



## Other Supporting Information

We may on occasion ask for additional documents. These are shown below along with the circumstances when the document should be submitted.

### Flood risk, surface water and foul water disposal

#### Step 1 - Identify development type:

Householder applications	Change of use	Small Scale Minor Development	Minor Development	Major Development
Development within the curtilage of a dwelling house and are not a change of use.	No operational development No building or engineering work is involved	<ul style="list-style-type: none"> <li>1-2 dwellings (unless floor space exceeds 1000m<sup>2</sup> )</li> <li>Site area less than 0.5 hectare</li> </ul>	<ul style="list-style-type: none"> <li>3-9 dwellings (unless floor space exceeds 1000m<sup>2</sup> )</li> <li>Non-residential floor space up to 999 m<sup>2</sup></li> <li>Site area less than 1 hectare</li> </ul>	<ul style="list-style-type: none"> <li>10+ dwellings (over 0.5 hectare if number of dwellings is unspecified)</li> <li>Non-residential floor space greater than 1000 m<sup>2</sup></li> <li>Site area exceeds 1 hectare</li> </ul>

#### Step 2 - Identify development risk level:

To check if your application is in flood zone 2, 3 or a Critical Drainage Area (CDA), please visit the Environment Agency website.

Environment Agency - <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

Environment Agency - <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

Risk	Details
Low Risk	Large, level sites not in flood zones 2 or 3 or a CDA
Medium Risk	Small, steep sites not in a flood zones 2 or 3 or a CDA
High risk	Site is within flood zone 2 or 3 or a CDA



## Step 3 - Use relevant guidance sheet for detailed guidance on the additional information required with your application.

[Householder Application Guidance:](#)

[Change of Use and Replacement Dwelling Guidance:](#)

[Small-scale – Minor Application Guidance:](#)

[Minor Application Guidance:](#) [Major Application Guidance:](#)

## Parking provision

Applications may be required to provide details of existing and proposed parking provision.

## Retail Impact Assessment

Required where a proposal includes a retail element and this element exceeds the threshold set out in the relevant Retail SPD or the NPPF where no SPD exists.

## Planning statement

**Trigger:** Required on all major applications and wind turbines.

A Planning Statement provides developers with the opportunity to explain how the proposed development accords with planning policies and relevant SPD or development briefs. It should also include details of any discussions with the LPA and wider community/statutory consultees undertaken prior to submission.

Large scale projects including all major schemes should include the Statement of Community Involvement in this section. The planning statement should also include the following where the development type triggers it: details of the form of public open space (POS) to be provided; a regeneration statement; a utilities statement detailing proposed links to existing utility infrastructure systems such as the National Grid or telephone provider (particularly relevant for renewables applications); details on the development's achievement of code for sustainable homes standards; details of consideration of designing out crime; a statement demonstrating adherence to any renewable energy requirements; a tourism need justification statement, and; where community facilities such as a pub or play space would be lost as a result of the development, a justification should be provided here.

## Environmental Statement

**Trigger:** The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011.

Developments that may require an Environmental Statement to be prepared are those listed under Schedule 1 and those Schedule 2 applications defined under the Regulations, which are likely to have significant effect on the environment by virtue their nature, size and location. The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 require developers to prepare an Environmental Statement to enable the Local Planning Authority to give proper consideration to the likely environmental effects of a proposed development. A screening and scoping opinion can be sought from the LPA prior to submission.



## Affordable Housing

All applications for new residential units (including changes of use resulting in residential use).

Applications must demonstrate compliance with relevant affordable housing policies and Supplementary Planning Documents. If it is proposed that different levels or types of affordability or tenure are proposed for different units, then it should be fully explained from the outset with the initial submission. This sits alongside the heads of terms and/or viability requirement.

## Viability Assessment

If any Heads of Terms falls short of the Local Planning Authority requirements without the written support the relevant consultee or stakeholder, a viability assessment laying out the financial justification for any shortfall is normally required in a format showing the details of how the shortfall has been calculated. Again, it will be helpful in determining the application if the format of the viability assessment has been agreed with the Council in advance of submission.

Residential planning applications which do not meet the Council's affordable housing target must supply an un-redacted viability assessment for online publication at least two weeks prior to determination to enable public scrutiny.

## Transport Statements/ Assessments/ Plans

These will normally only be required in accordance with the following matrix:

Land use (Figures are m <sup>2</sup> unless stated otherwise)	No Requirement	TS required	TA/TP required
Food Retail (A1)	<250	>250 <800	>800
Non-food retail (A1)	<800	>800 <1500	>1500
Financial and professional services (A2)	<1000	>1000 <2500	>2500
Restaurant and cafes (A3)	<300	>300 <2500	>2500
Drinking establishments (A4)	<300	>300 <600	>600
Hot food takeaway (A5)	<250	>250 <500	>500
Business (B1)	<1500	>1500 <2500	>2500
General Industry (B2)	<2500	>2500 <4000	>4000
Storage or Distribution (B8)	<3000	>3000 <5000	>5000
Hotels (C1)	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
Residential institutions, hospitals, nursing homes (C2)	<30 beds	>30 <50	>50 beds



Land use (Figures are m <sup>2</sup> unless stated otherwise)	No Requirement	TS required	TA/TP required
Residential institutions, residential education (C2)	<50 students	>50 <150	>150 students
Residential institutions, institutional hostels (C2)	<250 residents	>250 <150	>400 residents
Dwelling houses (C3)	<50 houses	>50 <80 houses	>80
Non-residential institution (D1) sq m	<500	>50 <80	>1000
Assembly and leisure (D2) sq m	<500	>500 <1500	>1500
Others, e.g. stadiums, nightclubs, hire shops	Discuss with highway authority	Discuss with HA	Discuss with HA

Transport Statements should set out the transport issues relating to a proposed development site and details of the development proposal.

Transport Assessments should provide supporting information to a planning proposal to inform the Planning and Highway Authorities of the implications, and mitigation measures required to accommodate a proposal on the transport networks. Providing sufficient content to enable the Planning and Highway Authority's to make a decision as to the proposals acceptability.

A Travel Plan should outline the way in which the transport implications of new development will be managed in order to ensure that there is the least environmental, social or economic impact. They are commitments by developers outlining how new occupiers or customers to the development will use alternative means of travel that do not involve private vehicle use.

Further information can be gained from the guidance on Transport Assessment by the Department for Communities and Local Government: <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

## Heritage Statement

Triggers:

- A Heritage Statement is needed for any application that directly affects a heritage asset or its setting.
- Heritage Statements and heritage impact assessments should also be submitted for planning applications that directly affect non-designated heritage assets or their setting.

**For Listed Building Consent** (an application for works to a listed building) the Heritage Statement as well as offering a consideration of the historic significance of the building and its setting and an impact assessment on the proposal it should also contain a Schedule of Works detailing those works which are to be undertaken including materials to be used and associated methodology.



**For Planning Applications where proposals are for total or partial demolition of a structure in a Conservation Area the Statement** should include a written analysis of the character and appearance of the building/structure and the contribution it makes to the conservation area and its setting. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area and a structural survey justifying demolition where appropriate.

**For Planning Applications affecting a listed building or its setting, a Scheduled Ancient Monument or its setting or a Registered Park & Garden or its setting** the Statement should identify the asset and its significance and offer an impact assessment on the effect of the proposals on the asset. Landscape analysis to consider the impact upon an asset's setting should also be considered.

**For Planning Applications involving the disturbance of ground on sites that are known to have or are considered to have archaeological interest**, an applicant will need to commission an assessment of archaeological significant and impact. The results of this work will need to be included within the Heritage Statement.

**It should be noted that Heritage Statements/Heritage Impact Assessments should also be submitted for Planning applications that directly affect a non-designated heritage asset or its setting.** Non-designated heritage assets are buildings, structures or sites (including archaeological sites) that may never have been assessed or not statutorily designated but have a heritage value. Carrying out a pre-application meeting with the Planning Department will ensure that heritage assets are identified at the earliest stage.

For example, for an application that includes substantial demolition of a heritage asset it is reasonable to expect an applicant to provide a thorough and detailed understanding of the asset, and a thorough explanation of the impact of the demolition on the asset and its setting. An application for a minor alteration to part of the asset is likely only to require detailed information on the affected part of the asset, with only a brief explanation of how the impact relates to the significance of the asset as a whole.

## DEFINITIONS:

- **Heritage Asset:** A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).
- **Significance:** The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting
- **Archaeological Interest:** There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.

**NB:** For Listed Building Consent applications for minor works such as window replacement, re-roofing (covering only), chimney repairs, rainwater goods, insertion of flues, vents etc., where the resulting works would offer limited difference in appearance to the existing and proposed elevations or the works are of a minor nature, photographs may be acceptable to be used to demonstrate the 'existing' arrangement. In these instances such applications should be supported by a 'Schedule of Works' and/or detailed drawings of the new component elements at an appropriate minimum scale.



## Agricultural and Rural Development

All applications seeking new agricultural, forestry or other rural occupational dwellings must be accompanied by a statement by an independent specialist with expert knowledge of the rural business in question which includes the following information:

- A comprehensive description of the business and how it operates;
- References to the relevant national and local planning policies, together with an explanation of the applicant's/agent's opinions that the development complies with these policies;
- An explanation of the applicant's/agent's opinions that the proposed dwelling is required because there are special circumstances, and an essential need, for the rural worker concerned to live at or near their place of work in the countryside and why this need cannot be fulfilled by any existing accommodation or dwelling on or close to the business premises which may be suitable and available for the occupation of the worker concerned;
- In the case of applications for new permanent dwellings, the most recent consecutive three years' full business accounts, as evidence of the firm establishment, profitability, financial soundness, viability and sustainability of the business, and in the case of applications for temporary dwellings (which will be appropriate where the business enterprise is new and evolving), financial evidence to show that the business has been planned on a sound financial basis;
- Plans at a suitable scale to show the extent of the operational land and buildings

In sensitive cases, a similar statement may be required with applications for new rural buildings that would have a significant impact on the landscape and/or the environment.

## Planning obligations

Certain types of development are required to mitigate their impact on the wider community, environment or economy by providing financial or physical contributions or by obliging the developer, or others, to carry out certain actions.

SHDC and WDBC triggers for obligations vary and advice should be sought and/or specific policies consulted to determine what will be required.

Planning obligations may be required for a wide range of mitigating measures for development proposals where planning conditions cannot suffice. Where possible, a written draft of the obligations, preferably a fully drafted legal agreement, should be submitted with the application.

Planning applications for new dwellings that exceed the thresholds outlined above/in the applicable policies must provide Heads of Terms (HoT) that should have addressed the policy requirements. It will be of assistance in determining the application in a timely fashion if the proposed contributions have been reviewed by the appropriate consultee with regard to affordable housing, open space, sports and recreation, education and transport. For example, an affordable housing contribution must be offered in the Heads of Terms accompanying a planning application and it will be helpful if a copy of written confirmation from the Council Housing team stating their position on the offer, positive or otherwise. In the case of open space, sports and recreation contributions, the views of the Council Nature, Environment and Recreation team are required (see most up to date Supplementary Planning Guidance for guidance on calculating likely contributions) and for education and transport, Devon County Council officers could have offered a written view.



Whilst there are specific thresholds set out for residential development and commercial for when planning obligations apply, other forms of development may also require mitigation controlled by a legal agreement and the Heads of Terms must be clearly laid out in writing as part of any application, preferably with the written views of any stakeholder or party included.

When submitting Heads of Terms or a draft legal agreement to the Local Planning Authority, the applicant is required to provide full details of their legal representative.

## Ecology

**Trigger:** All applications (including Listed Building Consent).

All applications which have a potential impact on wildlife must be accompanied by a completed Wildlife Trigger Table which can be found below and on the Council's website. If the proposal

results in a 'yes' to any of the questions on the Wildlife Trigger Table you must include a **Preliminary Ecological Appraisal (PEA)** (for which there is also guidance on the website, and see also CIEEM Technical Guidance Series at <http://www.cieem.net/technical-guidance-series-tgs-> ) with your application.

This type of appraisal can be carried out at any time of the year but must be produced by an appropriately qualified and experienced ecological consultant. A PEA is a preliminary assessment of the likely impacts of a proposed development on protected species and habitats.

A PEA can help the project proposer and Local Planning Authority to agree the appropriate scope of any subsequent impact assessment or determine that ecological issues will not be significant in determining the application. If the PEA does not identify any significant ecological effects, the requirement for mitigation or further surveys then it can be submitted as a standalone document. If impacts are identified, and mitigation or further surveys are required, then these must be submitted as part of an **Ecological Impact Assessment (EclA)**.

If the PEA recommends further Protected Species Surveys, these must be provided with the application and will be required to validate the application. Some Protected Species Surveys can only be carried out at specific times of the year, and this may need to be factored in to the planning of your development proposal.

Further information to assist applicants, agents and ecological consultants with the application is available on the Council website. Where an EclA is submitted including proposed mitigation, compensation or enhancements for wildlife, these should be included and reflected on any submitted plans (this may best be provided as an Ecological Mitigation and Enhancement Strategy (EMES) to propose mitigation and enhancement solutions during both construction and operational phases. The EMES should be fully integrated with the Landscape Scheme and should demonstrate net gain in biodiversity).

*In some exceptional cases a PEA may not be required, and if you think there is a case as to why a PEA is not required, you should contact the LPA to discuss (e.g. works to a roof of a newly built dwelling). If following discussion and provision of evidence by the applicant at either the pre- application stage or prior to determination of an application, the LPA has confirmed in writing that no PEA is required, this can be submitted with the application for validation.*



## A PEA will be required if the proposal:

- 1) Involves demolition of a building
- 2) Involves works to a roof, roof space, weather boarding or hanging tiles e.g. loft conversion, roof raising, extensions.
- 3) Involves works to a quarry or built structures such as bridges, viaducts, aqueducts, tunnels, mines, kilns, ice houses, military fortifications, air raid shelters, cellars and similar underground ducts and structures.
- 4) Involves the development of (a) wind turbine(s), including domestic turbines.
- 5) Will illuminate / cause light spill onto, a church, listed building, woodland, field hedge, pasture, watercourse, water body, tree line or a known bat roost.
- 6) Impacts on a watercourse, intertidal area or standing open water (e.g. ponds, Reed beds) excluding ornamental garden ponds.
- 7) Removes, or moves, part / all of a native Devon hedge or line of trees (excluding domestic hedges unless > 10m being removed).
- 8) Is within, or may impact on (including impacts on hydrology), a woodland or a substantial area of scrub connected to a woodland or hedge.
- 9) Involves surgery to or felling of a mature tree with obvious holes, cracks or cavities, dense ivy, deadwood, bird / bat box (i.e. features which may be a bat roost).
- 10) Involves removal of tussocky (rough) grassland, wet grassland, flower rich grassland or heathland All applications except Householders will also need to provide PEA's if the proposal:
- 11) Is within or immediately adjacent to a designated wildlife site (Special Areas of Conservation, Special Protection Area, Sites of Special Scientific Interest, County Wildlife Site, Local Nature Reserve, Special Verge).
- 12) Involves lighting or removal of a tree line, woodland, hedges, pasture within a Greater Horseshoe Bat consultation zone (*please ask the LPA during pre-app discussions*).

**NB:** Typically, surveys are valid for two years, however this may vary according to the site characteristics, wildlife interest at the site, and any changes that may have taken place since the initial survey. If you are unsure whether an existing surveys is recent enough to support your application, you should first check with the LPA.

## European Protected Sites

**Trigger:** Any application likely to have an adverse significant impact on a European Protected Site (Special Protection Area or Special Area of Conservation) must be accompanied by a document entitled '*Evidence to inform a Habitats Regulations Assessment.*' This document should consider the probability or risk that the proposal will have significant effects on the conservation objectives of the protected sites either alone or in combination with other plans or projects.

European Protected Sites in **West Devon:**

- Plymouth Sound and Estuaries SAC
- Tamar Estuaries Complex SPA
- Dartmoor SAC
- Culm Grasslands SAC





European Protected Sites in **South Hams**:

- Plymouth Sounds and Estuaries SAC
- Tamar Estuaries Complex SPA
- Dartmoor SAC
- South Hams SAC
- Lyme Bay and Torbay SAC
- Start Point to Plymouth Sound and Eddystone SAC

Where there is a likelihood of an adverse significant impact on a European Protected Site, the Local Authority will undertake an ‘Appropriate Assessment’ (informed in part by the evidence supplied with the application) and consult Natural England on the Assessment and project before coming to a decision on the planning application. The Local Planning Authority must ‘ascertain that the proposal will not have an adverse effect on the integrity of the site before it may grant permission.’

**NB** – All new development within a Zone of Influence around the Tamar European Marine Site (Plymouth SAC and Tamar SPA) must contribute towards mitigating the recreational impact of development on the Site. This mitigation can be by way of a financial contribution (secured in a s106 agreement) towards mitigation measures undertaken by the Tamar Estuaries Consultative Forum. Contribution amounts are given below (these will be updated when the Habitats Regulation Assessment of the Joint Local Plan is completed):

Dwelling size	Average persons	Contribution per dwelling
1 bedroom	1.33	£17.16
2 bedroom flat	1.86	£23.99
2 bedroom house	2.45	£31.60
3 bedroom	2.63	£33.93
4 bedroom	2.85	£36.76
5 bedroom	3.13	£40.38

(Per bed space for other residential - £12.90)

## European Protected Species

**Trigger:** If your proposal is likely to impact on a European Protected Species (e.g. bats, dormice) you may also need to obtain a Natural England Licence after you have secured planning permission.

While the Council does not grant licences itself, the Council is required to take an opinion on whether a licence will be required (i.e. is the proposed development likely to result in an offence against a protected species), and the likelihood of Natural England subsequently granting a licence. Complete survey information, consideration of impacts and appropriate mitigation and/or compensation will be required with the planning application to inform this consideration. Further advice can be given as required and for further information, visit:

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/faq.aspx>



## Useful information:

Where the location of the development has potential to impact upon greater horseshoe bat habitat associated with the South Hams SAC, the following guidance provides advice on the types of development likely to trigger the need for greater horseshoe bat survey:

<https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects>

## Geology

**Trigger:** All applications EXCEPT householders will need to submit a geological report if the application impacts on a geological Site of Special Scientific Interest or County Geological Site (RIGS).

To find out if your site is in or near a designated site look on

<http://gis.devon.gov.uk/basedata/viewer.asp?DCCService=greeninfra> or ask the LPA or Devon Biodiversity Records Centre [www.dbrc.org.uk](http://www.dbrc.org.uk) (inc. a small charge).

For County Geological Sites (RIGS) see also: [www.devonrigs.org.uk/07DevonSites.html](http://www.devonrigs.org.uk/07DevonSites.html)

## Geo-technical survey and design

The planning authority reserve the right to request this.

This is required where it is known or suspected that the land to be built on is unstable or potentially unstable and this requires a specialist investigation and assessment to determine the stability of the ground and to identify any remedial measures required to deal with the instability.

This section lists the different types of supporting information that might be required to support an application. Specific requirements will be highlighted during any pre-application discussions. If appropriate, the information may be reserved by condition(s). Proposals will be expected to accord with our policy requirements relating to sustainable construction and design.

## Hazardous Installations Risk Assessment

**Trigger:** All applications involving hazardous installations should be accompanied by a Risk Assessment.

This should be undertaken by a suitably qualified and competent person/ organisation. The following information is required:

An assessment of the relevant risks the development would incur. How these risks will be mitigated.

## Additional information:

- Government guidance is contained in its Planning Practice Guidance: <https://www.gov.uk/guidance/hazardous-substances>
- Details of existing notifiable sites and pipelines are available from the Planning Department
- Contact the Health & Safety Executive: <http://www.hse.gov.uk/>



## Lighting Impact Assessment / scheme

### Triggers:

- All detailed major planning applications require a lighting scheme or statement
- All proposals to install external illumination
- Where a light sensitive development is being proposed or in an area with an already established ambient light source
- All proposals involving the provision of publicly accessible developments in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where lighting would be provided or made necessary by the development
- Significant floodlighting proposals may require a Lighting Impact Assessment

The Lighting Impact Assessment should be undertaken by a suitably qualified and competent person/organisation and should include:

- The type of light fixing (e.g. wall mounted or free-standing columns, lantern wattage and manufacturer),
- The level of illumination and spread including light spill and sky glow ratios. Predicted luminance on neighbouring land must be clearly shown in relation to surrounding premises, especially where it affects residential living conditions.
- A site layout indicating the location of lighting units and a lux contour map,
- A statement of the proposed hours of usage.

### Additional Guidance:

[Guidance Notes for the Reduction of Light Pollution' \(The Institution of Lighting Engineers, 2000\):](#)

[Lighting in the countryside: Towards good practice' \(The Department for Communities and Local Government, 1997\):](#)

<http://webarchive.nationalarchives.gov.uk/+http://www.communities.gov.uk/publications/planningandbuilding/lighting>

## Odour Statement

**Trigger:** Required where the development is in immediate proximity to an odorous activity or the proposals involve the introduction of or changes to an odorous activity.

Common sources of odour:

- Sewage treatment
- Food Processing and commercial kitchens
- Paints and solvents
- Animals, livestock and poultry
- Spreading or storage of slurry/sludge
- Slaughter Houses/abattoirs and rendering plants
- Industrial/chemical processes



The assessment should indicate how odour from the source is/will be adequately managed so that it does not have an overly negative impact on sensitive receptor amenity.

**Additional Guidance:**

Odour Guidance for Local Authorities, DEFRA, 2010

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69305/pb13554-local-auth-guidance-100326.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69305/pb13554-local-auth-guidance-100326.pdf)

## Contaminated Land Survey

As a minimum requirement, outline and full plan applications for sensitive end uses (including residential, nursing / care home, schools and hospitals) may require a Contamination Statement. This might also be necessary for other uses depending on the nature of the development proposed. The requirement for a statement is as outlined in the requirements of the 1app form and is a National Planning Validation criterion.

If any of the 3 questions below (taken directly from the 1App full planning application form) have resulted in 'yes':

### Does the proposal involve any of the following?

**1) Land which is known to be contaminated?**

This would include a development on land which has known contamination or on land which is known to be affected by contamination, for example a site on an ex-landfill site, industrial sites known to have stored chemicals etc.

**2) Land where contamination is suspected for all or part of the site?**

This would include a development on or near land which has had a previous potentially contaminative use, but there is no actual knowledge of land contamination issues. Further information on potential contaminative activities can be found in the *Department of Environment Industry Profiles*. (DoE, 1995). For example - railway sidings, ex-car parking sites, barns used for fertilizer storage.

**3) A proposed use that would be particularly vulnerable to the presence of contamination?**

A proposed use that will be particularly vulnerable or sensitive to the presence of contamination would include, (but not restricted to) any residential building, schools, nurseries, allotments, orchards and residential garden areas. For residential buildings, this will include any development of one dwelling or more, while extensions or conservatories will be excluded, unless there is a specific known land contamination issue. It should be noted that contamination is not just restricted to land with previous industrial use; it can occur on green field sites as well as previously developed land.

If the answer to any of the above questions is 'Yes', then an appropriate Contamination Statement must be submitted with the planning application.

Where relevant, the following information is required in a contamination statement and the results of each stage should be submitted with the application:

The Council will be considering not only the previous land use for the site in question, but any potentially contaminated land within the vicinity of the site that may pose a risk to the future use of the site.



Any contaminated land survey will need to assess the impact of the development proposal on controlled waters, in addition to any human health impacts.

Sources of information for this purpose are listed below, alternatively you may wish to pay for an Environmental Search to be undertaken by a private company:-

- Historical Ordnance Survey Maps - Local Libraries
- Trade Directories - Local Libraries/ Museums
- Waste Disposal Licences - The Environment Agency
- Discharge consents to controlled waters - The Environment Agency
- Dedicated sites for the disposal of sludge - South West Water
- Hazardous Substances Consents - Environment agency
- Radioactive Substances - Environment Agency
- Authorisations under Environmental Protection Act 1990 (as amended)
- Local Authority/ Environment Agency
- Register of scrap dealers - The Environment Agency
- Register of planning permissions -Local Planning Authority
- Aerial and Satellite photography - Various Sources
- Historical information - Local Societies/ People

We will also want to see a number of photographs of the site, which will be used to help determine whether there is any unrecorded contamination on the site.

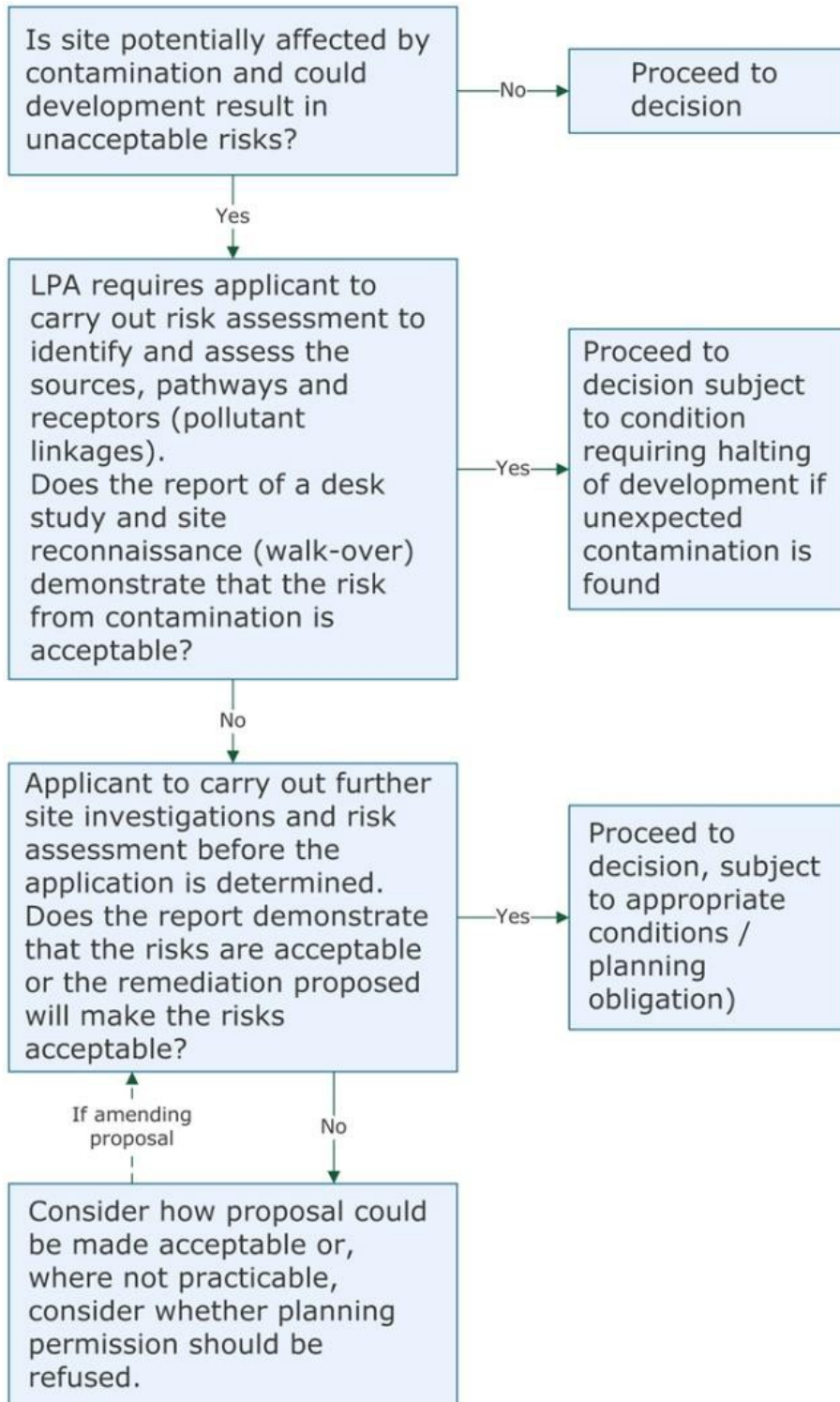
Where contamination is found or suspected further assessment may be needed, and it would be appropriate at this stage to contact the Council's Environmental Health department about what information they may hold about the site including whether any previous remediation has been undertaken. However at this stage should contamination be found it would probably be appropriate to obtain the services of a suitably qualified contaminated land specialist to provide advice and assessment of the risk to your proposed development, this additional information may be required prior to validation of the application in accordance with the National Planning Practice Guidance note, see flow diagram over the page.

#### **Additional guidance:**

When considering planning applications, Local Planning Authorities are under a duty to take account of whether a site may be contaminated. They must be satisfied that planning permission can be granted on land use grounds taking full account of environmental impacts. Where relevant, developers are required to deal with contamination in a manner appropriate to the intended after use of the land. Developers and their agents should therefore provide as much information as possible, and it is recommended that they discuss the issue with the Council's Environmental Protection Team (Contaminated Land) before submitting an application.

<https://www.southhams.gov.uk/article/3894/Contaminated-Land>

<https://www.westdevon.gov.uk/article/3894/Contaminated-Land>



National Planning Practice Guidance notes:

<http://planningguidance.planningportal.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>



## Noise Impact Assessment

**Trigger: Where sensitive developments (such as residential uses) are to be situated close to existing sources of noise, or where proposals will generate significant noise levels (such as industrial uses or wind turbines).**

All planning and reserved matter applications that raise issues of disturbance or are considered to be a noise-sensitive development will need to be supported by a Noise Impact Assessment (which shall include details of mitigation) prepared by a suitably qualified acoustic engineer.

**Trigger: Applications for development that have the potential to generate new sources of noise and will have an impact on existing land uses.** Not only large industrial buildings; smaller developments where the final building may, for example, be used with power tools, or to house air conditioning/refrigeration units.

**Applications for noise sensitive developments such as new housing may also require such a survey to demonstrate that the amenity to the users of such a development will not be by affected existing levels of noise.**

These proposals should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician.

The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues. Where noise is likely to be an issue, applicants are advised to contact the Council's Environmental Health Officer prior to the submission of a planning application.

Wind turbines and renewable energy projects: Please see the additional Council's Renewable Energy Guidance on submission requirements.

### **Additional guidance:**

Noise Impact Assessments must have regard to the following guidance where applicable to the development:

- BS8233 Sound insulation and noise reduction for buildings code of practice
- BS5228-1:2009 Code of practice for noise and vibration control on construction and open sites
- BS4142: Method for rating industrial noise affecting mixed residential and industrial areas
- ETSU-R-97 1996 The Assessment and Rating of Noise from Wind Farms
- Institute of Acoustics Guidance



## Air Quality Assessment

### Trigger:

**Stage 1:** If the development involves any of the following proceed to stage 2:

- Development involves the building of 10 or more residential units or a site area of more than 0.5 Ha
- More than 1000m<sup>2</sup> of floor space for all other uses or a site area greater than 1Ha

And

- The development has more than 10 parking spaces
- The development will have a centralised energy facility or other centralised combustion process

**Stage 2:** Indicative criteria for requiring an air quality assessment:

The development will:	Indicative Criteria to Proceed to an Air Quality Assessment <sup>a</sup>
1. Cause a significant change in Light Duty Vehicle (LDV) traffic flows on local roads with relevant receptors. (LDV = cars and small vans <3.5t gross vehicle weight).	A change of LDV flows of: <ul style="list-style-type: none"> <li>• more than 100 AADT within or adjacent to an AQMA</li> <li>• more than 500 AADT elsewhere.</li> </ul>
2. Cause a significant change in Heavy Duty Vehicle (HDV) flows on local roads with relevant receptors. (HDV = goods vehicles + buses >3.5t gross vehicle weight).	A change of HDV flows of: <ul style="list-style-type: none"> <li>• more than 25 AADT within or adjacent to an AQMA</li> <li>• more than 100 AADT elsewhere.</li> </ul>
3. Realign roads, i.e. changing the proximity of receptors to traffic lanes.	Where the change is 5m or more and the road is within an AQMA.
4. Introduce a new junction or remove an existing junction near to relevant receptors.	Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts.
5. Introduce or change a bus station.	Where bus flows will change by: <ul style="list-style-type: none"> <li>• more than 25 AADT within or adjacent to an AQMA</li> <li>• more than 100 AADT elsewhere.</li> </ul>
6. Have an underground car park with extraction system.	The ventilation extract for the car park will be within 20 m of a relevant receptor.  Coupled with the car park having more than 100 movements per day (total in and out).





The development will:	Indicative Criteria to Proceed to an Air Quality Assessment <sup>a</sup>
<p>7. Have one or more substantial combustion processes, where there is a risk of impacts at relevant receptors.</p> <p>NB. this includes combustion plant associated with standby emergency generators (typically associated with centralised energy centres) and shipping.</p>	<p>Typically, any combustion plant where the single or combined NO<sub>x</sub> emission rate is less than 5 mg/sec<sup>a</sup> is unlikely to give rise to impacts, provided that the emissions are released from a vent or stack in a location and at a height that provides adequate dispersion.</p> <p>In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.</p> <p>Conversely, where existing nitrogen dioxide concentrations are low, and where the dispersion conditions are favourable, a much higher emission rate may be acceptable.</p>

- We may also require an assessment where the development is close to a heavily trafficked road, with emissions that could give rise to sufficiently high concentrations of pollutants (in particular NO<sub>2</sub>), that would cause unacceptably high exposure for users of the new development; and
- The presence of a source of odour and/or dust that may affect amenity for future occupants of the development.

Developers should contact the Environmental Health team at as early a stage as possible to scope the level of assessment required.

All assessments should be carried out in accordance with the latest guidance from the Institute of Air Quality Management available from <http://iaqm.co.uk/guidance/#wpfb-cat-10>.

## Landscape and Visual Impact Appraisal (LVIAp)

**Trigger:** All applications that may result in adverse impacts on landscape or townscape character and/or visual amenity.

Any development that is likely to have a significant impact on the surrounding landscape and/or townscape character will need supporting information to show how these impacts have been assessed and how the development has been designed to address or mitigate these impacts. For further guidance on which types of development require an assessment please refer to the Landscape and Visual Impact Assessment Matrix which is available below.

The assessment work should be proportionate to the development it is assessing, and could range from a full assessment including photomontages, to a short, focussed appraisal of the impacts on a certain characteristic or view. It is recommended that any landscape and visual assessment work is carried out by a qualified landscape professional in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd Edition 2013 (GLVIA3) LI/IEMA. Any viewpoints to be assessed should be agreed with the local planning authority prior to carrying out the assessment.

Link to supporting documents and [Matrix for LVIA](#)



## Landscape Scheme

**Trigger:** All applications that result in adverse impacts on landscape or townscape character and/or visual amenity, including developments that result in the loss of existing landscape features, are visually prominent in the local or wider landscape or result in changes to field patterns.

Landscape proposals should be proportionate to the development that they are supporting. Landscape proposals should respect and respond to existing landscape features and characteristics, seeking to fully mitigate any adverse landscape or visual effects resulting from a proposed development and creating a high quality site environment.

For full and outline applications, submissions should be supported by an Outline Landscape Scheme showing general approaches to landscape treatments, and an outline plan for the establishment and ongoing management of the proposals. Full landscape details would then be sought by condition if approved.

For Reserved Matters applications, submissions will normally need to be supported by a fully detailed Landscape Scheme.

Where there are requirements for biodiversity mitigation / compensation / enhancement measures on a site (generated from the EclA) these should be incorporated in a combined Landscape and Ecological Management Plan (LEMP).

## Tree / Hedge Survey

**Trigger:** Where there are trees and/or hedges within the application site or on land adjacent to it that could influence or be affected by the development (including street trees).

Information will be required on the condition and quality of the trees and/or hedges, which trees and/or hedges are to be retained and how the design and implementation of the scheme makes provision for their protection.

For the purposes of a planning application the following information may be required:

- **A Tree/Hedge and Topographical Survey.** This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837).
- **A Tree/Hedge constraints plan.** This is a design tool that indicates the influence that trees have upon the layout of the design (see part 5 of BS 5837) such as their shade pattern or root protection area.
- **An Arboricultural Impact Assessment and Tree/Hedge Protection Plan.** This is essentially a design statement for trees/hedges. It demonstrates how important arboricultural considerations are addressed (see section 5 of BS 5837) within the design.
- **Arboricultural Method Statement.** This demonstrates how trees/hedges will be protected in relation to the finalised design. It may be as simple as a position and specification for tree/hedge protection fencing or contain complicated method statements and engineering drawings (see section 6 of BS 5837).



## Green Infrastructure Plans and Statements

**Trigger:** Green Infrastructure (GI) Plans and Statements will be required for all developments where existing Green Infrastructure assets are likely to be significantly affected or there is a significant opportunity to enhance, link or create GI assets. This will apply to most major built development proposals, some major changes of use and some minor built development proposals.

GI Plans and Statements can form part of the Design and Access Statement. The developer should provide the following:

- A plan showing existing GI assets on and adjacent to the proposed development site and GI constraints and opportunities for the proposed development.
- A statement detailing the way in which GI has been incorporated into the proposed development masterplan, drawing on the constraints and opportunities information above. The statement should explain how the proposed GI assets in the development masterplan link to the wider GI network.
- The final development masterplan showing the proposed GI to be incorporated into the development proposals.

### Additional Guidance:

GI is defined in the National Planning Policy Framework as *“a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities”*.

GI also includes water and wetland features including ponds, streams, rivers and estuaries, which are sometimes referred to as ‘blue’ infrastructure. Public rights of way and linear features such as rivers can provide important connecting corridors between green infrastructure assets for both people and wildlife. A comprehensive list of GI assets can be found on page 4 of the Landscape Institute’s 2009 Position Statement which can be accessed at <http://www.landscapeinstitute.org/PDF/Contribute/GreenInfrastructurepositionstatement13May09.pdf>

## Open Space, Sport and Recreation (OSSR) Statement

Open Space, Sport and Recreation (OSSR) Statements will set out how existing OSSR will be affected by the development proposal and/or where new OSSR provision is triggered by development. These statements can be integrated into the Planning Statement or Design and Access Statements.

**Trigger:** Will be required in the following circumstances:-

- i) Where the proposal includes loss of OSSR in which case the statement must:
  - Assess harm to character and openness of local area
  - Assess whether there is existing excess of provision locally and demonstrate how there will be no shortfall in the plan period
  - Demonstrate how the community will gain greater benefit from the provision of suitable alternative OSSR areas nearby



ii) And/ or where the proposal triggers the following:

- In **South Hams** where the development consists of two or more dwellings or 1000m<sup>3</sup> of retail, commercial and service development; or
- In **West Devon** where the development consists of ten or more dwellings.

In both districts, this element of the statement must provide initial details of proposed on site facilities (and the measures for long term maintenance and management) and/or proposed arrangements for off-site financial contributions to new or improved facilities related to the development.

See most up to date Supplementary Planning guidance on Council website for guidance on calculating likely contributions.

## Waste Statement

**Trigger:** For all major development and schemes that require a significant amount of ground engineering or demolition.

To meet the requirements of Policy W4 of the Devon Waste Plan, the applicant must provide an assessment of the types and quantities of the wastes that are likely to be generated during the construction stage and following occupation of the development. A strategy for sustainable management of the waste materials, including waste from the demolition, excavation and construction processes, must be set out prioritising reduction, reuse or recycling of the material before landfill disposal is considered. For this reason, the waste statement may tie in to any landscape scheme or contamination statement being submitted as part of the application.

The waste audit statement must also describe how waste will be handled and moved during the operational phase of the development, i.e. when the development is occupied, for example showing bin stores or composting arrangements, bin collection points and bin lorry turning heads.

Devon County Council has prepared a Supplementary Planning Document providing guidance on preparation of waste audit statements, which can be found on its website –

<https://www.devon.gov.uk/planning/planning-policies/minerals-and-waste-policy/supplementary-planning-document>

For further information see the ‘Guidance for developers of residential sites waste collections and street cleaning’ on the District/Borough Council website.

## Playing Field Statement

**Trigger:** Planning applications affecting playing field land.

Please see [Advice note from Sports England in the Supporting Documents](#).



## Structural Survey

It is important to establish that the structure of the building is adequate to meet the needs of the new use without significant structural works to the building. This is especially important with barn conversions where it is essential that the traditional appearance of the barn is kept but is safe for human occupancy.

**Trigger:** Where the proposed development is to convert a building in the countryside into a dwelling, a structural survey must be provided.

The report should include: advice on how structurally sound the building is in its current state; whether the building is capable of conversion without significant extension, alteration or rebuilding, and; identifying the nature and extent of works that will be required to achieve the proposed development.

## Schedule of Works

**Trigger:** Listed Building Consents, and applications to convert a building in the countryside / agricultural building to a dwelling.

A schedule of works should be provided to clearly show the extent of any repairs, demolition and rebuilding, and a supporting statement should be provided to describe the works proposed including, where relevant, the methodology, materials and techniques. The statement should also explain alternatives that have been considered and why the proposed approach is most appropriate.



## Appendix A – GLOSSARY/JARGON BUSTER

Term	What it means
Affidavit	a sworn statement of fact taken under oath or affirmation administered by a person authorized to do so by law
BRE365	Soakaway Test Procedure
Building Regulations	Building Regulations or Standards define how a new building or alteration is to be built so that it is structurally safe, protected from risk of fire, energy efficient and has adequate ventilation for its purpose. An application for Building Regulations approval is not advertised and only the person applying and the Local Authority are involved.
CDA	Critical Drainage Area
CDP	Critical Drainage Problem – areas of high potential for storm water quantity or quality
DCLG	Department for Communities and Local Government
DEFRA	Department for Environment, Food and Rural Affairs
EA	The Environment Agency.
EIA	Environmental Impact Assessment
GDPO	General Development Permitted Order
Ha	Hectare
ICNIRP	International Commission on Non-Ionising Radiation Protection
LDC	Lawful Development Certificate - a procedure by which existing or proposed uses and other forms of development can be certified as lawful for planning purposes. An application has to be made to the local planning authority and there is a right of appeal against their decision.
191 and 192	refers to the two types of lawful development certificate. A local planning authority can grant a certificate confirming that: <ul style="list-style-type: none"> <li>a) an existing use of land, or some operational development, or some activity being carried out in breach of a planning condition, is lawful for planning purposes under section 191 of the Town and Country Planning Act 1990; or</li> <li>b) a proposed use of buildings or other land, or some operations proposed to be carried out in, on, over or under land, would be lawful for planning purposes under section 192 of the Town and Country Planning Act 1990.</li> </ul>



Term	What it means
LPA	Local Planning Authority
NPPF	National Planning Policy Framework
PD	Permitted development i.e. works which do constitute ‘development’ but which can be done without the need to apply for planning permission
PEA	Preliminary Ecological Appraisal
PINS	Planning Inspectorate - is an executive agency of the Department for Communities and Local Government of the United Kingdom Government. It is responsible for determining final outcomes of town planning and enforcement appeals and public examination of local development plans.
Planning obligations	also known as s106 agreements – of the 1990 Town & Country Planning Act are private agreements made between local authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. The land itself, rather than the person or organisation that develops the land, is bound by a Section 106 Agreement – so this is something any future owners will need to take into account.
SHDC	South Hams District Council
SPD	Supplementary Planning Document (adopted material planning policy)
SWW	South West Water
WDBC	West Devon Borough Council
WHS	World Heritage Site - a natural or man-made site, area, or structure recognized as being of outstanding international importance and therefore as deserving special protection. Sites are nominated to and designated by the World Heritage Convention (an organization of UNESCO).



# APPENDIX B – ADDITIONAL AREAS OF INFORMATION

## Private Water Supplies

Where an application for development includes the installation of a private water supply, applicants may wish to seek advice from the Council's Environmental Health service prior to the submission of an application.

In such applications where a private water supply is to be utilised it would be helpful if the applicant can

demonstrate that the water serving the proposed development is 'wholesome' and that there is an adequate supply. Applicants should also demonstrate that the proposed development will not have a detrimental effect on other supplies already in use in the immediate area.

Applicants should demonstrate that the installation of any new supply, such as a borehole, will not have a detrimental effect on other supplies in use in the area, and that the water supply is fit for human consumption.

## Onshore wind developments and community consultation

Applicants of onshore wind developments are advised that recent changes which came into force on 17/12/13 (<http://www.legislation.gov.uk/id/uksi/2013/2932>.) have imposed a national requirement for development of 2 or more turbines or developments where the hub height of any turbine exceeds 15m to undertake pre-application consultation with the local community and any subsequent planning permission must be accompanied by particulars which show;

- a) How the applicant has complied with the need for community consultation
- b) Any responses to the consultation that were received
- c) How the applicant has taken account of these responses