

Doncaster Council

Planning Application Information Requirements and Validation Checklist

Published: November 2018

Contents

| | | |
|-----|--|----|
| 1. | Introduction | 3 |
| 2. | Pre-Application Discussions | 3 |
| 3. | Community Involvement | 4 |
| 4. | Information Requirements | 4 |
| | Part One Checklist | |
| A. | Information required to be submitted with all Planning Applications | 7 |
| B. | Information required to be submitted with Outline Planning Applications | 10 |
| C. | Information required to be submitted with Full Planning Applications | 11 |
| D. | Information to be submitted for Reserved Matters Applications | 13 |
| E. | Information to be submitted to Discharge Conditions | 13 |
| | Part Two Checklist | |
| | Additional Information Required to Address Specific Issues | |
| 1. | Affordable Housing Statement | 13 |
| 2. | Air Quality Assessment | 14 |
| 3. | Archaeological Heritage Statement | 15 |
| 4. | Coal Mining Risk Assessment | 16 |
| 5. | Drainage Assessment | 16 |
| 6. | Ecological Reports | 17 |
| 7. | Economic Statement | 19 |
| 8. | Flood Risk Assessment, Sequential and Exception Testing (where relevant) | 19 |
| 9. | Geological | 20 |
| 10. | Health Impact Assessment (HIA) | 21 |
| 11. | Heritage Statement | 22 |
| 12. | Land Contamination Assessment | 23 |
| 13. | Landfill Gas Migration Information | 24 |
| 14. | Landscape and Visual Impact Assessment | 24 |
| 15. | Landscaping Details | 24 |
| 16. | Lighting Assessment | 25 |
| 17. | Noise Impact Assessment | 26 |
| 18. | Open Space Assessment | 26 |
| 19. | Planning Obligation – Draft Heads of Terms | 27 |
| 20. | Planning Statement | 28 |
| 21. | Retail/Town Centre Assessment | 28 |
| 22. | Sand and Gravel Mineral Safeguarding | 29 |

| | | |
|-----|--|----|
| 23. | Safeguarding Mineral Sites | 30 |
| 24. | Sections and Levels | 30 |
| 25. | Statement of Community Involvement | 30 |
| 26. | Structural Survey | 31 |
| 27. | Sustainability Appraisal | 31 |
| 28. | Transport Assessment and Travel Plans | 32 |
| 29. | Tree Survey | 35 |
| | Further Information that may assist your application | |
| 1. | Additional Plans and Drawings | 36 |
| 2. | Photographs, Photomontages and Models | 36 |
| | Part Three Checklist – to follow | |

1. Introduction

- 1.1 There is a growing expectation that the development management service will consider a wider range of issues and consult with an increasingly interested community with more efficiency and effectiveness. At the same time, planning authorities are expected to be able to offer greater certainty to developers about what might be expected of them when they submit applications and to be able to deliver decisions on time.
- 1.2 The purpose of this checklist is to provide clear guidance on the form and content of information required for the submission of planning applications. By providing checklists on the scope and extent of the information required, applicants should have greater certainty of their responsibilities and the public and decision makers will be better informed about the development proposals leading to a more open, accessible and efficient service.
- 1.3 The Part One Checklist sets out the mandatory information requirements by different planning application types.
- 1.4 The Part Two Checklist sets out the additional information that the Doncaster MBC will require from applicants. This is arranged by information type, thresholds for its requirement and a general explanation of the issues that will need to be addressed. Where appropriate, each section is cross-referenced to further official guidance.
- 1.5 **Part Three Checklists** sets out the application types (e.g. householder, listed building consent, consent to display advertisements etc) and summarises the requirements of Checklists One and Two for the identified type. They have been produced as a 'tick list' for applicants to complete and submit with their applications.
- 1.6 This checklist is being launched in conjunction with the adoption of the national standard application form and follows the advice contained in the document, '**The Validation of Planning Applications: Guidance for local planning authorities**' (DCLG December 2007).
- 1.7 **Important** - This document has been prepared on the basis of current legislation and guidance. This will change over time and you should check the Council's website, www.doncaster.gov.uk for any updates.

2. Pre-Application Discussions

- 2.1 Pre-application discussions are widely recognised as enhancing the speed and quality of the planning system. They can help identify relevant issues and information requirements, so leading to greater certainty of both process and outcome. In particular, the discussions will help you identify which elements of the Part Two Checklist are relevant to your application.

- 2.2 For all but the most straightforward developments you are strongly recommended to contact the Development Management Service before submitting an application. Contact details can be found on the Council's website, www.doncaster.gov.uk .
- 2.3 The Development Management Team will consult technical organisations within and outside the Council at the pre-application stage and will let you have a considered opinion about your proposal taking account of the comments received. There will be a charge for pre-application advice (refer to pre-application advice on the Council's website). The Council will aim to provide written advice and a meeting (if applicable) within 28 days on those pre-applications that are subject to the charging scheme.
- 2.4 The more information that you provide at the pre-application stage, the more complete the Council's response will be. This should always include a draft design and access statement where one is needed for your application. At the same time, you should not approach the discussions with a closed mind. The officers will tell you honestly if they feel you have only a limited chance of making a successful application. In most cases, however, the information that you are given will help you to put your application forward in a form that has the best chance of success.

3. Community Involvement

- 3.1 There are instances where early discussion with the local community would be beneficial. What constitutes the 'local community' will vary dependent upon the locality and the scale/nature of your proposal (it could, for instance, be the immediate neighbours in the case of a small domestic extension or the Parish Council in the case of a more significant scheme). This can help identify local issues and possible solutions/mitigation before a particular scheme is finalised and a planning application submitted. Guidance on how to do this can be given by the Development Management Officers. An explanation of the relevant consultations carried out should be included in your Design and Access Statement or as a separate statement.

4. Information Requirements

- 4.1 All applications for planning permission must include the information indicated in the relevant section of the Part One Checklist. The Part Two Checklist describes what supplementary information will be required to accompany planning applications for certain types and sizes of development and in certain locations. The Part Three Checklist sets out the range of supplementary information requirements by different application types.

- 4.2 If your application does not contain the information listed in the Part One Checklist it will not be registered. You will be informed in writing of the requirements necessary to validate it. No further action will be taken until the necessary information is received.
- 4.3 You should check the other requirements for your application in the Part Two Checklist (and using the relevant Part Three Checklist where necessary and any pre-application advice as a guide) and submit the appropriate documents at the same time as you submit the application. If you consider that any element of the required information is not appropriate to your particular case you may mark the form accordingly and provide a written explanation in support of your opinion. The Council will take your written explanation into consideration in deciding whether your application is valid.
- 4.4 If your application does not include the relevant information listed in the Part Two Checklist and the Council does not accept any written explanation you have provided, it will not be registered. In these circumstances the Council will follow the procedure set out in paragraph 4.2 above.
- 4.5 If your application appears initially to be valid, but is later found to be invalid (for example, because of incomplete or inaccurate information), you will be advised in writing and the Council will follow the procedure set out in paragraph 4.2.
- 4.6 If you disagree with the Local Planning Authority request to provide additional information, an applicant must first send the Local Planning Authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015
- 4.7 In addition to the information included in the checklists that is required to make an application valid, the Council also has powers (under section 62(3) of the Town and Country Planning Act 1990 and Regulation 4 of the Town and Country Planning (Applications) Regulations 1988) to direct an applicant to:
- Supply any further information and, except in the case of outline applications, plans and drawings necessary to enable them to determine the application, or
 - Provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.
- 4.8 The need for the Council to exercise this power should be significantly reduced as a result of the new validation requirements, but, where it is necessary, the request will be made in writing as soon as the need for it becomes clear and it will not affect the validity of your application.

- 4.9 The Council aims to determine all minor and other applications within 8 weeks of their receipt in a valid form and major applications in 13 weeks unless it is EIA development (16 weeks). To ensure a full assessment is made of your application it is essential that all relevant information be provided at the start, otherwise a decision will be delayed or it will be refused. The need for information will stem from a combination of the proposed development, site characteristics, the requirements of the Development Plan and Government guidance.

Part One Checklist

A. Information required to be submitted with all Planning Applications

You must provide the information in section A for all types of planning application except where explicitly advised otherwise. You may submit your application electronically, in which case we would strongly advise that you do so via the Planning Portal (www.planningportal.co.uk). If you choose to submit your application in paper form you must provide 1 copy of all plans, drawings and other documents.

A1. Application Forms

From 6th April 2008, your application must be submitted on the national standard application form. Make sure that you use the version of the form that is appropriate to the type of application that you are making and that you complete Ownership Certificate A,B,C or D as applicable and Article 14 Certificate (Agricultural Holdings)

A2. Application Fee

You must submit the correct fee as specified in the Town and Country Planning [Fees for Planning Applications] Regulations where one is necessary. The required fee can be found on the Planning Portal website using the 'Fee Calculator'. If you submit your application via the planning portal your payment must be made direct to them. The Local Planning Authority cannot take any payment for applications submitted via the planning portal. If you consider that no fee is required please state why e.g. disabled, exempt or resubmission.

A3. Ownership Certificate and Agricultural Land Declaration

You must complete, sign and date the appropriate ownership certificate and agricultural land declaration certificate. This is an integral part of the national standard application form. If anyone other than the applicant is an owner of any part of the application site you must complete certificate B having first served notice on the other owner(s) (an 'owner is any person with either a freehold interest, or a leasehold interest with at least 7 years left to run, in the site). Certificate C or D are available for those unusual circumstances where other owners of land cannot be traced.

You are not required to complete an ownership certificate if your application is for approval of reserved matters, renewal of temporary permission, discharge or variation of conditions, works to trees or consent for the display of advertisements.

If during the assessment of the application a reasonable claim is made by anyone that land ownership is not as stated in the certificate we may require evidence of ownership from the applicant. A false declaration may invalidate the application.

A5. Location Plan

You must provide a location plan based on an up to date map at a scale of 1:1250 or 1:2500 (an Ordnance Survey Map is preferred). The plan should, wherever possible, show at least two named roads and surrounding buildings and have a clearly marked north point. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. Exceptionally, you may be asked to provide additional plans at other scales, for example, where the application site is in a remote location without clearly identifiable features.

You must draw a red line around the application site to define it. Make sure that you include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the building). You must also draw a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

A7. Design and Access Statement

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way.

The council requires major planning applications, applications in conservation areas (over 100m² or 1 dwelling), or those affecting a listed building (requiring Listed Building Consent) to be accompanied by a Design and Access Statement (D&AS). The level of detail required in your D&AS will depend on the scale and complexity of your proposed development and the length of the statement will vary accordingly. Your D&AS should set out the design principles and concepts that have been applied to the proposed development and explain how issues relating to access have been dealt with. It should be proportionate to the complexity of the application, but need not be long.

All outline applications, whether they propose any matters of detail or not, will require a design and access statement:

- if you include no matters of detail in your application, your statement should, nevertheless, explain what design principles are appropriate and how future detailed proposals could be arranged to comply with them.
- if you include some matters of detail (normally referred to as reserved matters) your statement should, in addition, explain how those details take account of the stated design principles and how the matters reserved for future consideration will be guided by them.
- a plan showing the context of the site, sketches and photographs form useful parts of a D&AS.

Your statement will need to address the following issues:

- the steps you have taken to appraise the context of the development and how your design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance. In some cases such as in or around heritage assets such as a conservation area or a listed building this might include analysing in more detail the ‘significance’ of the heritage asset. This can be undertaken within the Design and Access section under a Heritage Statement heading for applications with minor heritage impact or as a separate Heritage Statement for applications with significant heritage impact. For more on this see section relating to Heritage Statements.
- how you have taken local relevant development plan design policies and guidance documents into account.
- a summary of the consultation you have undertaken on access and design issues and what account you have taken of the outcomes.
- the design principles and concepts that you have applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance.
- how you have addressed specific issues to reduce the prospects of incidents of crime and disorder within the development.
- how you have addressed sustainable construction requirements.
- how you have addressed specific issues that might affect access to the development.
- how prospective users will be able to gain access to the development from the existing transport network and why you have chosen the main points of access to the site and the layout of access routes within the site.

Further guidance on preparing design and access statements can be found in the Design Council CABE guide ‘Design and Access Statements- How to write, read and use them:

Links to good examples of design and access statements for major developments can be found at

<http://www.doncaster.gov.uk/services/planning/design-and-access-statements>

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which Environmental Impact Assessment is required to enable the local planning authority to give proper consideration to the likely environmental effects of a proposed development. The Regulations require developers to prepare an Environmental Statement (ES) for all Schedule 1 projects and for Schedule 2 projects where specified thresholds are exceeded – but not only for the examples given in Schedule 2. The ES must be provided in the form set out in Schedule 4.

If your application is for development of a type included within either Schedule 1 or Schedule 2, you are strongly recommended to ask the Council for a ‘screening opinion’ (to determine whether or not EIA is necessary) and Scoping Report (to determine the content of the ES should EIA be required) before submitting a planning application.

Important - Where you are required to submit an ES, it will cover most, if not all, of the information set out in the Part Two Checklist. You will not be required to submit the information twice, but you must make sure that you have fulfilled all of the Part Two Checklist requirements in one way or another. If you are advised that an ES is not needed, you will need to provide the individual pieces of information relevant to your application.

Additional Info

Additional supporting information specified by the Local Authority in the local lists of information requirements.

B. Information required to be submitted with Outline Planning Applications

If your application is for outline planning permission, you are not required to provide details of any reserved matters (see Article 4E(3) of the GDPO 1995) unless they include layout, scale or access. However, the Council may decide that your application ought not to be considered separately from all or any of the reserved matters. This is likely to be the case in particularly sensitive locations such as Conservation Areas where details of design and external appearance will normally be required. In this event, the Council will advise you in writing what additional information is required. We will do so within 28 days (article 3(2) of the GPDO) but will aim to do so within a much shorter period.

DCLG Circular 1/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, you will still need to provide a basic level of information. As a minimum, you will need to provide information on:

- **Use** – the use(s) proposed for the development and for any distinct development zones within the development site.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** - an indicative layout with separate development zones identified where appropriate including landscaped areas
- **Scale parameters** – an indication of the upper and lower limits for height, width, and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point(s) to the site will be situated.

Although you are not obliged to submit any other details (usually called Reserved Matters) with an outline application, you may choose to do so. If you choose to include other details as part of your application, you must include the relevant information described in section C below.

C. Information required to be submitted with Full Planning Applications

Site Plan

You must submit a site plan at a scale of 1:500 or 1:200 with a full planning application for development involving new buildings or extensions, or engineering works. (In some cases a different scale of site plan e.g. 1:100 may be appropriate) The plan must show accurately:

- The direction of North.
- The proposed development in relation to the site boundaries and other existing buildings and landscape features on the site, with written dimensions including those to the boundaries
- Where the application is for extension of existing buildings or structures, a clear indication of the position of the extensions in relation to the existing buildings and or structures
- All the buildings, roads and footpaths on land adjoining the site including access arrangements. This must be sufficient to make clear the relationship of the proposed development to existing neighbouring properties.
- The position and accurate crown spread of all trees where construction operations (as defined by the latest version of British Standards Institute BS5837: Trees in relation to design, demolition and construction – Recommendations) are within a distance of 15m from any above ground part of a tree. (N.B. this includes activities such as trenching for services and access construction);
- In order to avoid pre-commencement conditions, details as to how retained trees will be protected during construction operations should be shown and specified on the site plan
- A landscape proposals drawing showing existing and proposed hard and soft landscape areas
- Boundary treatment including walls or fencing where these are proposed
- You must draw a red line around the application site to define it. Make sure that you include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the building). You must also draw a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

Existing and proposed floor plans

For development involving new buildings, alterations or extensions to existing buildings, or engineering works, you must submit drawings to a scale of 1:50 or 1:100 showing all floors of the finished development, including attics and basements. The drawings should be sufficient to illustrate the proposal in detail. (For large agricultural sheds, warehouses and industrial buildings where there is little detail to be shown 1:200 scale plans may be acceptable). Where existing buildings or structures are being altered or extended, your drawings must clearly distinguish between existing and proposed floor plans. Your drawings should

clearly indicate where existing buildings, parts of buildings, other structures and/or individual walls are to be demolished.

Existing and proposed elevations and cross-sections

For development involving new buildings, engineering works, alterations or extensions you must provide details of all new elevations, including blank elevations, and any existing elevation that is to be changed. Where alterations to an existing building are proposed, your drawings must show both existing and proposed elevations and must clearly distinguish between the two. Your elevations should be drawn to a scale of 1:50 or 1:100 and indicate the proposed building materials and detailing and the style, materials and finish of windows, doors and any other openings. It is important that your proposals show the works in relation to what is already there. For example, where a proposed elevation adjoins, or is close to, another building, your drawings must clearly show the relationship between the buildings, and detail the positions of windows and doors on each property.

You must also provide cross-sections through the building at the same scale as your elevations. These must show the relationship between the new building and any retained adjoining or nearby building and the relationship with adjoining ground levels. Where adjoining ground levels will be altered, both existing and proposed levels should be shown. Your cross-sections should also indicate eaves and foundation details, particularly in relationship to site boundaries (in order to demonstrate that the work can be implemented without encroachment). The number and position of cross-sections chosen will depend on the size, complexity and detail of the works that you are proposing. For a standard house, two cross-sections at right angles to each other will normally suffice.

You are advised to check closely that the elevations are consistent with the plans provided under sections C1 and C2 above. You will also need to refer to the design of your elevations in the Design and Access Statement referred to in section F below.

Existing and proposed site levels and finished floor levels

For all applications involving new buildings or structures, you must provide full information on the ground levels within the site and in relation to ground levels of adjoining land. This information must show ground levels before development and following the development and the finished floor levels of all buildings including existing buildings on the site and on adjoining sites including any regarding of existing site levels. The levels must be related to a clearly identified fixed datum point off-site.

Your details should take the form of either contour plans or spot levels in addition to cross sections.

Where you experience difficulty in accessing adjoining private land in order to establish levels, you should provide a best estimate together with a note stating how you have dealt with the issue.

Roof plans

For all applications for new buildings and for alterations or extensions that include works to the roof, you must submit full roof plans. These may be at a smaller scale than the floor plans and elevational drawings, but should not normally be less than 1;100. Your drawings should clearly show the shape of the proposed roof (identifying changes from its existing shape where appropriate by providing existing and proposed versions) and should include details of materials and the location and design of chimneys, vents and any other features.

D. Information to be submitted for Reserved Matters Applications

Reserved Matters applications are needed to deal with matters not dealt with when granting an outline planning permission. Where the information required by Outline Planning above was not formally considered and approved with the outline then this needs to be submitted with the Reserved Matters applications.

E. Information to be submitted to Discharge Conditions

Each condition will require different information. You should submit the information required by the condition you are seeking to discharge. If this is not clear please contact the application case officer for guidance on what is needed or for the name of the specialist officer or organisation would be able to help you. The application will need to be submitted on the national form Application for Approval of Details Reserved by Condition accompanied by the relevant fee.

Part Two Checklist

Additional Information Required to Address Specific Issues

The Part Two Checklist provides guidance on the information that you need to provide with your planning application in addition to that referred to in the Part One Checklist. The requirements are listed alphabetically, not in any order of importance. For your application to be accepted as valid, you must provide all of the required information (or a reasoned justification for not providing it) at the time of submission. Pre-application discussions can help you determine precisely what is needed.

1. Affordable Housing Statement

Where an application for residential development generates a requirement for affordable housing in accordance with the planning policy prevailing at the time, it must be accompanied by an affordable housing statement that includes the following information:

- The total number of residential units proposed,

- The mix of market and affordable housing units, with details of numbers and floorspace of habitable rooms and bedrooms,
- Plans showing the location of affordable units in relation to the proposed market housing, with details of size and numbers of habitable rooms and bedrooms,
- Details of the proposed arrangements of tenure for the affordable units, including the arrangements for ensuring affordability in the long term (Where more than one type of tenure is proposed, details of all types should be provided and the plans should clearly identify which type applies to each unit),
- Details of any Registered Social Landlord acting as partners in the development.
- In the event that you are seeking to justify affordable housing provision below the Council's stated target figure, a full financial appraisal.
- A statement setting out the proposed draft heads of terms for any necessary s106 agreement (see item 6.16)

Further advice is available within the National Planning Policy Framework and National Planning Policy Guidance

2. Air Quality Assessment

Proposals will need to consider screening for air quality impacts.

Where is it required:

- Where the development is proposed within, or adjacent to, an air quality management area (AQMA), and/or national exceedance area, or
- Where the proposed development could itself lead to the designation of an AQMA, or
- Where the proposed development would conflict with, or render unworkable, elements of the Council's air quality action plan, or
- Where the proposal is for a sensitive development close to potentially polluting existing uses (for example a residential development close to a heavily trafficked road, a waste water treatment works or certain industrial uses).
- Where the size/nature of the development could lead to significant impacts.

Typically this will involve a 3 stage process:

1. Determining the site classification and potential for exposure;
2. assessment and quantification of the impact on local air quality;
3. and finally determining the appropriate level of mitigation to minimise emissions and sustain compliance with the air quality objective's thereby meeting the requirements of the NPPF.

An Air Quality Assessment should be produced by a suitably qualified practitioner

The screening and assessment must comply with current guidance and best practice therefore it is advised that the applicant/agent contact Pollution Control or visit <http://www.doncaster.gov.uk/services/environmental/air-quality-reports-available-to-the-public> for further guidance.

3. Archaeological Heritage Statement

An applicant may need to commission an archaeological assessment where a proposal involves the disturbance of ground which has archaeological potential or in other areas the subject of major development proposals or significant infrastructure works.

In these circumstances, an applicant would need to commission an assessment of existing archaeological information and may need to carry out an archaeological field evaluation of the site and submit the results as part of a Heritage Statement. The Archaeological Heritage Statement is required to allow planning decisions to take into account the significance of the archaeological heritage asset affected. The appropriate content of an archaeological heritage statement will depend upon the nature of the archaeological interest and the type and scale of the proposed development. As a starting point the Sites and Monuments Record held by the South Yorkshire Archaeology Service would need to be consulted.

Development affecting a Scheduled Monument will require separate Scheduled Monument Consent in addition to planning permission.

For proposal sites that may contain both buried archaeology and have standing buildings of archaeological / historic interest, a combined approach is recommended. This will be achieved by providing a combined archaeological desk based assessment and buildings appraisal that brings together available information about the potential of the site to contain significant archaeological evidence - both below ground and in the standing building.

Further information on whether an archaeological heritage statement is required and what it should contain can be obtained by contacting the South Yorkshire Archaeology Service on 01142 736354.

E-mail: syorks.archservice@sheffield.gov.uk

Web page: <https://www.sheffield.gov.uk/content/sheffield/home/planning-development/south-yorkshire-archaeology-service/archaeology-and-planning.html>

The background to conserving and enhancing the historic environment through the planning process is set out in Chapter 16 (paragraphs 184-202) of the revised National Planning Policy Framework (NPPF) dated July 2018.

4. Coal Mining Risk Assessment

A Coal Mining Risk Assessment (CMRA) will be required where the proposed ground works, excavations, and/or design and layout of the proposed development may need to be amended prior to the application being determined due to the coal mining risks.

The Coal Authority has identified and mapped higher risk areas, which they have designated as Development High Risk Areas (DHRAs). Within the Doncaster area these are found to the west of the borough.

A CMRA will therefore be required in a DHRA for all major applications where a new building or substantial extension is proposed, or at officer discretion

The Coal Authority provides detailed advice, including guidance on the content of a CMRA and a template for it. Further guidance on how to find out if a Coal Mining Risk Assessment is needed for a site and how to get and submit one can be found here <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>

The [Coal Authority Interactive Map](#) viewer also identifies selected coal mining information, including checking if your site is in a Development High Risk Area.

5. Drainage Assessment

Development proposals need to show clearly how foul and surface water drainage will be dealt with. If new buildings are proposed that will be connected to existing foul and surface water drainage system(s), then details of the existing system(s) must be shown on the application drawings together with the proposed connection(s). (NB. In most circumstances, surface water cannot be connected to a foul sewer and vice versa). If the proposed development includes change to or replacement of the existing drainage system(s), or the construction of new system(s), full scale plans and details must be provided, including location plan, cross-section/elevation and full specification. (NB. Building Regulation approval will also be required for the drainage details).

If the development does not involve connection to foul or surface water sewers the alternative means must be explained. If soakaways are proposed, percolation tests must be carried out and the assessment should include details of the results.

A drainage assessment must include details of the type, quantities and means of disposal of any trade waste or effluent where this is applicable.

The design of any development should be clearly set out as part of the application. As far as possible, arrangements should ensure that surface water is managed locally and sustainable drainage systems are incorporated. If drainage connections require the crossing of land not within the applicant's ownership, other than public highway, then details must be shown on the submitted plans and notice served on the landowners.

Further advice can be obtained from Yorkshire Water or Severn Trent Water (depending on the location of the site), from the relevant Internal Drainage Board and from the Environment Agency.

6. Ecological Reports

When are these required?

Where a proposed development could directly or indirectly potentially impact upon semi-natural habitats, rare or protected species, local and national BAP priorities, statutory/non-statutory wildlife sites or ecological networks, you must make this clear in your application and answer **yes** in the Biodiversity and Geological Conservation section of the planning application form. You must then submit a survey and report that clearly identifies the potential impact of the proposal on local biodiversity.

Where a proposal involves the demolition of a structure or significant alterations to the roof and/or loft space then the application must be accompanied by a bat survey report.

What is required?

The scale of the proposed development and its impacts will determine the extent of the ecological information required to support the application. All major applications should be accompanied by an Ecological Impact Assessment (EclA)ⁱ which will clearly set out the potential impacts on the biodiversity of the site and the ecological networks that form part of and extend beyond the site. Smaller proposals should be supported by a Preliminary Ecological Appraisal (PEA)ⁱⁱ, although in cases where impacts are significant a full EclA may also be required. It is advisable that applications for large proposals are preceded by pre-applications consultations. This will ensure that scope and timing of surveys provides all relevant information at application stage.

Reports should always include:

- A fully inclusive scope of surveys
- A data search from the Doncaster Biological Records Centre
- Identification of statutory and non-statutory sites that could be affected by the proposals

- Identification of habitats likely to be affected
- Identification of species likely to be affected
- An evaluation of the impacts of the proposals ecological receptors identified on the site
- Consideration of the impact of the proposal on the local ecological network extending beyond the site boundary.
- Appropriately timed surveys.
- Up-to-date survey results.
- Identification of non-native species risks.
- Conclusions and recommendations.

Reports should be proportionate and provide all of the information that is relevant and material to the proposals. The ecological surveyors and report writers should be experienced and qualified with membership of a professional body (usually Chartered Institute of Ecology and Environmental Management). The conclusions and recommendations should be clear with an explicit identification of possible impacts on biodiversity. The mitigation hierarchy should be used to identify how the potential adverse effects would be avoided, mitigated, compensated and net biodiversity loss offset. Proposals to deliver a net gain for biodiversity on the site should also be included.

¹ Guidance on the format and content of EclA is available from the CIEEM
https://www.cieem.net/data/files/Publications/Ecological_Report_Writing_Dec2017.pdf

¹ Guidance on the format and content of PEA is available from the CIEEM
https://www.cieem.net/data/files/Publications/Ecological_Report_Writing_Dec2017.pdf

Further advice is available in –

- BS42020:2013 Biodiversity - Code of practice for planning and development.
- CIEEM Technical Guidance Series <https://www.cieem.net/technical-guidance-series-tgs>
- NE standing advice on protected species
<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/advice.aspx>;
- Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System (Circular ODPM 06/2005 & DEFRA 01/2005).
- Doncaster MBC, Core Strategy Polices CS16
 Collins, J. (ed.) (2016) Bat Surveys for Professional Ecologists: Good Practice Guidelines. The Bat Conservation Trust.

7. Economic Statement

An economic statement must accompany a planning application where a case is being made that a development which would conflict with planning policy, or which would have significant adverse impacts, is justified because of regeneration, economic or community benefits that would accrue. The use of economic statements may be particularly relevant for larger schemes or for proposals for the redevelopment of previously used land, but could be necessary for smaller schemes where the circumstances are appropriate.

The content of the statement will depend upon the nature and context of the scheme, but may include some or all of the following:

- Benefits to national, regional and local economies
- Specific market and economic circumstances and benefits
- Reference to any relevant regeneration strategies,
- Details of any jobs that would be directly and created or supported,
- Details of any jobs that would be indirectly created or supported,
- The relevant floor-space totals for each proposed use,
- Any community benefits,
- An assessment of the benefits that will accrue set against any adverse impacts.
- Details of market demand/marketing information

Importantly, the economic statement should include accurate and specific details.

8. Flood Risk Assessment, Sequential and Exception Testing (where relevant)

Before preparing a Flood Risk Assessment (FRA) for any development in Flood Risk Zone 2 or 3 (based on the latest Environment Agency Flood Map for Planning) it is necessary to carry out a Sequential Test of the suitability and availability of sites for similar developments in areas with a lesser risk of flooding. Such a test may show that there is no need to develop sites with higher flood risk because suitable other sites are available and may therefore save you the expense of preparing a FRA. If there are other sites available but you believe there are particular planning circumstances that lead to your development on your site being justified as an exception then you should state what this justification is in your sequential test. Certain types of development, for example housing, in Flood Risk Zone 3, also requires successful pass of both parts of the exception test. The exception test can only be applied following successful pass of the sequential test first and foremost. You are advised to have pre-application discussions about your sequential and exception tests and any exception justification.

Please note, if your site is within FRZ 2 or 3 and you do not include a sequential test the application will not be registered.

A flood risk assessment must be submitted for all development proposals that are:

- Within Flood Zone 1 and are 1 hectare or greater in extent, or
- Within Flood Zones 2 and 3

In addition an FRA will be required to address flooding issues arising where development would:

- Hinder access to a watercourse for maintenance purposes, or
- Involve culverting of watercourses, or
- Would be close to, or affect the integrity of, existing flood defences.

The FRA should address the following issues:

- Identify and assess the risks of all forms of flooding to the proposed development
- Identify and assess the risks of all forms of flooding of other land arising from the proposed development,
 - Demonstrate how these risks will be managed,
- Identify opportunities to reduce the probability and consequences of flooding,
- Throughout the assessment, show how the likely consequences of climate change have been taken into account.

If your site is within FRZ 2 or 3 and you do not submit a FRA with your application it will not be registered. Detailed advice from the Environment Agency in a matrix form and flood risk maps can be accessed on <http://www.pipernetworking.com> <http://apps.environment-agency.gov.uk/wiyby/37837.aspx>

Further advice can be found in the Government's National Planning Policy Framework at <https://www.gov.uk/government/topics/planning-and-building>

9. Geological

When are these required?

Geological features should be considered as important historical indicators of our borough's distinctive character but they are vulnerable to damage. Where a proposed development could directly or indirectly potentially impact upon a Local Geological site, you must make this clear in your application and answer **yes** in the Biodiversity and Geological Conservation section of the planning application

form. You must then submit a report that provides evidence that the geological feature is clearly identified and potential impacts are fully considered.

What is required?

The location and extent of the geological feature will be an important consideration in relation to the scale of the proposed development. The geological report should always include:

- An up-to-date condition assessment in the first instance
- A statement to show how the design and location of the development has taken in to account in relation to the location of the local geological site
- How adverse effects or impacts have been avoided
- For unavoidable impacts; how can these be mitigated, reduced, or as a last resort compensated

Reports should be proportionate and provide all the information that is relevant and material to the proposals. The mitigation hierarchy should be used to identify how the potential adverse effects would be avoided, mitigated and compensated.

Further advice is available in –

- Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System (Circular ODPM 06/2005 & DEFRA 01/2005).
- Doncaster MBC, Core Strategy Policies CS16

Further Information that may assist your application

The information in the following categories is not required to validate your application, but may well prove helpful in supporting your proposal and assisting the Council to reach an early decision.

10. Health Impact Assessment (HIA)

The link between planning and health has been long established and almost every planning decision or policy has a potential effect on human health. Good planning has a positive effect on healthy lifestyles; this could be through ensuring there is access to safe and convenient green spaces or ensuring air quality levels remain at a safe level.

Some areas of Doncaster have higher levels of deprivation and therefore residents experience poorer health outcomes compared to other more affluent areas. Doncaster Council is therefore keen to address the levels of inequalities across the borough.

Therefore, where developments fall into areas of high deprivation, where major development is planned or at officer discretion there will be a necessity to complete a Health Impact Assessment (HIA).

A HIA is a tool that enables developers to judge the potential effects of a development on the health of a population. Completing a HIA on development proposals enables the developer to demonstrate their assessment of the health and wellbeing implications. It should not only identify potential harms such as poor air quality and noise pollution but also highlight any positive health benefits it brings to an area for example: good quality housing, social cohesion and access to public services.

Information relating to HIAs and the Health Impact Assessment toolkit is available on the following webpage.

<http://www.doncaster.gov.uk/services/health-wellbeing/health-impact-assessments-hias-for-planning-and-development>

11. Heritage Statement

A heritage statement is required for developments directly or indirectly affecting all Heritage Assets, designated or un-designated. This includes Listed Buildings and Conservation Areas, Archaeological Sites, Scheduled Monuments, Historic Parks and Gardens, and Buildings of Local Interest including development affecting their settings. The Heritage Statement is required to allow planning decisions to take into account the significance of any heritage asset affected.

The extent and amount of information contained in the Heritage Statement will vary greatly depending on the likely impact of the proposal and the importance of the heritage assets affected.

As a minimum, the Heritage Statement must include the following:

- a description of the character and significance of any heritage assets likely to be affected by the proposal,
- a description of the application proposal and an explanation of how it has been designed to respond to its heritage context, and;
- an assessment of the likely impact of the proposal on the character and significance of the affected heritage assets.

For applications with minor heritage impact this can be undertaken within the Design and Access Statement (DAS) under a Heritage Statement heading if a DAS is a requirement. In more complex cases, depending on the nature, extent, and impact of the proposal and the significance of the heritage asset, a heritage statement may need to be supported by sufficient information to understand how the proposal affects the heritage asset. This may include detail drawings, photographs, historic evidence, a schedule of works, a structural survey (in cases

of demolition or conversion of historic buildings) or other types of specialist surveys.

The specific requirements where archaeological heritage assets are affected and further guidance on this are described separately under Archaeological Heritage Statements. For proposal sites that may contain both buried archaeology and have standing buildings of archaeological / historic interest, a combined approach is recommended. This will be achieved by providing a combined archaeological desk based assessment and buildings appraisal that brings together available information about the potential of the site to contain significant archaeological evidence - both below ground and in the standing building.

Further information on and what a heritage statement should contain can be obtained by contacting Doncaster Council's design and conservation officers by email at: conservation@doncaster.gov.uk or by telephone (tel: 01302 734922 or 735199).

The background to conserving and enhancing the historic environment through planning process is set out in Chapter 16 (paragraphs 184-202) of the revised National Planning Policy Framework (NPPF) dated July 2018.

12. Land Contamination Assessment

Where is it required:

Where development is proposed on a site that is known to be contaminated, or where contamination is likely to be present because of its existing or previous use, or where a use is proposed that is particularly vulnerable to contamination, a land contamination assessment must be submitted. Applicants are strongly recommended to seek appropriate professional advice in respect of any previously developed site and check the YALPAC guidance and if a screening assessment is required first:

<http://www.doncaster.gov.uk/services/environmental/developing-on-contaminated-land>

A land contamination assessment should include:

- A desk top survey of available literature,
- Where necessary, the results of an appropriate site investigation,
- An assessment of the likely impact of any contamination on the proposed use,
- Management or mitigation measures to remove or reduce the identified impacts.

A land contamination assessment should be prepared by a competent person, in accordance with the YALPAC planning guidance. Further advice can be found in the NPPF and at

<http://www.doncaster.gov.uk/services/environmental/developing-on-contaminated-land>

13. Landfill Gas Migration Information

Applications involving forms of development on sites located on or within 250 metres of an existing or former landfill site must include a risk assessment of landfill gas migration to the site. If there is found to be a risk the assessment must include proposals for the protection of the development.

Further advice can be found in the NPPF and <http://www.doncaster.gov.uk/services/environmental/developing-on-contaminated-land>

14. Landscape and Visual Impact Assessment

May be required to support an application where there is a potential adverse impact from the visual effects from the proposed development.

Landscape and Visual Impact Assessment (LVIA) is a process which assesses the quality and value of a landscape and its sensitivity to accommodate changes without experiencing unacceptable effects on its character.

A landscape and visual impact assessment will be required for schemes, which are likely to have a significant visual impact within the landscape including most proposals where an Environmental Impact Assessment is required. It may also be required for minor developments within or on the edge of the countryside and for tall structures that could be seen from some distance, such as wind turbines.

Further advice can be found in the Guidelines for a Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Management & Assessment in 2013 (third edition)

15. Landscaping Details

Most major planning applications and some minor applications will be required to provide a landscape scheme. Ideally this should be submitted as part of the application.

However, sometimes applicants prefer to submit a strategic landscape masterplan until the scheme has been finalised and then a detailed landscape scheme following this. For outline applications a landscape masterplan is usually appropriate which sets out the overall strategy and planting types, but may lack detail of species, management etc. The council may request submission of a detailed scheme for consideration as part of the application, or attach conditions requiring further details to be submitted. A detailed landscape scheme usually consists of the following information;

- Arboricultural and Ecological assessments carried out by qualified professionals including details of retained features,
- Proposed boundary treatments, screening of/from adjacent land uses,
- Hard landscape including paving/surfacing type, walls, fences, street furniture and seats,
- Planting plan and planting schedule: including common/botanical names, nursery stock specification of trees and shrubs (complying with BS8545, and BS3936: Part 1 / the Horticultural Trades Association National Plant Specification), planting density / numbers of plants for shrubs or hedges, seed mix and sowing densities for grass /wildflowers.
- Landscape management plan: usually for five years, covering typically: weed control, top up mulch, pruning, mowing, watering, replacement of plant failures, litter collection, safety checks, removal of plant guards and shelters at appropriate stages. Management plans for large schemes (e.g. woodland planting in colliery tip restoration) will require maintenance for 15 years, taking in first thinning.
- Pedestrian, cycle and vehicle routes clearly indicated, including visibility splays at junctions and public rights of way.
- Existing and proposed levels and contours where landform is critical. Cross sections can be useful in addition to plans to illustrate for example significant level changes and landform, drainage features or boundary issues.

Applicants should demonstrate that reasonable effort has been made to incorporate existing landscape features sympathetically into development.

Further guidance on landscaping, trees and hedgerows can be found in the Council's Development Guidance and Requirements SPD at www.doncaster.gov.uk/spd

16. Lighting Assessment

Where an application includes proposals for external illumination (eg. security lighting of buildings and open areas, car-park lighting, ménage, floodlighting of sports facilities), full details must be included with the application. Where the development site is in the vicinity of residential property, a listed building or a conservation area, or is in open countryside, a lighting impact assessment must be provided, along with a light spillage report.

The details should include:

- A layout plan showing the location of all light fixtures and beam orientation and spread patterns of illuminated areas with specified lux levels,
- Elevational details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures),
- A detailed performance specification of the equipment proposed,
- The proposed times at which the lighting will be in use,
- An assessment of the impact of the lighting on the adjoining uses and the locality generally,
- Mitigation measures to remove or reduce any adverse impacts identified.

The lighting impact assessment should be provided by an appropriately qualified practitioner.

Further advice can be found in the Development Guidance and Requirements SPD, Lighting in the Countryside: Towards Good Practice. This advice is applicable to urban areas as well as the countryside. Alternatively advice can be found in Guidance Notes for the Reduction of Obtrusive Light GN01:2011; Institution of Lighting Professionals, guidance notes for the reduction of obtrusive light.

17. Noise Impact Assessment

Where a proposal is for a noise sensitive development [e.g. housing, hospitals or schools] close to a significant source of noise [e.g. general industry, road, rail and air transport], or where the proposed development itself is likely to generate noise, it must be accompanied by a noise impact assessment.

A noise impact assessment should include:

- Survey information about existing background and ambient noise levels in the vicinity of the development site,
- Where appropriate, details of the noise that will be generated by the proposed development,
- An assessment of the impact of existing noise sources on the proposed development (taking account of estimated future growth), or
- An assessment of the impact of the noise that will be generated by the proposed development on the nearby uses and general locality, including any “rating level” corrections (if BS4142 assessment) or reason for no corrections being applied
- Mitigation measures to remove or reduce adverse impacts and to ensure residential development meets BS8233: 2014 requirements.

A noise impact assessment should be prepared by an appropriately qualified practitioner.

Further advice is available in ProPG: Planning & Noise – New Residential Development May 2017 & Supplementary Document. Additionally The Government’s National Planning Policy Framework at <https://www.gov.uk/government/topics/planning-and-building>

18. Open Space Assessment

A. Loss of existing green (open) space

National policy requires the council to consider the loss of open space as part of the planning proposal, ensuring the development of the land outweighs the loss of the open space. If an area of green space such as an informal or a formal (sports) open space or recreation facility is to be lost as a result of a proposed development, an applicant is required to provide evidence that the land (and / or associated buildings) are of limited value, surplus to requirements or are being replaced.

Reference should be made to the Authority's Green Space Audit and applicants are advised to agree the scope of any such assessment with us in advance of any application (a guidance note is available). Evidence of local community support for the proposals should also be provided.

Sport England – Please note, Sport England is a statutory consultee on any application affecting a 'playing field' and will object to the development of any Playing Field unless exceptional circumstances apply and can be justified.

B. Open space required as part of new development for other purposes

Where an application for new development (usually, but not exclusively, for residential purposes) generates a requirement for open space provision in accordance with the planning policy prevailing at the time, details of the provision must be included in the application.

The details must include:

- The precise location of the open space land in relation to the layout of the overall scheme (normally, the open space should be shown on the site layout plan(s)).
- Details of the layout of the open space including all fixed equipment, fencing, access arrangements and planting,
- How the open space might be able to connect with other green space to enhance the green infrastructure and biodiversity of Doncaster.
- A timescale for the open space to be completed and made available, preferably in relation to the timescale for the overall development,
- Proposals for the future maintenance of the open space. If this involves transferring the site into Council ownership, draft heads of terms of the necessary s106 agreement (see item 6.16 below),
- If provision is to be met by a financial arrangement rather than on site, draft heads of terms of the necessary s106 agreement (see item 6.16 below).
- Details of size(s) of the proposed open spaces

19. Planning Obligations – Draft Heads of Terms

Planning obligations (or 'section 106 agreements') are private agreements between local planning authorities and persons with a legal interest in land (normally, but not exclusively, the application site). They are intended to make development proposals acceptable when they would otherwise be unacceptable in planning terms and therefore refused. Where the need for a planning obligation is clear from the content of local plan policy (or supplementary planning guidance), or where the need has become clear during pre-application discussions, a statement setting out the proposed draft heads of terms may helpfully be submitted with the application. Up to date details of title (i.e. ownership of the application site) and of legal representation are also useful in enabling the Council to make early progress with the necessary documentation concurrently with considering your application.

Further guidance is contained in paragraphs 34 and 54-57 of the National Planning Policy Framework and ID: 23b of the Planning Practice Guidance.

20. Planning Statement

A planning statement identifies the context and need for a development and includes an assessment of how the development accords with relevant national, regional and local planning policies, as well as Neighbourhood Plan policies (where applicable) and any relevant adopted supplementary planning guidance. It must be provided if the proposed development would be a significant departure from planning policy and may be provided in any other case.

The statement may also include other details, such as relevant information about the use(s) proposed or details of consultation undertaken. It may also include information on other aspects of the application where a separate statement is not required.

21. Retail / Town Centre Assessment

Where a proposal is for retail development or for another use (or set of uses) that would normally be found in a town centre* and:

- The proposal involves a retail or leisure development of over 2,500 square metres gross floorspace (or a smaller development where this is likely to have a significant impact on a smaller centre),
- The site is in an 'edge of centre', 'out of centre' or 'out of town' location**,
- The site is not in an established district or local centre, or would be of a scale inappropriate in such a centre, and
- The development would not be in accordance with the Development Plan.

The application must be accompanied by:

- An assessment of the need for the proposed development;
- Evidence that the development is of an appropriate scale;

- Evidence to show that there are no more central sites for the development;
- Evidence that there are no unacceptable impacts on existing centres and;
- Evidence that the location(s) are accessible.

Main town centre uses:

Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

**Locations:

- Please refer to Doncaster's UDP boundaries of designated centres.
- 'Edge of centre' – For retail purposes, a location that is well connected and up to 300 metres of the primary shopping area. For all other main town centre uses, a location within 300 metres of a town centre boundary. For office development, this includes locations outside the town centre but within 500 metres of a public transport interchange. In determining whether a site falls within the definition of edge of centre, account should be taken of local circumstances.
- 'Out of centre' – A location which is not in or on the edge of a centre but not necessarily outside the urban area.
- 'Out of town' – A location out of centre that is outside the existing urban area.

NB. Exceptions to this requirement would be a small shop or other facility designed to provide a service for its immediate locality or a farm shop selling mainly produce from the farm on which it is located.

22. Sand and Gravel Mineral Safeguarding

Core Strategy policy CS20 and saved UDP policy M4 requires proposals for non-mineral development within mineral safeguarding areas to establish the presence or otherwise of minerals of limited occurrence, as the authority wants to avoid the sterilisation of the remaining deposits of gravel and sharp sand. Large Safeguarding Areas are designated in the UDP covering the majority of the Doncaster's sand and gravel areas. Soft sand (for building or asphaltting) underlies virtually the whole of the eastern half of the borough and as such is not classed as having high economic value. Sharp sand and gravel however, is interspersed within the soft sand deposits and is becoming increasingly short in supply.

Within the designated safeguarding areas all major applications (or applications at officer discretion) must provide the authority with mineral survey report identifying:

- the type of mineral resource and local occurrence
- Its current economic value
- environmental acceptability of prior extraction (if economically valuable)

23. Safeguarding Mineral Sites

Saved UDP policy M3 seeks to prevent non-mineral development which would adversely affect or restrict mineral operations. Limestone extraction can cause considerable disturbance to surrounding land, through blasting, noise, dust and visual intrusion. Buffer zones are designated on the Unitary Development Plan around these limestone workings.

Within these buffer zones, it is therefore necessary to either restrict development which, by its presence, would affect the ability of the quarry to work within its existing planning permission or the applicant should show how the proposal will not affect quarry viability.

24. Sections and Levels

Applications involving new buildings/structures and for applications for engineering works which affect existing ground levels may require the submission of sections and levels details.

Plans should be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). The plans should show how the proposed buildings relate to the existing site levels and neighbouring developments. The plans should show existing site levels and finished floor levels and also show the proposals in relation to adjoining buildings.

25. Statement of Community Involvement

Pre-application engagement by prospective applicants does offer significant potential improvements both to the efficiency and effectiveness of the planning system. It can improve the quality of planning applications and their likelihood of success. Pre-application consultation with planning officers, statutory consultees and the public is encouraged and is the recommended approach in the Council's adopted 'Statement of Community Involvement' (available via the Council's website at <http://www.doncaster.gov.uk/services/planning/statement-of-community-involvement>)

Parties involved at the pre-application stage will vary on a case-by-case basis. Therefore, a statement is required that should detail:

- The people/organisations who have been consulted,

- What response has been received, and
- How the development has been amended to take account of the responses

If no consultation has been undertaken, this must be clearly stated, together with any reasoning for not doing so. Householder applications should include a statement relating to close neighbour consultation.

26. Structural Survey

Structural surveys will be required where it needs to be demonstrated that either a building is capable of being retained and converted, or that a building is incapable of conversion and needs to be removed. A structural survey to support the case is required in the following circumstances;

- Proposals for a change of use or conversion of rural buildings in the Green Belt or Countryside Policy Area,
- All barn conversion proposals except where the barn has already been fully converted,
- Proposals for the demolition of, or which may affect the structural integrity of, a building or structure that makes a positive contribution to the character of a Conservation Area,
- Proposals which involve the demolition of a listed building or structure, including curtilage listed structures which contribute to the special interest of the listed building, or proposals that would affect the structural integrity of the listed building or structure.

In such circumstances a detailed structural survey by a suitably qualified professional is required. Depending on the circumstances this should include, where appropriate: general description and age of building; condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering; assessment of repairs necessary to ensure retention of the building; assessment of structural and other alterations necessary to implement the proposed conversion; assessment of percentage of building that needs to be rebuilt - including walls and timbers; opinion as to the suitability of building for proposed conversion; a schedule of works necessary to preserve the building; and a schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

27. Sustainability Appraisal

A Sustainability Statement must be submitted for all major applications showing how sustainability measures have been incorporated into the proposal. A Sustainability Statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. The Council has a policy that requires a minimum of 10%

on site renewable energy on all major developments. Evidence must be presented to show how these requirements will be achieved through submission of Energy Statements accompanying the application. Building Research Establishment Environmental Assessment Method (BREEAM) rating of Very Good is required for Major Commercial Developments and so a BREEAM pre-assessment is required to be submitted as part of the application for these proposals. The BREEAM assessment will be accepted as the sustainability statement in these instances.

28. Transport Assessment and Travel Plans

A Transport Assessment (TA) is a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport. In some cases, the transport issues arising out of development proposals may not require a full TA to inform the process adequately and identify suitable mitigation. In these instances, it has become common practice to produce a simplified report in the form of a Transport Statement (TS). A Travel Plan (TP) will also be required as part of the TA process. The TP sets out site specific measures to maximise sustainable travel to and from the development. Together the TA / TS / TP provide the mechanism for assessing, managing and improving sustainable access to the site.

The need for, and level of, formal transport assessment will be determined in pre-application consultation between the developer and the Council, but the Council will have regard to the suggested thresholds in Appendix B of **Guidance on Transport Assessment** (GTA) (see below). GTA was withdrawn in October 2014 and superseded by Transport Evidence Bases in Plan Making.

| Thresholds based on size or scale of land use | | | | | | |
|---|--|--|------|---------------|-------------------|-------------|
| | Land use | Use/description of development | Size | No assessment | TS | TA/TP |
| 1 | Food retail (A1) | Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores. | GFA | <250 sq. m | >250 <800 sq.m | >800 sq. m |
| 2 | Nonfood retail (A1) | Retail sale of nonfood goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés. | GFA | <800 sq. m | >800<1500sq.m | >1500 sq. m |
| 3 | A2 Financial and professional services | Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, | GFA | <1000 sq. m | >1000 <2500 sq. m | >2500 sq. m |

| Thresholds based on size or scale of land use | | | | | | |
|--|--|---|-------------|----------------------|---------------------|----------------|
| | Land use | Use/description of development | Size | No assessment | TS | T/TP |
| | | principally where services are provided to visiting members of the public. | | | | |
| 4 | A3 Restaurants and cafés | Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1). | GFA | <300 sq. m | >300<2500sq.m | >2500 sq. m |
| 5 | A4 Drinking establishments | Use as a public house, winebar or other drinking establishment. | GFA | <300 sq. m | >300 <600 sq. m | >600 sq. m |
| 6 | A5 Hot food takeaway | Use for the sale of hot food for consumption on or off the premises. | GFA | <250 sq. m | >250 <500 sq. m | >500 sq. m |
| 7 | B1 Business | (a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry | GFA | <1500 sq. m | >1500 <2500sq. m | >2,500 sq. m |
| 8 | B2 General industrial | General industry (other than classified as in B1),The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class. | GFA | <2500 sq. m | >2500 <4000 sq. m | >4000 sq. m |
| 9 | B8 Storage or distribution | Storage or distribution centres – wholesale warehouses, distribution centres and repositories. | GFA | <3000 sq. m | >3000 <5000 sq. m | >5000 sq. m |
| 10 | C1 Hotels | Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'. | Bedroom | <75 bedrooms | >75 <100 bedrooms | >100 bedrooms |
| 11 | C2 Residential institutions - hospitals, nursing homes | Used for the provision of residential accommodation and care to people in need of care. | Beds | <30 beds | >30 <50 beds | >50 beds |
| 12 | C2 Residential institutions – residential education | Boarding schools and training centres. | Student | <50 students | >50 <150 students | >150 students |
| 13 | C2 Residential institutions – institutional hostels | Homeless shelters, accommodation for people with learning difficulties and people on probation. | Resident | <250 residents | >250 <400 residents | >400 residents |

| Thresholds based on size or scale of land use | | | | | | |
|--|---------------------------------|--|---------------|--|--|--|
| | Land use | Use/description of development | Size | No assessment | TS | T/TP |
| 14 | C3 Dwelling houses | Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community. | Dwelling unit | <50 units | >50 <80 units | >80 units |
| 15 | D1 Non-residential Institutions | Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls. | GFA | <500 sq. m | >500 <1000 sq. m | >1000 sq. m |
| 16 | D2 Assembly and leisure | Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms. | GFA | <500 sq. m | >500<1500 sq. m | >1500 sq. m |
| 17 | Others | For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners. | TBD | Discuss with appropriate highway authority | Discuss with appropriate highway authority | Discuss with appropriate highway authority |

| Thresholds based on other considerations | | | | |
|---|---|-----------|-----------|--------------|
| | Other considerations | TS | TA | TA/TP |
| 1 | Any development that is not in conformity with the adopted development plan. | | | ✓ |
| 2 | Any development generating 30 or more two way vehicle movements in any hour. | | ✓ | |
| 3 | Any development generating 100 or more two way vehicle movements per day. | | ✓ | |
| 4 | Any development proposing 100 or more parking spaces. | | ✓ | |
| 5 | Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people. | | | ✓ |
| 6 | Any development generating significant freight or HGV movements per day, or significant abnormal loads per year. | | ✓ | |
| 7 | Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions. | | ✓ | |
| 8 | Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA). | | ✓ | |

The coverage and detail of the TA/TS/TP will depend upon the size and nature of the proposed development and the extent of the transport implications, but should follow the detailed structure contained in chapters 3 and 4 of *Guidance on Transport Assessment* and *Essential Guide to Travel Planning*.

The Council reserves the right to request a TA /TP in other instances especially where the location and / or type of the development is a particular issue. Early discussions with Council officers are recommended and will help establish the need for, and scope of, the TA process.

Further advice is available in –

The National Planning Policy Framework (NPPF): July 2018

National Planning Practice Guidance: Travel Plans, Transport Assessments and Statements

Guidance on Transport Assessment (DfT March 2007),

Essential Guide to Travel Planning (DfT Oct 2007),

Making Residential Travel Plans Work: good practice guidelines for new development (DfT 2005) and

Using the Planning Process to Secure Travel Plans: Best Practice Guide' (ODPM and DfT 2002).

Contact Details:

Transportationunit@doncaster.gov.uk

29. Tree Survey

For all forms of development proposals which are within 12m from any above ground part of a tree on or adjacent to the site you will be required to submit information relating to trees. Information must be submitted with any application for development that will involve 'construction' as described in the latest version of British Standards Institute *BS5837: Trees in relation to design, demolition and construction – Recommendations*, the accepted industry best practice document (hereafter referred to as 'BS5837').

A topographical survey (certainly for major applications) plotted at a scale of 1:500 or larger should show all trees on and adjacent to the site with an estimated stem diameter greater than 75mm measured at 1.5m from ground level. The parameters of the tree survey should follow those contained within BS5837 and include the assessment of the trees by a competent arboriculturist. The function of the survey is to identify the better trees and use this information to inform the design process (in conjunction with the adopted Development Guidance and Requirements SPD).

In order to avoid pre-commencement conditions, details as to how retained trees will be protected during construction operations and any work that is to be carried out to these trees should be provided with the application.

1. Additional Plans and Drawings

Dependent upon the location or characteristics of the application site and the scale and nature of the proposed development, additional plans or drawings may be useful to supplement the required details set out in the Part One Checklist above. The need for, and nature of, such information is best identified during pre-application discussions with the planning officer and technical consultees.

2. Photographs, Photomontages and Models

These can be helpful to illustrate the appearance of development and help the assessment of proposals where development may impact on its setting. They should be provided to support applications for new development in a sensitive environment such as a conservation area or in close proximity to a listed building and for applications to demolish buildings in these locations (as set out in the 'heritage statement' section above). They are also useful to support applications for large or tall buildings or structures in open landscapes, such as major commercial / industrial or agricultural buildings, or wind turbines.

Photographs are often a convenient way of describing the detailed appearance of a proposed building or structure such as an advertisement. They must always be submitted in addition to the details required in the Part One Checklist and usually included as part of the analysis in the DAS where required.

Physical models or electronic representations of three-dimensional images are very helpful to describe the 3d qualities of a proposal particularly in complex or sensitive situations. Where provided, these must usually be accurate, particularly when accompanying a Landscape and Visual Impact assessment.

The need for, and nature of, such information is best identified during pre-application discussions with the planning officer and technical consultees.

Part Three Checklist

An additional section will be added here that will summarise the information requirements detailed in the Part Two Checklist by various application types.
