
 - ii) layout
 - iii) scale
 - iv) landscaping, and
 - v) appearance.
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account in relation to its proposed use;
- **Demonstrate how other assessments, such as the flood risk, may impact or have impacted upon the design of the development in terms of scale, appearance or layout.**
- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;

- Take into account the impact of the proposal on key gateway and waterfront locations;
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.

When an application is submitted in parallel with an application requiring a heritage statement, a single combined Design and Access Statement could be included as part of the explanation and justification for the design approach. The combined statement should include the details above as well as the additional requirements in relation to Heritage Statements (please refer to Heritage Statements under Local Requirements).

Further information/policy background:

Policy 29: The Historic Environment of the South East Lincolnshire Local Plan 2011-2036

The Town and Country Planning (Development Management Procedure) (England) Order 2015

<https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

7. Environmental Statement

Required for development listed under Schedule 1 and may be required for developments defined within Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

The aim of Environmental Impact Assessment is to protect the environment by ensuring that a local planning authority when deciding whether to grant planning permission for a project which is likely to have significant effects on the environment, does so in the full knowledge of the likely significant effects, and takes these into account in the decision making process. The Regulations only apply to certain types of development and/or projects; they set out a procedure for identifying those projects which should be subject to an Environmental Impact Assessment, and for assessing, consulting and coming to a decision on those projects which are likely to have significant environmental effects.

Screening

The first stage is called 'Screening' and is used to determine whether a proposed project falls within the remit of the Regulations, whether it is likely to have a significant effect on the environment and therefore requires an Environmental Assessment. Certain developments/projects at stated thresholds are listed within Schedule 1 of the Regulations and these will always require an Environmental Statement. Other developments and projects are listed under Schedule 2 of the Regulations and where proposals fall within these descriptions and thresholds. It is for the Local Planning Authority to carry out a 'Screening Opinion' to determine whether an Environmental Statement is required. Where development may require an Environmental Statement, the applicant can make a Screening Request in writing by supplying the following information as listed under Regulation 8 of the Regulations:-

- a plan sufficient to identify the land;
- a description of the development, including in particular –
 - a description of the physical characteristics of the whole development and, where relevant, of demolition works;

- a description of the location of the development, with particular regard to the environmental sensitivity of geographical areas likely to be affected;
- a description of the aspects of the environment likely to be significantly affected by the development; and
- to the extent that the information is available, a description of any likely significant effects of the development on the environment resulting from-
 - the expected residues and emissions and the production of waste, where relevant; and
 - the use of natural resources, in particular soil, land, water and biodiversity.

A person requesting a screening opinion may also provide details of any features of the proposed development and any measures envisaged to avoid or prevent what otherwise might have been significant adverse effects on the environment.

Scoping

Where an Environmental Statement is necessary, the applicant is not required to consult anyone on the content of the Statement before its preparation and submission with a planning application but applicants will find it useful to do so – this is called the ‘Scoping’ of an Environmental Assessment and provides the Authority’s opinion as to the scope and level of detail of the further information to be provided in the Environmental Statement. A request should include the following (Regulation 10):-

- a plan sufficient to identify the land;
- a description of the proposed development, including its location and technical capacity;
- an explanation of the likely significant effects of the development on the environment; and
- such other information or representations as the person making the request may wish to provide or make.

Environmental Statement (ES)

An Environmental Statement (ES) is defined under Regulation 14 and must contain the information specified in Schedule 4 of the Regulations. It may consist of one or more documents, but it must constitute a single compilation of those documents into a single Statement. It must include a non-technical summary (of the information under paragraphs 1 to 8 of Schedule 4) and be prepared by a competent expert which should be set out in a statement outlining the relevant expertise or qualifications of such experts. Where a scoping opinion has been issued, the ES should be based upon the most recent scoping opinion adopted and include the information reasonably required for reaching a reasoned conclusion on the significant effects of the development on the environment, taking into account current knowledge and methods of assessment and should also take into account the results of any relevant UK environmental assessment which is reasonably available to the applicant. The ES should be proportionate and have its main emphasis on the significant environmental effects and not be any longer than is necessary to properly address those effects. Impacts which have little or no significance for the particular development in question will need only very brief treatment to indicate that their possible relevance has been considered. Schedule 4 also allows for the submission of mitigation measures that are envisaged to offset the significant adverse effects on the environment that are identified in the ES.

Further information/policy background:

Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017 No.571

The National Planning Practice Guidance - <https://www.gov.uk/guidance/environmental->

B. LOCAL REQUIREMENTS

The list below captures the majority of types of documents and additional information that will be necessary to be prepared and submitted with planning applications. The requirements for each application will depend on the type of development, its scale and the nature of the constraints relating to its location. The list is not completely exhaustive and there may be occasions where further information is required. Advice at the pre-application stage should be sought for clarification of these requirements.

Where reference is made to a Major application, this relates to the definition contained within the Town and Country Planning (Development Management Procedure)(England) Order 2015:-

“major development” means development involving any one or more of the following—

- (a) the provision of dwellinghouses where—
 - (i) the number of dwellinghouses to be provided is 10 or more; or*
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);**
- (b) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or*
- (c) development carried out on a site having an area of 1 hectare or more.*

PLANS

1. Existing and Proposed Floor Plans

Required for all applications where:

- **New floor space is proposed**
- **A change in the use of the floor space is proposed**

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated external dimensions of new buildings/extensions;
- Explain the proposal in detail;
- Clearly show any existing walls or buildings to be demolished; and
- Show the development in context with any adjacent buildings (including property numbers where applicable).

2. Existing and Proposed Elevations

Required for all applications where:

- **New elevations are proposed; or**
- **Existing elevations are altered**

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated external dimensions of new buildings/extensions
- Explain the proposal in detail;
- Show details of the existing building and those for the proposed development;
- Show all sides of the property (including any blank elevations) and indicate where possible the building materials and the style, materials and finish of windows and doors;
- Correspond exactly with the plan drawings; and
- Clearly show the relationship with any adjoining buildings or buildings in close proximity and provide details of the positions of any window or door openings on each building.

3. Existing and proposed site sections and finished floor and site levels

Required for applications:

- **Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished site and floor levels, or**
- **On sloping sites – information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed land and buildings**

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;
- Show a cross section through the proposed building(s);
- Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development;
- Ensure that levels relate to a fixed datum point off site;
- Provide a full Topographical Survey for major proposals; and
- Include a section of existing/proposed access onto the local road network where applicable.

4. Roof plans

Required for applications where new roof details are proposed

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; and
- Include details of roofing materials, vents etc.

APPLICATION TYPES or PROPOSALS

A separate checklist has been created for householder applications as these require less information.

1. Advertisements

Required for all advertisement applications

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Plans, elevations and sections

Show the following details on drawings:

- submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20.

For those illuminated:

- the method, type and colour of illumination
- is it externally or internally lit?
- type of lighting – spot lights, trough lights, halo illumination?
- the size of the light fittings
- levels of luminaires (cd/m²) or Lux

Further information/policy background:

Planning

Practice

Guidance

–

https://www.planningportal.co.uk/info/200136/policy_and_legislation

2. Outline Planning Applications

Required for all outline planning applications

These applications are generally only appropriate for new build developments outside conservation areas and are not appropriate for changes of use, or for proposals which are within or adjacent to a conservation area or involve development to or adjacent to a listed building.

Where access is a reserved matter there is a requirement to indicate where access points to the development would be situated.

If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Assessment where necessary.

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan.

The Council reserves the right to request further information in the form of e.g. indicative drawings and other supplementary documents, if it is not possible to determine the application on the reserved matters indicated (Article 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2015).

Further information/policy background:

Town and Country Planning (Development Management Procedure) (England) Order 2015

3. Plant and Flue Drawings

Required for installation of plant, flues, ventilation, extraction or air conditioning equipment.

Plans, elevations and sections to:

- Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections
- Show the location of neighbouring windows on drawings cross referenced to the acoustic report

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan.

4. Shop Fronts

Required for shop fronts

Plans, elevations and sections to show:

- Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy. If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors
- For proposals including the installation of ATMs, details of height (for disabled access) and details of any illuminated adverts

If advertisements are shown on the plans, these may require a combined planning permission and advertisement consent application.

Further information/policy background:

National Planning Policy Framework 2018, Section 12.

STATEMENTS AND REPORTS

1. Affordable Housing Statement

Required for all developments of 11 or more dwellings or residential developments with an internal floor area of 1,000sqm or more

Affordable housing can be a variety of forms of housing provided at below market rates for eligible persons. Annex 2 of the National Planning Policy Framework 2018 describes affordable housing as affordable housing for rent, starter homes, discount market sales housing and other affordable routes (including shared ownership, relevant equity loans, other low cost homes for sale and rent to buy).

Policy 18: Affordable Housing of the South East Lincolnshire Local Plan 2011-2036 sets out the requirements for affordable housing.

A statement is required which sets out the following:-

- The percentage of affordable housing to be provided on the site
- The tenure of the proposed affordable housing
- The number of bedrooms/dwelling size for affordable housing and starter homes
- Details of the Registered Provider/Housing Association where applicable (for affordable housing)
- Details of an off-site contribution where applicable
- The delivery mechanism for providing and controlling the affordable housing and starter homes

Where an application fails to meet the foregoing requirements, the statement should explain the reasons for that. In the event that the reasons relate to viability, a Viability Assessment must also be submitted the application (prepared by an appropriately qualified person) to demonstrate the level of affordable housing that can be achieved on the site in accordance with Policy 6 of the South East Lincolnshire Local Plan 2011-2036.

Applicants should consult the Housing Department regarding the size, type and tenure of the range of homes needed to meet locally identifiable needs.”

Further information/policy background:

National Planning Policy Framework 2018

Policy 18: Affordable Housing of the South East Lincolnshire Local Plan 2011-2036

Policy 6: Developer Contributions of the South East Lincolnshire Local Plan 2011-2036

2. Agricultural **Workers** Statement

Required for applications for agricultural workers dwelling including removal of agricultural habitation condition

The statement should include the following:-

- Details of the agricultural land holding, including but distinguishing between land owned or rented, preferably in the form of a DEFRA map of land registered to the applicant. Where this includes rented land, details of how long the land has been rented and type/duration of tenancy agreement
- The size of the agricultural unit on which the building is to be erected
- Details of existing buildings on the holding, including their location, dimensions and what they are used for
- Details of the farming enterprise, including information about the scale of activities, numbers and types of livestock, breeding activities etc.
- Precise details of how the proposed building is to be used and why it is needed
- Explanation of how the size, design and siting of the building has been arrived at
- For applications relating to agricultural workers dwellings, further details will also be required to either justify the need for a key worker's accommodation or the removal of an occupancy condition. This should include details of existing accommodation on the holding, a history of former dwellings on the holding and when they were sold, profit and loss accounts for the holding over the preceding three year period and in the case of an application removing an agricultural occupancy condition, details of all employment on the agricultural unit, details of a comprehensive marketing exercise (normally over 12 months but could be longer depending on circumstances).

Further information/policy background:

National Planning Policy Framework 2018 paragraph 79

Planning Practice Guidance: <https://www.gov.uk/guidance/national-planning-policy-framework/6-delivering-a-wide-choice-of-high-quality-homes#para055>

3. Air Quality Assessment

Required for all applications except developments within the curtilage of a dwellinghouse

There are currently 2 Air Quality Management Areas (AQMA) in Boston at Haven Bridge and Bargate Bridge.

The East Midlands Air Quality Network has prepared 'Air Quality and Emissions Mitigation – Guidance for Developers' June 2017 provides a methodology for assessing all forms of development and potential air pollution mitigation.

Assessments should be proportionate to the nature and scale of development proposed and the level of concern about air quality and because of this are likely to be locationally specific. The scope and content of supporting information is therefore best discussed and agreed between the Local Planning Authority and the Council's Environmental Health Officers before it is commissioned. Air quality is a consideration in [Environmental Impact Assessment](#), if one is required, and also in a [Habitats Regulations Appropriate Assessment](#).

The following could be included in assessments and be usefully agreed at the outset:

- a description of baseline conditions and how these could change;
- relevant air quality concerns;
- the assessment methods to be adopted and any requirements around verification of modelling air quality;
- sensitive locations;
- the basis for assessing impact and determining the significance of an impact;
- construction phase impact; and/or
- acceptable mitigation measures.

Further information/policy background:

Policy 30: Pollution of the South East Lincolnshire Local Plan 2011-2036

The National Planning Policy Framework 2018

Air Quality - <https://www.gov.uk/guidance/air-quality--3>

Clean Air Zone Framework May 2017 – Department for Environment, Food & Rural Affairs and Department of Transport

4. Biodiversity Survey and Report

Required for all developments which may impact on biodiversity and ecological networks or affect protected species

Biodiversity and ecological networks includes:

- European Sites of International Importance: RAMSAR, **Special** Protection Area (SPA) and Special Area of Conservation (SAC): 1 of each are within the Borough
- UK Sites of National Importance: Site of Special Scientific Interest (SSSI): 1 is within the Borough
- National Nature Reserves (NNR) : there is 1 within the Borough and 5 within 15km of the South East Lincolnshire Local Plan 2011-2036 area
- RSPB managed/owned sites: there are 2 within the Borough
- Local Wildlife Sites

All major housing sites within 10km of The Wash are required to be submitted with a Habitats Regulations Assessment in accordance with Policy 28 of the South East Lincolnshire Local Plan 2011-2036. s

Proposals which may affect any of the other designated biodiversity and ecological networks described above which might affect the flora, fauna, geology or habitat of these areas will require an up to date biodiversity survey/ecological assessment, carried out by a suitably qualified ecologist. n survey and report (Phase 1 Habitat Survey) will also be required for proposals that may affect the habitat of protected species or priority species. This is likely to affect applications for the following:-

- Barn conversions
- Demolition of buildings
- Changes of use or alterations to buildings that affect roof spaces

A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:

- Details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development.

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include details of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2017 Regulations) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved. Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

Further information/policy background:

Policy 28: The Natural Environment of the South East Lincolnshire Local Plan 2011-2036

National Planning Policy Framework 2018, Section 15

Further advice may be found in: Planning Practice Guidance – <https://www.gov.uk/guidance/natural-environment>

Further guidance and the Protected Species Trigger List may be found in Association of Local Government Ecologists (ALGE) document on Validation of Planning Applications – Template for Biodiversity and Geological Conservation, <http://www.alge.org.uk/publications/index.php>; and

Publicly Available Specification (PAS) 2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation standards for planning in the UK. Code of Practice. British Standards Institute.

5. Daylight/Sunlight Assessment

Required for all applications that may cause significant issues of overshadowing of existing or proposed buildings or adjoining land

This would be required where buildings are in close proximity or there is a difference between storey heights between buildings which may lead to an impact on daylight or

sunlight into habitable rooms or gardens/amenity space.

Further information/policy background:

Policy 2: Development Management of the South East Lincolnshire Local Plan 2011-2036
Building Research Establishment: Site Layout Planning for daylight and sunlight: a good practice guide, 2011

6. Flood Risk Assessment

Required for all developments within Flood Zones 2 and 3, for developments with an application site of 1 hectare or more in Flood Zone 1 and for other developments that may be affected by specific localised flooding issues or contribute to flooding problems within or outside the application site

A Flood Risk Assessment (FRA) should:

- Assess the risks from all forms of flooding to and from the development
- Demonstrate how those flood risks will be managed or mitigated
- Identify opportunities to reduce the probability and consequences of flooding
- Address the requirement for safe access to and from the development in areas at risk of flooding
- **Take account of local and national planning policy and guidance and the best available information on local flood risk**

Further information/policy background:

Policy 4: Approach to Flood Risk of the South East Lincolnshire Local Plan 2011-2036

The National Planning Policy Framework 2018, Section 14

National Planning Practice Guidance - <https://www.gov.uk/guidance/flood-risk-and-coastal-change>

South East Lincolnshire Strategic Flood Risk Assessment (March 2017) -

<http://www.southeastlincslocalplan.org/water/>

Environment Agency - <https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>

The Environment Agency can provide local flood risk data to assist with the preparation of FRAs and offers a pre-application FRA advice and review service.

7. Habitats Regulations Assessment

Required for all major housing developments within 10km of European Sites of international importance: RAMSAR, Special Protection Area (SPA) and Special Area of Conservation (SAC)

The Conservation of Habitats and Species Regulations 2017 ('the Habitats Regulations') transpose the European Habitats Directive 1992 and the Wild Birds Directive 2009 ('the Directives') into English law.

The Habitats Regulations require the Local Planning Authority to 'secure compliance' with the requirements of the Directives when specifically discharging its nature conservation

functions and to have regard to the requirements of the Directives when exercising all of its other functions (Regulation 9).

The Planning Authority becomes a 'competent authority' under the Regulations when determining planning applications that will or may affect European Sites (for example classified SPAs and designated SACs).

In accordance with the Habitats Regulations, a formal assessment of the implications of a development that may be capable of affecting the designated interest features of European Sites is required before determining the application. The Assessment is required to be submitted by the applicant and comprises several distinct stages collectively described as a 'Habitats Regulations Assessment' (or HRA).

For any development which is not wholly directly connected with or necessary to the conservation management of the site's qualifying features, this will include formal *screening* for any Likely Significant Effects (either alone or in combination with other developments). Where these effects cannot be excluded, assessing them in more detail through an *appropriate assessment* (AA) is required to ascertain that an adverse effect on the *integrity* of the site can be ruled out. Where such an adverse effect on the site cannot be ruled out, and no *alternative solutions* can be identified, then the development can only then proceed if there are *imperative reasons of over-riding public interest* and if the necessary *compensatory measures* can be secured.

The HRA must be submitted with any proposal that may affect a European Site(s) for assessment. Where the project-level HRA concludes that avoidance and/or mitigation measures are required, it is expected that Suitable Alternative Natural Greenspace (SANGs) should be provided either on-site and/or through a financial contribution to provide and/or enhance natural greenspace in the locality in accordance with Policy 28 of the South East Lincolnshire Local Plan 2011-2036

Further information/policy background:

Policy 28: The Natural Environment of the South East Lincolnshire Local Plan 2011-2036

8. Historic Environment Assessments and Evaluations

Required for applications to:

- **Alter, demolish, extend a listed building or a building within a conservation area**
- **Development that may affect the setting of a listed building or conservation area**
- **Works that may affect a Scheduled Ancient Monument or its setting**
- **Works to a historic park or garden**
- **Works affecting a known or suspected archaeological site**

This is required for heritage assets which includes Conservation Areas, Listed Buildings, Archaeological sites, Scheduled Monuments, Registered Parks/Gardens of Special Historic Interest and Non-designated heritage assets that are of local historic, architectural or cultural value including locally listed buildings identified by the Local Planning Authority (LPA). Non-designated heritage assets can be identified by the LPA during its consideration of an application. In these circumstances, the applicant would be requested to submit a Heritage Statement during the course of the application.

The degree of detail provided in the Assessment should be proportionate to the importance of the heritage asset(s) that may be affected and the works proposed. For example, works to listed buildings or demolition of a building/structure in a conservation area will require greater detail than for example, the replacement of a boundary wall in a conservation area. Paragraph 187 of the NPPF states that as a minimum, the relevant historic environment

record, held by Lincolnshire County Council, should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

A **Historical Environment Assessment and Evaluation** should include:-

- An assessment of significance of the heritage asset including any contribution made to its setting. The assessment should identify and describe all the heritage assets that may be affected by the proposed development and assess their heritage significance, and in particular, assess the significance of those parts of the building/site affected by the proposed works. The description of the asset(s) should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the potential impact of the proposals on the significance. Well captioned photographs and other illustrations are very useful as a substitute for text and can help to keep a statement concise and to the point.
- A clear description of the proposed development. In particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting. Where appropriate, this could include a schedule, method statement and/or specification of works.
- An **evaluation** of the impacts of the proposals on the significance of the heritage asset and/or its setting
- Justification for the proposed works and any mitigation measures. Explain why the proposed works are desirable or necessary and what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset. If the works include any elements which result in harm to heritage, the assessment provides an opportunity to explain what issues you consider weigh in favour of the proposal(s).
- **Good quality colour photographs comprising:**
 - a general image showing the building in context (incl. neighbours, streetscene or landscape)
 - Single image of each elevation where practical
 - Detailed images of items/areas to be altered/removed/demolished. (This is especially relevant to window replacement applications).
- **Details should be provided of any changes to the internal layout. e.g. new doors or staircases. Drawings of new doors or windows will need to be provided at a scale of not less than 1:20**

A **Historical Environment Assessment and Evaluation** can form part of a Design and Access Statement.

Further information/policy background:

Policy 29: The Historic Environment of the South East Lincolnshire Local Plan 2011-2036

Various Conservation Area Appraisals

Lincolnshire

Historic

Environment

Record

-

<https://www.lincolnshire.gov.uk/residents/environment-and-planning/conservation/historic-environment-record/36930.article>

9. Land Contamination Assessment

Required for all applications where:

- Contamination is known or suspected
- Development is proposed within 250m of a current or former landfill site
- The proposed use involves residential, schools or hospital development, allotments or other uses that are vulnerable to ground contamination

In most cases a Phase I Desk Top Study (preliminary risk assessment) will be sufficient at the application stage. There will be some cases, however, when the known risks are so severe that intrusive site investigations (Phase II) also need to be submitted with the assessment.

In the above situations, we also recommend that developers arrange pre-application discussions with the LPA, Environmental Health, Environment Agency & Building Control to help identify the likelihood, possible extent and nature of contamination, and its implications for the development being considered.

Further information/policy background:

Policy 30: Pollution of the South East Lincolnshire Local Plan 2011-2036

10. Landscape and Visual Impact Assessments

Required for developments in the rural area such as residential or commercial development or development of wind turbines that is likely to have a significant impact on the landscape in the open countryside.

In respect of residential development, this would normally only apply to major applications.

A Landscape and Visual Impact Assessment (LVIA) combines the magnitude of change with the sensitivity of the landscape to the proposed development, which provides a measure of the significance of the effect. The Assessment will also consider the extent to which the long term landscape and visual effects are significant. A LVIA should be undertaken by a qualified landscape professional and follow an appropriate methodology. In some cases, particularly where the proposal would result in a change to the landscape, the LVIA should also include a Landscape Analysis and Management Plan.

Further information/policy background:

Policy 3: Design of New Development of the South East Lincolnshire Local Plan 2011-2036

Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Management and Assessment in 2013.

11. Landscaping Scheme

Required for the following (apart from outline applications where landscaping has been accepted as a reserved matter):

- **New dwellings**
- **Institutional, training, educational or residential accommodation**
- **Industrial, commercial, office, retail or leisure development**
- **New car parks**
- **Large extensions to existing premises**
- **Works by statutory undertakers**

where existing and proposed landscaping would contribute to the acceptability of the proposed scheme

A landscaping scheme should identify the main areas of hard and soft landscaping proposals on a site layout, indicating existing and proposed planting. For major applications or where landscaping is likely to be of material importance to the proposal, a more detailed landscaping scheme should be provided which should include the following:

- A detailed plan of the hard and soft landscaping proposals
- Plant species, planting heights, planting densities, seeding mixes
- Details of how existing planting will be protected during construction should also be provided
- Methods of cultivation and plant establishment, including staking and mulching
- Details of levels, paving treatment and materials
- Details of long-term maintenance and landscape management

Further information/policy background:

Policy 28: The Natural Environment of the South East Lincolnshire Local Plan 2011-2036

12. Lighting Assessment

Required for applications involving floodlighting near sensitive areas such as residential properties, heritage assets, protected wildlife and countryside or applications to discharge conditions relating to lighting

A lighting assessment should be based on a Lighting Plan, providing details of the intensity of external light measured in Lux (one lumen per square metre), showing the distribution and intensity of light as contours both within and on land/buildings surrounding the application site. This should normally be carried out by a lighting engineer. Details, positions, heights, beam orientation and the design of the luminaires should also be included, as well as details of any lighting shields to be used. The Assessment should show how the lighting has been designed to avoid light spillage, glare and light nuisance into or onto surrounding properties or sensitive areas. Where applicable, such as floodlighting on

sports pitches, the hours of use when floodlighting is intended to be used (and any mechanism for the auto switch off of lighting) should also be provided.

Further information/policy background:

Policy 2: Development Management of the South East Lincolnshire Local Plan 2011-2036

Policy 3: Design of New Development of the South East Lincolnshire Local Plan 2011-2036

Policy 30: Pollution of the South East Lincolnshire Local Plan 2011-2036

Policy 33: Delivering a More Sustainable Transport Network of the South East Lincolnshire Local Plan 2011-2036

13. Marketing Statement

Required for applications:-

- involving the loss of **unallocated** employment land **or buildings to non-employment uses**
- involving the loss of as **Asset of Community Value**, such as a village shop, post office, public house, community centre, theatre etc.

This should set out the steps that have been taken to actively market the site for its continued use for employment purpose or specific use that has a community function, as applicable. The statement should describe the extent of the marketing, the time periods when this has taken place, what this has involved (with evidence of particulars) and show that the expectations of the marketing have been reasonable and flexible. The statement should also provide details of all the interest that has been expressed in the site/property as a result of the marketing being carried out.

Further information/policy background:

Policy 7: Improving South East Lincolnshire's Employment Land Portfolio of the South East Lincolnshire Local Plan 2011-2036

Policy 32: Community, Health and Well-Being of the South East Lincolnshire Local Plan 2011-2036

14. Noise Impact Assessment

Required for applications:-

- which involve noisy uses (including vibration) and may cause of a loss of amenity
- Which involve **the introduction of a noise sensitive use** to an existing noisy area

A noise assessment will be required where a proposal may impact on levels of existing amenities (such as from industrial processes, plant, machinery, traffic, music, late night activity) or would potentially lead to **unacceptable** standards of amenity for new occupiers of the development (such as housing) due to existing levels of background noise. Where applicable,

noise assessments should detail any measures that would satisfactorily mitigate against the identified impacts on amenity. It is equally important that new development involving noisy activities should wherever possible be sited away from noise sensitive uses. Measures should be explored that could be taken to control the source of or limit the exposure to noise. Paragraph 170 of the National Planning Policy Framework contains guidance on this matter.

Further information/policy background:

Policy 30: Pollution of the South East Lincolnshire Local Plan 2011-2036

British Standard (BS) 4142: 2014 - Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.

British Standard (BS) 8233:2014 - Guidance on sound insulation and noise reduction for buildings Noise Policy Statement for England, Defra (2010)

15. Open Space Assessment

Required for applications:-

- **which involve the loss or partial loss of existing open space, including areas of public open space and major open areas**
- **All major residential developments**

The Assessment should quantify the amount, quality and type of open space that would be lost as a result of the proposal and assess the quantitative and qualitative impact on the overall supply in the local area. Reference should be made to the typologies of open space (parks, natural and semi- natural open space, amenity green space, sports pitches, play facilities for children and young people, allotments, cemeteries and churchyards and green corridors). Where a proposal would lead to a deficit in supply of open space, including playing pitches, then details of any replacement provision should be provided within the assessment. For playing pitches, Sport England provides specific advice on the level of information that is required.

In respect of residential developments, the applicant should identify the requirements for on and off-site provision of open space typologies and play area provision. Where off-site provision is appropriate, then details of an off-site financial contribution and how it is proposed to be used should be provided.

Where the proposal would result in a loss of open space, the assessment should incorporate a Green Infrastructure Audit of the affected open space and include measures for the following:-

- How the functions of the green infrastructure will be retained or enhanced as a result of the proposal; or
- Where the loss or negative impact on the green infrastructure is unavoidable, the mitigation measures that are proposed or replacement of the green infrastructure.

Further information/policy background:

Policy 3: Design of New Development of the South East Lincolnshire Local Plan 2011-2036

Policy 32: Community, Health and Well-Being of the South East Lincolnshire Local Plan 2011-2036

Sport England - www.sportengland.org/planningapplications

Planning Practice Guidance - <https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

16. Parking and Access Arrangements

Required for all applications:-

- which will generate traffic or increase demand for parking
- will require servicing
- will result in the loss of existing parking or servicing provision

Parking for the appropriate type, size and number of cars and other vehicles, and servicing to cater for deliveries, refuse vehicles etc., and turning areas, should be provided on a detailed site layout, including swept paths where necessary. This shall demonstrate that the site is capable of being serviced by the largest vehicles that will visit the site and/or allows vehicles to enter/leave in forward gear. Where parking provision would not comply with the Council's car parking standards, any mitigation measures and impacts to on-street parking should be assessed. Details of secure motorcycle and cycle parking should be included within the submitted plans. Electric charging points are being sought for both residential and non-residential development in order to ensure that developments take account of changes in vehicle technology and also to meet other plan objectives in reducing carbon emissions. The number, location and details of electric charging facilities should be explained in a statement and indicated on a proposed car parking layout.

Further information/policy background:

Policy 2: Development Management of the South East Lincolnshire Local Plan 2011-2036

Policy 36: Vehicle and Cycle Parking of the South East Lincolnshire Local Plan 2011-2036

17. Planning Obligations/Draft Heads of Terms

Required for all applications that will require a planning obligation/section 106 Agreement

These are normally only required for major developments where contributions are required to facilitate the provision of affordable housing, infrastructure, open space, education or community needs or to secure specific requirements that cannot be suitably dealt with by a planning condition. Where these requirements can be anticipated to make a development acceptable, a Draft Heads of Terms for a legal agreement or unilateral undertaking (under section 106 of the Town and Country Planning Act 1990) should be submitted with an application. **Additionally, solicitor details (name, address, email and phone number), recent copy of Land Registry Title and who you would like to draft the agreement is requested.**

Where contributions are likely in respect of healthcare, where known the following information should be provided. This may be within the Heads of Terms of within a

separate section within the Planning Statement when one is submitted:

- Number of dwellings
- Postcode for the site (or closest street)

- Information on the dwelling type being proposed, e.g. residential house, residential flats, care home, retirement community, accommodation for the over 55's, student accommodation, etc. If the application is for a combination of dwelling types a breakdown showing how many of each is requested
- If student accommodation, retirement communities for the over 55's or care/residential homes, etc., are being proposed, please detail whether the rooms will be single or double occupancy
- Application of any previous application(s) submitted on the site for related developments

Further information/policy background:

Policy 6: Developer Contributions of the South East Lincolnshire Local Plan 2011-2036
The National Planning Practice Guidance - <https://www.gov.uk/guidance/planning-obligations>
Regulation 122 of The Community Infrastructure Levy Regulations 2010

18. Planning Statement

Required for:-

- **all major planning applications**
- **applications that are not in accordance with the development plan**
- **proposals that require detailed policy consideration**

This should provide an explanation and justification for the proposals in the context of relevant national and local plan policies. A suitable statement may include:

- An assessment of the site and its context
- A description of the proposed development
- An assessment of the relevant planning policy and an appraisal of how the proposal accords with that policy context
- The need for the development and any benefits that would arise from the proposed development (such as economic benefits from new employment, provision of community facilities, affordable housing, environmental improvements, regeneration etc.)

19. Public Rights of Way

Required for all applications affecting a public right of way

Public rights of way are identified and described on a Definitive Map & Statement which is held by Lincolnshire County Council and can be viewed on their web site (see below) or offices. Public rights of way include the following:

- footpaths - for walking, running, mobility scooters or powered wheelchairs

- bridleways - for walking, horse riding, bicycles, mobility scooters or powered wheelchairs
- restricted byways - for any transport without a motor and mobility scooters or powered wheelchairs
- byways open to all traffic - for any kind of transport, including cars (but are mainly used by walkers, cyclists and horse riders)

Where a public right of way crosses an application site or is in close proximity or passes along an access route to the proposed site or is otherwise affected by the proposed development, then the route of the right of way must be clearly marked on a proposed site plan at a scale where its distance from any development can be measured (such as 1:200 or in some cases, 1:100 may also be necessary). In the event that the proposal would require a diversion of a public right of way, the existing and diverted routes should be identified and clearly labelled on a site plan. A statement should be included in the application to explain why the diversion is necessary as well as an assessment of how it would affect the enjoyment and convenience of the use of the public right of way. The impact of the proposal on the public right of way would be a material consideration in determining the planning application but if granted, would not authorise any proposed diversion as this would need to be subject to a separate application for a diversion order that can be made under either the Highways Act 1980 or the Town and Country Planning Act 1990.

Further information/policy background:

Policy 33: Delivering a More Sustainable Transport Network of the South East Lincolnshire Local Plan 2011-2036

National Planning Policy Guidance - <https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

Lincolnshire County Council - <http://row.lincolnshire.gov.uk/>

20. Retail and other Main Town Centre Use Assessment

Required for:

- **A sequential assessment is required for all applications for main town centre uses* that are not in an existing centre and are not in accordance with the South East Lincolnshire Local Plan 2011-2036; or**
- **An Impact Assessment is required for all applications for main town centre uses of 500sqm or more located outside of Boston's Town Centre (except for sites located within Kirton but outside Kirton's Town Centre, where the threshold is 250 sqm or more)?**

*Main town centre uses are defined at Annex 2 'Glossary' of the National Planning Policy Framework 2018 and include retail, leisure, hotel and office development.

The document should provide an assessment of the development's impact on existing centres. It should take into account any recently completed developments and any outstanding permissions. It should include both quantitative and qualitative information relating to the need for the development. Retail applications in edge of centre or out of centre locations must be accompanied by evidence demonstrating that there is a need for the development and that a sequential approach to site selection has been followed.

Further information/policy background:

Policy 24: The Retail Hierarchy of the South East Lincolnshire Local Plan 2011-2036
National Planning Policy Framework 2018, Section 7

21. Statement of Community Involvement

Required for all applications where pre-application consultation has taken place with the local community

The National Planning Policy Framework advises local planning authorities to encourage developers to engage with the local community before submitting their planning application

The Council will encourage developers to undertake early community consultation particularly for planning proposals that may give rise to local controversy, those that are on sensitive sites or those that are significant in scale. Where pre-application community consultation takes place (which may include local public exhibitions, notices in the press and around the site, notification to local councillors and Parish Councils), a statement should be submitted to describe how, when and where consultation has taken place; a summary of the level and content of responses; and, any changes that have been made to the proposed scheme to take account of those responses.

Further information/policy background:

Boston Borough Council's Statement of Community Involvement (SCI) 2012
National Planning Policy Framework 2018, Section 4

22. Structural Survey

Required for:-

- **Applications to convert and re-use buildings such as barn conversions or historic assets (listed or locally listed buildings or buildings within a conservation area)**
- **Applications which involve substantial or total demolition of listed, locally listed or other buildings within a conservation area**
- **Applications to replace existing dwellings in the countryside**

The structural survey should be carried out by a suitably qualified professional (such as a structural surveyor) to provide a specialist report on the condition of the building and its suitability for adaptation for the proposed new use. The report should identify any requirements for replacement or re-building of any parts of the walls, roof and foundations of the building or the need for new structural elements.

Further information/policy background:

Policy 22: Replacement Dwellings in the Countryside of the South East Lincolnshire Local Plan 2011-2036

Policy 23: The Reuse of Buildings in the Countryside for Residential Use of the South East Lincolnshire Local Plan 2011-2036

Policy 29: The Historic Environment of the South East Lincolnshire Local Plan 2011-2036

23. Summary of Application

Required for all applications which are made with supporting documents that in total exceed 100 pages in length

A summary should provide an overview of the documents submitted with the application and a description of the key impacts of the development. The summary document should be easy to read, concise and no more than 20 pages.

24. Sustainable Drainage Assessment

Required for all major applications

The Flood and Water Management Act 2010 sets out the requirement for Local Lead Flood Authority's (LLFAs) to manage 'local' flood risk within their area. 'Local' flood risk refers to flooding or flood risk from surface water, groundwater or from ordinary watercourses. Lincolnshire County Council is the Local Lead Flood Authority (LLFA). **In addition to reducing flood risk Sustainable Drainage Systems (SuDS) can promote groundwater recharge, help absorb diffuse pollutants, improve water quality and create habitat. Development proposals will need to consider the scope to provide cross-cutting benefits through making space for water and biodiversity enhancements.**

Each proposal will need to demonstrate that drainage will be handled in the most sustainable manner which usually means at source using sustainable drainage systems rather than through treatment and processing.

Further information/policy background:

Policy 2: Development Management of the South East Lincolnshire Local Plan 2011-2036

Policy 4: Strategic Approach to Flood Risk of the South East Lincolnshire Local Plan 2011-2036

National Planning Policy Framework 2018 (Paragraph 163)

National Planning Practice Guidance -
<https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

Construction Industry Research and Information Association (CIRIA) SUDS manual C753, 2015

25. Telecommunications Development Supplementary Information

Required for all planning applications for telecommunications development

The Supplementary Information should include the following:-

- A statement of compliance with the ICNIRP guidelines
- An assessment of alternative sites, including mast sharing options which have been considered and the reasons why they have been found to be unsuitable
- An explanation as to why the proposed development is required, including coverage maps where appropriate
- Details and outcomes of pre-application discussions

Further information/policy background:

Policy 2: Development Management of the South East Lincolnshire Local Plan 2011-2036

National Planning Policy Framework 2018, Section 10

26. Tourism **Statement**

Required for all applications for tourist facilities and developments

These applications should be accompanied by a Statement to demonstrate how the proposal will meet national and local plan policies and ensure that the development is satisfactorily integrated into the local and/or rural landscape. Such a Statement could include details of tourism markets and evidence of levels of demand, anticipated revenues and details of the anticipated economic impact in the locality and at a wider scale

Further information/policy background:

Policy 9: Promoting a Stronger Visitor Economy of the South East Lincolnshire Local Plan 2011-2036

National Planning Policy Framework, Section 6

27. Transport Statement/Assessment and Travel Plan

Required for:

- **Major developments that would have significant transport implications**

Paragraph 111 of the National Planning Policy Framework 2018 sets out that all developments that generate significant amounts of transport movement should be required to provide a Travel Plan and the application supported by a Transport Statement or Transport Assessment.

Transport Assessments are thorough assessments of the transport implications of development, and Transport Statements are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts). The primary purpose of a Travel

Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling and public transport to reduce reliance on the car.

Transport Assessments and Statements and Travel Plans should be proportionate to the size and scope of the proposed development to which they relate and build on existing information wherever possible. Agreement should be sought with the Planning Authority and the Lincolnshire Highway Authority as to what level of assessment is required and where a Transport Assessment is required, the scope of the survey and assessment work.

Full details of what should be included within the above documents are available using the following link <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Further information/policy background:

Policy 33: Delivering a More Sustainable Transport Network of the South East Lincolnshire Local Plan 2011-2036
National Planning Policy Framework 2018, Section 9
National Planning Practice Guidance - <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

28. Tree Survey/Arboricultural Implications Assessment

Required for all developments affecting trees within or adjacent to the application site

Where there are trees and/or hedges within or adjacent to the site (including street trees) which may be directly or indirectly affected by the development or its construction (such as by service runs, hardstandings, walls or trenches for services), then a tree survey should be prepared by a suitably qualified arboriculturist. All trees and hedges should also be appropriately annotated on a topographical survey plan and a site plan. The Tree Survey and Arboricultural Implications Assessment should have regard to the requirements of BS (British Standard) 5837 (last issued, 2012). The Assessment should categorise the trees/hedges in respect of their species, age, health and condition, visual amenity and impact/recommendations. The Assessment should include a tree removals plan, tree retention plan and a tree (root zone) protection plan (which may all be shown on 1 plan). Any replanting that is proposed to compensate losses can also be shown. The plan should also include details of the type and design of protective fencing to be used and a schedule of the measures to be taken to protect trees and their root zones throughout the construction of the development. Where trees are subject to Tree Preservation Order(s), the Survey and Assessment should make reference to this.

Further information/policy background:

Policy 3: Design of New Development of the South East Lincolnshire Local Plan 2011-2036
BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations

29. Utilities Statement and Foul Sewage Assessment (including Surface Water)

Required for:

- All major applications
- Most rural developments (including farm buildings, stables)
- Developments that will lead to the disposal of trade waste or foul sewage effluent
- Developments that create new areas of hardstanding (relates to surface water)

The detail contained within the statement should be proportionate to the scale of the development and its impacts. In summary, a statement should include the following:

- the availability of utility services and impact of the development on their capacity
- details of any infrastructure such as sub-stations, utility connections, telecommunications equipment or upgrading of services that will be required to cater for the development
- in the case of hardstandings, details of how surface water will be addressed (eg through permeable surfacing materials or soakaways).

It is recommended that pre-application advice is sought from Anglian Water prior to submission and the outcome is included with the application.

Further information/policy background:

Policy 4: Approach to Flood Risk of the South East Lincolnshire Local Plan 2011-2036

Policy 5: Meeting Physical Infrastructure and Service Needs of the South East Lincolnshire Local Plan 2011-2036

National Planning Practice Guidance - <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

30. Ventilation/Extraction Details

Required for all applications for:

- the cooking of food (Classes A3, A4 and A5 of the Use Classes Order)
- Significant retail, business, office, industrial, leisure, hotel, flats in large building or similar development where substantial ventilation and extraction equipment is required

Details of the position and design of ventilation and extraction equipment, including odour abatement measures should be shown on the submitted plans and explained fully in a statement. Given that extraction equipment often has noise implications, details of the noise generated by the equipment should also be provided. The position, height, width and design (including colour treatment) of any flue to be installed should be shown on the proposed plans. The technical specification of all the equipment (such as the manufacturer's details) should also be provided.

Further information/policy background:

Policy 30: Pollution of the South East Lincolnshire Local Plan 2011-2036

31. Viability Assessments

- **Required for all applications where an applicant is claiming that certain infrastructure requirements are unable to be provided due to the financial marginality of a scheme.**

This should be supplemental to a Planning Statement justifying why the required infrastructure requirements are unable to be provided due to the financial viability of a scheme. In accordance with the National Planning Policy Framework 2018, such statements will be made publicly viewable.

Sufficient financial information will need to be provided to enable a full assessment to be made. The Council will seek independent appraisal of the Viability Assessment and Developers are required to pay the Council's costs.

Further information/policy background:

National Planning Policy Framework 2018

National Planning Practice Guidance <https://www.gov.uk/guidance/viability>

Policy 5: Meeting Physical Infrastructure and Service Needs of the South East Lincolnshire Local Plan 2011-2036

Policy 6: Developer Contributions of the South East Lincolnshire Local Plan 2011-2036

Purpose of guidance

This document sets out Boston Borough Council's local requirements for planning applications. This proposed local guidance document has been the subject of a six week period of consultation and the guidance has been adopted for use in validating all applications received after xxx.

The guidance will help applicants to understand the type and extent of the information that will be required from them. It will also ensure that the Local Planning Authority has all the information it needs to determine an application from the outset. The guidance will benefit both the applicant, by ensuring a speedy decision, and the Local Authority by helping to achieve performance targets.