HS013

Local Validation Requirements

February 2024

Chelmsford City Council

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1.1 Introduction

What is a validation checklist?

This document sets out the plans and documents, which you must submit with your planning application so that it can be registered.

Why do I need to provide the documents listed?

- You must provide all the information needed for your application type, so that we can fully assess your proposal.
- Your application cannot be registered until all the necessary documents have been received. Not providing the necessary information upfront will result in delays in processing your application.

How do I use this document?

1. Read the information on both national and local requirements
2. Search for your development type in the contents page and click the link
3. If you want to look for a specific document type, you can also look this up using the contents page
4. The plans and documents required for each development type are set out, along with a link to more information on what needs to be included within the document.
5. Make sure each document you submit with your application is correct and up to date.
6. **Remember: Failing to do this will make your application invalid and WILL slow the whole process down.**

* NB - You can look at the relevant legislation in the appendix.

Helpful hint:

If you click a link that takes you to another part of the document, press 'ALT + left arrow' to go back to where you were.

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1.2 Invalid planning applications

If your application does not meet our Local Validation Requirements the application will be made 'invalid'. We will contact you requesting any missing information that is required to make the application valid. The requested information must be provided within the time frame given (usually 21 days).

If all of the information is not received within this period, a chaser letter will be sent to you allowing a further 14 days for the information to be submitted. It may be possible to agree a longer period if there are exceptional circumstances, such as the need to carry out a habitat survey at a certain time of the year.

If **all** of the information is not received and the application cannot be validated by the date given, the application will be disposed of and no further action in respect of it will be taken. In disposing of the application, an administrative charge will be deducted from the planning fee submitted to recover costs, before returning the balance of the fee to you.

1.3 National and local requirements

The Government sets out which documents must be provided with every planning application. These are the National Validation Requirements.

Chelmsford City Council needs additional information to fully assess your application. These are the Local Validation Requirements. The local requirements will differ depending on the application type.

You must comply with both national and local requirements when submitting your application.

What are the National Validation Requirements?

These requirements have been set out by National Government. (Click here to see legislation) They must be provided with every planning application.

The National Validation Requirements are:

- Application Form
- Site Location Plan
- Block Plan
- The correct Ownership Certificate
- Agricultural Holdings Certificate (combined with ownership certificate)
- Design and Access Statement (only needed in some cases)
- Biodiversity Net Gain Statement (only needed in some cases)
- Correct Application Fee (Fee Calculator)

What are the Local Validation Requirements?

These requirements are set by the Local Planning Authority. The documents you will need to provide will vary depending on your proposal and the site location. Chelmsford City Council's requirements are listed in section 2.

1.4 Personal & confidential information

All information submitted in supporting and personal statements may be published on the Council's website. If any statement contains personal or confidential or commercially sensitive information that you **do not want** to be displayed on the Council's website, **you must make this clear** when you submit your application.

Section 2 – Validation check lists

2.1 Householder extensions

What documents must I submit with my planning application?

Householder Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	**Existing & Proposed Floor plans**

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Biodiversity checklist and report	• If protected habitats and species are likely to be present on site. It is your responsibility to know what protected habitats and species are on site. NB Some survey work can only be carried out at certain times of year
Design and access statement	• If your property is a listed building • Within a Conservation Area, where the extension would create over 100sqm of new floor space
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Non-designated Heritage Assets or within the setting of an Non-designated Heritage Asset • Within a Registered Park or Gardens

Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3
'Site sections' & 'floor and site levels'	• Noticeable change in levels on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Community infrastructure levy (CIL) additional questions form	• If the new floor space created would exceed 100sqm
Existing & proposed roof plans	• All extensions which are more than single storey
Photographs of the site	• Showing the location of the proposed development in context with the surrounding area

When is a householder planning application not suitable for my house extensions?

Where the extensions are so extensive, and so little would remain of the existing house, that the extension works amount to a new building.

We will let you know when we are validating your planning application if we consider that your proposal does not amount to extensions to a house but to the construction of a new house.

It is essential that you apply for the correct planning permission. If planning permission is granted for extensions but then the house is demolished, your planning permission will be void. This could mean that any Community Infrastructure Levy will be instantly payable and you could also be exposed to planning enforcement action.

Walls, gates & fences

What documents must I submit with my planning application?

Householder Application Form	**Site Location Plan**
Application Fee	**Block Plan ****
Proposed Elevations*	

Click on the document type for more information

** Brochure images or photos **with written dimensions in metric** may be acceptable in some circumstances.*
*** Block Plan must include the location of the wall/gate/fence.*

What extra documents might I need?

Document type	When is it required?
Design and access statement	• If the fence, wall or gate would be attached to listed building
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO)

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	• Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Photographs of the site	• Showing the location of the proposed development in context with the surrounding area

Householder external alterations only

Planning permission will not be required for most external alterations. Please visit the **Planning Portal** for guidance on whether you require planning permission.

What documents must I submit with my planning application?

Householder Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Biodiversity checklist and report	• If protected habitats and species are likely to be present on site. The applicant must have awareness of protected habitats and species on site and this survey and report should be undertaken by a competent and qualified ecological consultant.
Design and access statement	• If your property is a listed building

Existing & proposed floor plans	• If the alterations include the insertion of new windows
Heritage Statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Photographs of the site	• Showing the location of the proposed development in context with the surrounding area

Householder formation of an access (dropped kerbs)

When do I need planning permission for a new or extended dropped kerb?

- The access would be onto a Classified Road
- The access would cross a grass verge or land that you do not own

You will need the permission of Essex Highways for **all** works to the highway. Additionally, you are more than likely required to submit Certificate B of the application form and name the kerb owner (in most cases Essex County Council Highways Authority) and the date you notified them.

What documents must I submit with my planning application?

Householder Application Form	**Site Location Plan**
Application Fee	**Block Plan**

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Photographs of the site	• Showing the location of the proposed development in context with the surrounding area

Householder outbuildings including swimming pools, stables and ménages*

* These would only be householder development if within the curtilage of the house. If outside the curtilage see non-residential buildings section below

What documents must I submit with my planning application?

Householder Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing (where applicable) & Proposed Elevations	**Existing (where applicable) & Proposed Floor plans**

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Biodiversity checklist and report	• If protected habitats and species are likely to be present on site. The applicant must have awareness of protected habitats and species on site and this survey and report should be undertaken by a competent and qualified ecological consultant.
Design and access statement	• If your property is a listed building • Within a Conservation Area, where the extension would create over 100sqm of new floor space
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument

	• Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Community infrastructure levy (CIL) additional questions form	• If the new floor space created would exceed 100sqm
Existing (where applicable) & proposed roof plans	• Where the building would have more than one storey or has a complex roof form
Lighting assessment	• Applications which include new external lighting ie. menages
Photographs of the site	• Showing the location of the proposed development in context with the surrounding area

2.2 Non-residential developments (less than 1000sqm or less than 1 hectare)

This would include new offices, shops, stables, ménages, industrial units, agricultural buildings etc.

What documents must I submit with my planning application?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	**Existing & Proposed Floor plans**
Existing & Proposed Roof Plans	**Sustainable Development Checklist**
FROM 2nd April 2024 Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Biodiversity checklist and report	• If protected habitats and species are likely to be present on site. The applicant must have awareness of protected habitats and species on site and this survey and report should be undertaken by a competent and qualified ecological consultant.

Design and access statement	• If your property is a listed building • Within a Conservation Area, where the extension would create over 100sqm of new floor space
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Community infrastructure levy (CIL) additional questions form	• If the new floor space created would exceed 100sqm and it is for a use falling within Use Class E or 'sui generis' with a retail element
Noise Impact assessment	• For development likely to result in noise disturbance or pollution
Environmental impact statement	• For applications, which are subject to an Environmental Impact Assessment
Air quality impact assessment	• The development would create 500m^2 or more of non-residential floor space, in an air quality management area • The development would generate an increase in traffic or pollutants in an air quality management area

	• Where the proposal would be likely to have a significant impact on the air quality in the surrounding area
Lighting assessment	• Applications which include new external lighting
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site
Transport assessment	• See thresholds in appendix 4
Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building
Statement of existing agricultural activity/uses at the site	• Proposed agricultural buildings/hard surfaces/access tracks

Major non-residential developments (more than 1000sqm or more than 1 hectare)

What documents must I submit with my planning application?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	**Existing & Proposed Floor plans**
Existing & Proposed Roof Plans	**Design and access statement**
Flood risk assessment	**Sustainable drainage systems information**
Biodiversity checklist and report (Non-Residential)	**Health impact statement**
Sustainable Development Checklist	**Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)**

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
	• Listed Buildings or within the setting of a Listed Building

Heritage statement	• Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Community infrastructure levy (CIL) additional questions form	• If the new floor space would be within Use Class E or 'sui generis' of a retail nature.
Noise impact assessment	• For development likely to result in noise disturbance or pollution
Environmental impact statement	• For applications which are subject to an Environmental Impact Assessment
Air quality impact assessment	• If the site is in or close to an air quality management area • Where the proposal would be likely to have a significant impact on the air quality in the surrounding area

Lighting assessment	• Applications which include new external lighting
Retail and leisure impact assessment	• If the floor area created would be larger than 2,500m^2 AND it is for retail, leisure or office uses
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site
Transport assessment	• See Appendix 4 for Transport Assessment thresholds
Agricultural land classification survey	• Where application site or part of it is on agricultural land
Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building

Plant or machinery and telecommunications

What types of development are considered as plant or machinery?

Examples of plant or machinery include air conditioning units, compressors, heating and cooling systems, flues and ventilation systems, renewable energy developments (i.e. solar and wind farms) and freestanding flood lighting.

*Please note this list is not exhaustive

What documents must I submit with my application?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	**Manufacturer's Specification**
Ventilation/extraction systems	

What extra documents might I need?

Document type	When is it required?
Biodiversity checklist and report	• If protected habitats and species are likely to be present on site. The applicant must have awareness of protected habitats and species on site and this survey and report should be undertaken by a competent and qualified ecological consultant.
Design and access statement	• If your property is a listed building

	• Within a Conservation Area, where the extension would create over 100sqm of new floor space
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Noise impact assessment	• For development that is close to residential properties and is likely to result in noise disturbance or pollution
Environmental impact Statement	• For applications which are subject to an Environmental Impact Assessment
Air quality impact assessment	• If the site is located within or near an air quality management area and would be likely to result in significant levels of air pollution. • Where the proposal would be likely to have a significant impact on the air quality in the surrounding area
Lighting assessment	• Applications which include new external lighting
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site

ICNIRP certificate (statement of conformity)	• Applications for telecommunication equipment. (E.G. Phone masts)
Existing & proposed roof plans	• Applications which would affect the roof of an existing building (i.e. solar panels)
Existing & proposed floor plans	• Where the plant or machinery would be located internally
Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	• Major applications from 12th February 2024. • Applications for 'small sites' from 2nd April 2024.

2.3 Replacement houses

What documents must I submit with my planning application?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	**Existing & Proposed Floor plans**
Existing & Proposed Roof Plans	**Community infrastructure levy (CIL) additional questions form**
Biodiversity checklist and report	**Sustainable Development Checklist**
FROM 2nd April 2024 **Biodiversity Net Gain Statement**, **Biodiversity Metric**, **Biodiversity Net Gain Plan (Draft)**	

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Design and access statement	• If your property is a listed building • Within a Conservation Area, where the extension would create over 100sqm of new floor space
	• Listed Buildings or within the setting of a Listed Building

Heritage statement	• Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building

Less than 10 residential units

What documents must I submit with my planning application?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	**Existing & Proposed Floor plans**
Existing & Proposed Roof Plans	**Community infrastructure levy (CIL) additional questions form**
Biodiversity checklist and report	**Sustainable Development Checklist**
FROM 2nd April 2024 Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Design and access statement	• If the site is a listed building • If the site is within a Conservation Area

Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Community infrastructure levy (CIL) additional questions form	• If the new floor space created would exceed 100sqm
Environmental impact Statement	• For applications which are subject to an Environmental Impact Assessment
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site
Sustainable drainage systems information	• If the site area exceeds 0.5ha
Lighting assessment	• Applications which include new external lighting

Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building
Self Build/ Custom Build Declaration form	• Any housing development including Self or Custom build units

Between and 10 and 49 residential units

What documents must I submit with my planning application?

Planning Application Form	Site Location Plan
Application Fee	Block Plan
Existing & Proposed Elevations	Existing & Proposed Floor plans
Existing & Proposed Roof Plans	Design and access statement
Flood risk assessment	Sustainable drainage systems information
Biodiversity checklist and report (Non-Residential)	Community infrastructure levy (CIL) additional questions form
Sustainable Development Checklist	Accommodation Schedule
Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	

Click on the document type for more information

See next page for extra documents you might need

What extra documents might I need?

Document type	When is it required?
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Environmental impact Statement	• For applications which are subject to an Environmental Impact Assessment
Air quality impact assessment	• If the site is located within or close to an air quality management area • Where the proposal would be likely to have a significant impact on the air quality in the surrounding area
Lighting assessment	• Applications which include new external lighting
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site
Affordable housing statement*	• The development consists of or has capacity for 11 dwellings or more

Health impact Assessment	• Depends on Site circumstances – screening process
Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building
Agricultural land classification survey	• Where application site or part of it is on agricultural land
Self Build/ Customer Build Declaration Form	• Any Housing development including Self or Custom build units

* Please see section on Affordable Housing statements for details on when this will be required

50+ Residential units

What documents must I submit with my planning application?

Planning Application Form	Site Location Plan
Application Fee	Block Plan
Existing & Proposed Elevations	Existing & Proposed Floor plans
Existing & Proposed Roof Plans	Design and access statement
Flood risk assessment	Sustainable drainage systems information
Biodiversity checklist and report (Non-Residential)	Community infrastructure levy (CIL) additional questions form
Affordable housing statement *	Transport assessment
Health impact statement	Air quality impact assessment
Sustainable Development Checklist	Accommodation Schedule
Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	

Click on the document type for more information

* Please see section on Affordable Housing statements for details on when this will be required

What extra documents might I need?

Document type	When is it required?
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on the site which would be affected by the development
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Environmental Impact Statement	• Planning applications subject to an Environmental Impact Assessment
Lighting assessment	• Applications which include new external lighting
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site
Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building

Agricultural land classification survey	• Where application site or part of it is on agricultural land
Parameter Plans	• If the site is an allocated Strategic Growth Site. To include: land use, building heights, access and movement, landscape (to include green and blue infrastructure), public open space and an illustrative masterplan.
Self Build/ Custom Build Declaration Form	• Any Housing development including Self or Custom build units

2.4 Listed building consent

When do I need to apply for listed building consent?

You will need to apply for listed building consent if you want to extend or alter a listed building. This includes demolition. Buildings or structures within the setting of a listed building are also listed if they were constructed before 1948. The legislation is complex; please contact the Council's Heritage officer.

Planning permission may be required as well as listed building consent, depending on your proposal. For information about whether your proposal requires planning permission, please visit the planning portal - do you need permission?

How do I apply for Listed Building Consent?

Applications for listed building consent can be made on the planning portal at: planning portal. You can also download application forms.

What documents must I submit with my listed building consent application?

Listed Building Consent Form*	**Site Location Plan**
Design and access statement	**Heritage statement**

What documents might I need?

Document type	When is it required?
Existing & proposed floor plans	• Any alterations to the existing footprint or layout proposed as part of your scheme
Existing & proposed elevations **	• Any alterations to the external appearance of the building
Block plan	• Any external works
Existing & proposed roof plans	• Any alterations to the existing roof

* There is a combined form available to apply for listed building consent and planning permission together
** Photographs and brochure images may be acceptable in some circumstances

Click on the document type for more information

2.5 Lawful development certificates – Existing use or development

What is an application for a lawful development certificate for an existing use or development?

An application for a lawful development certificate is used to establish whether an existing use of land, operational development, or some activity in breach of a planning condition is lawful.

When can I apply for a lawful development certificate for an existing use or development?

For a lawful development certificate to be granted for an existing use or development, you would need to demonstrate one of the following:

- The development is immune from action because the time limit for taking enforcement action has passed. For information regarding enforcement time limits, please click here.
- If the development has already been carried out but it would have been 'permitted development'.
- A lawful development certificate may also be sought in cases involving the intensification of the use or where the precise nature of the use is difficult to describe, such as: secondary uses; mixed uses; intensification and sub-division of the planning unit

What documents must I submit with my application for a Lawful Development Certificate?

Certificate of Lawfulness Application Form (existing use or development)	**Site Location Plan**
Application Fee	

Click on the document type for more information

What other information might I need to submit?

The onus is on the applicant to provide sufficient, precise, unambiguous evidence to demonstrate that the development or use is lawful. The type of evidence will vary for each application. Examples of evidence may include, but are not limited to: dated photos, dated receipts, statutory declarations and supporting signed and dated letters.

Lawful development certificates – Proposed use or development

What is an application for a lawful development certificate for a proposed use or development?

An application for a lawful development certificate is used to establish whether a proposed use of land or operational development requires planning permission, or can be carried out as 'permitted development'.

When can I apply for a lawful development certificate for a proposed use or development?

If the applicant believes that the proposed use or operational development does not require planning permission.

What documents must I submit with my application for a Lawful Development Certificate?

Certificate of Lawfulness Application Form (Proposed Use or Development)	**Site Location Plan**
Application Fee	

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Existing & proposed roof plans	• If the proposal includes the creation of any new roofs or alteration and extensions to existing roofs
Community infrastructure levy (CIL) additional questions form	• If the floor space created by the proposal would exceed 100m² AND it would fall within any of the following use classes: Class E, C3, or 'sui generis' of a retail nature
Existing (where applicable) & proposed elevations	• Where changes are proposed to the exterior of the building • Extensions, outbuildings, walls, gates and fences

Existing (where applicable) & proposed floor plans	• Extensions • Outbuildings
Block plan	• Extensions • Outbuildings • Fences, walls and gates • Swimming pools • Driveways and dropped kerbs • New windows

More information

Visit the planning portal - lawful development certificates

2.6 Changes of use, including gypsy, traveller and showman sites

What are Use Classes?

The Use Classes Order 1987 (as amended) puts uses of land and buildings into various categories, known as 'use classes'. You will generally need planning permission to change from one use class to another, although there are exceptions, where planning permission may not be required.

Further information on Use Classes is available at: planning portal - Use Classes

What documents must I submit with my planning application for change of use?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Existing & proposed floor plans	• If your proposal includes any changes to the internal or external layout of the building or structure. • If your proposal includes any extensions to the existing building or structure. • Where the proposal is to change the use to residential.
Existing & proposed elevations	• If your proposal includes any external alterations to the building or structure • If your proposal includes any extensions to the existing building or structure
Existing & proposed roof plans	• If the proposal includes the creation of any new roofs or alterations and extensions to existing roofs.

Design and access statement	• If the site is a listed building
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3 • The site is located within Flood Zone 1, exceeds 1ha and is changing to a more vulnerable use
'Site sections' & 'floor and site levels'	• Significant levels difference on the site • If the proposal cannot be clearly shown by a standard elevation (i.e. partially hidden by neighbouring property)
Community infrastructure levy (CIL) additional questions form	• If the new use would fall within Use Classes E, C3, or 'sui generis' of a retail nature.
Affordable housing statement	• The development consists of or has capacity for 11 dwellings or more
Environmental impact statement	• For applications which are subject to an Environmental Impact Assessment
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site

Sustainable drainage systems information	• The proposal would create 10 or more dwellings • The site area exceeds 1h
Lighting assessment	• The proposal includes external lighting
Biodiversity checklist and report	• If protected habitats and species are likely to be present on site. The applicant must have awareness of protected habitats and species on site and this survey and report should be undertaken by a competent and qualified ecological consultant.
Ventilation/extraction systems	• If the new use would include the cooking or preparation of hot foot on the premises (excluding residential uses) • If the proposal includes the installation of a commercial flue, ventilation or extraction system • See section on plant/machinery
Transport assessment	• See Appendix 4 for transport assessment thresholds
Health impact assessment	• Applications for 50+ residential units
Air quality impact assessment	• If the site is located within or close to an air quality management area • Where the proposal would be likely to have a significant impact on the air quality in the surrounding area
Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building
Agricultural land classification survey	• For major applications where the site or part of it is on agricultural land
Sustainable Development Checklist	• Where the proposal is for residential accommodation

Accommodation Schedule	• Where the proposal is for 10 or more residential units
Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	• Major applications from 12th February 2024. • Applications for 'small sites' from 2nd April 2024.

2.7 Conversion of rural buildings (i.e. barns and former agricultural units)

What documents must I submit with my planning application?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	**Existing & Proposed Floor plans***
Existing & Proposed Roof Plans	**Structural survey**
Biodiversity checklist and report	**Sustainable Development Checklist**

Click on the document type for more information

*Drawings to clearly identify what is to be retained and what is to be removed can be included on the floor plan

What extra documents might I need?

Document type	When is it required?
Design and access statement	• If the structure is a Listed Building or curtilage listed
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument

	• Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Community infrastructure levy (CIL) additional questions form	• If the new use would fall within Use Classes E, C3, or 'sui generis' of a retail nature.
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3 • The site is located within Flood Zone 1, exceeds 1ha and is changing to a more vulnerable use
Sustainable drainage systems information	• The proposal would create 10 or more dwellings • The site area exceeds 1ha
Affordable housing statement	• The development consists of or has capacity for 11 dwellings or more
Transport assessment	• See Appendix 4 for Transport Assessment Thresholds
Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	• Major applications from 12th February 2024. • Applications for 'small sites' from 2nd April 2024.

2.8 Shop fronts

What documents must I submit with my planning application?

Planning Application Form	**Site Location Plan**
Application Fee	**Block Plan**
Existing & Proposed Elevations	

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Design and access statement	• If the structure is a Listed Building or curtilage listed
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Lighting details	• If the proposal includes illumination
Existing & proposed floor plans	• If the structure is a Listed Building or curtilage listed
Shop front sections	• If the structure is a Listed Building or curtilage listed • Within a Conservation Area

2.9 Advertisement consent

What documents must I submit with my application for Advertisement Consent?

Advertisement Consent Application Form (there is also a joint application form for planning permission and advert consent)	**Site Location Plan**
Application Fee	**Block Plan**
Elevations	**Advert sections**

Click on the document type for more information

What extra documents might I need?

Document type	When is it required?
Design and access statement	• If the site is a Listed Building
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Lighting details	• If the proposed signs are illuminated

2.10 Outline planning applications & reserved matters

What is an outline planning application?

Outline Planning applications establish whether the principle of a proposed development would be acceptable to the local planning authority before a detailed proposal is put forward. This type of planning application allows fewer details about the proposal to be submitted. These details may be agreed following a "reserved matters" application at a later stage.

If outline planning permission is granted, all of the reserved matters must be approved, before works can start. There are five matters, which can be reserved. These are: scale, layout, design, access and landscaping.

There are two types of outline applications, 'All matters reserved' and 'some matters reserved'. Applications with 'all matters reserved' do not include any details apart from the indicative position of the access. Applications with 'some matters reserved' include some details.

The local planning authority may request details of additional matters within one month of the application being validated, if it is judged that the principle of the development cannot be established without them.

What documents must I submit with my outline planning application?

As a minimum, you will need to submit all the following documents:

Outline Application Form	**Site Location Plan**
Application Fee	**Indicative access details** (shown on the site location plan)
Biodiversity checklist and report	

What extra documents might I need?

You may need to supply the following information, depending on the site constraints and the matters being applied for.

Document type	When is it required?
Existing & proposed elevations	• Details of scale, appearance
Existing & proposed floor plans	• Layout, scale, appearance
Block plan	• Layout, scale, access, landscaping
'Site sections' & 'floor and site levels'	• Where there is a significant levels change on the site
Design and access statement	• If the site is a listed building • For major developments • If the site is within a Conservation Area and the development would create one or more residential unit or the floor space created is over 100sqm
Heritage statement	• Listed Buildings or within the setting of a Listed Building • Within a Conservation Area • Scheduled Monuments or within the setting of a Scheduled Monument • Undesignated Heritage Assets or within the setting of an Undesignated Heritage Asset • Within a Registered Park or Gardens
Tree information	• If there are trees on/adjacent the site protected by a Tree Preservation Order (TPO) • Your property is within a Conservation Area and there are trees on/adjacent the site which would be affected by the development
Flood risk assessment	• The site is located within either Flood Zones 2 or 3 • The site is located within Flood Zone 1, exceeds 1ha and is changing to a more vulnerable use

Community infrastructure levy (CIL) additional questions form	• If the new use would fall within Use Classes E, C3, or 'sui generis' of a retail nature. • Where scale is known or being applied for.
Affordable housing statement	• The development consists of or has capacity for 11 dwellings or more
Environmental impact statement	• Applications which are subject to an Environmental Impact Assessment
Land contamination assessment	• If there is contamination present on the site • If the proposal could result in contamination to the site
Sustainable drainage systems information	• The proposal would create 10 or more dwellings • The site area exceeds 1ha
Lighting assessment	• Where external lighting is proposed
Air quality impact assessment	• The development would create 500m^2 or more of non-residential floor space, in an air quality management area • The development would generate an increase in traffic or pollutants in an air quality management area • The development would consist of 10+ residential units and is in an air quality management area
Fire statement	• Any building of residential use and having a storey at least 18m above the lowest ground level or of 7 or more storeys, or development within the curtilage of a relevant building
Agricultural land classification survey	• For major applications where the site or part of it is on agricultural land
Accommodation Schedule	• All major applications for new residential dwellings

	• If matters other than access and/or landscaping are sought
Sustainable Development Checklist	• If any matters other than access and/or landscaping are sought
Parameter Plans	• If the site is an allocated Strategic Growth Site. To include: land use, building heights, access and movement, landscape (to include green and blue infrastructure), public open space and an illustrative masterplan.
Biodiversity Net Gain Statement, Biodiversity Metric, Biodiversity Net Gain Plan (Draft)	• Major applications from 12th February 2024. • Applications for 'small sites' from 2nd April 2024.

What do I need to submit with my reserved matters application?

Reserved Matter Application Form	**Site Location Plan**
Application Fee	**Other information will depend on the nature of the reserved matters being sought**

More information

Visit the Planning portal - outline planning applications

2.11 Removal, variation and discharge of conditions

What are conditions?

Most planning permissions are granted subject to conditions, which must be complied with. Conditions are usually added to ensure that the development is acceptable in planning terms. Many conditions will simply require the applicant to carry out something during works (i.e. install a parking area before a new house is occupied), or restrict the development in some way (i.e. hours of use or removal of 'permitted development rights for extensions).

Other conditions require the applicant to submit information to the local planning authority for approval.

Discharging Conditions

You will need to apply to discharge any conditions which require the formal approval of the local planning authority.

Application Form	**Site Location Plan**
Application Fee	**Other relevant details***

* The information required will depend on the condition you are seeking to discharge.

Applications for removal or variation of a condition

If you wish to remove or vary condition on a planning permission, you will need to apply to the local authority. By way of an example, you may need to vary a condition, if you want to extend the opening hours of your premises. Examples of situations where you wish to remove a condition include where your house is subject to an agricultural occupancy condition.

Application Form for the removal or variation of conditions	**Site Location Plan**
Application Fee	**Planning Statement***

* This should include details of why you wish to vary or remove the condition, and any other relevant information.

2.12 Non Material and Minor Material Amendments

How can a proposal that has planning permission be amended?

When planning permission is granted, development must take place in accordance with the permission and conditions attached to it, and with any associated legal agreements. After planning permission has been granted, you may wish to make changes to the approved proposals. Where the changes proposed are fundamental or substantial, a new planning application will be required.

Where less substantial changes are proposed, the following two options are available:

- Non material amendment (Section 96A)
- Minor Material amendment (Section 73)

Non-material amendments

There is no statutory definition of 'non material'. Whether or not a change is non-material will depend on the context of the scheme.

What documents must I submit with my non material amendment application?

Application form for non-material amendment	**Amendment statement***
Application fee	**Other relevant details****

* It would assist and help speed up the process if plans include comparison drawings that clearly highlight the proposed changes.
** The information required will depend on the amendment you are seeking to make.

Minor material amendments (Section 73):

Minor material amendments are changes that go beyond what can be considered as non-material. However as it is still an amendment the scale and nature should result in a development which is not substantially different from the approved scheme.

A minor material amendment application can only be made if there is a condition requiring the works to be carried out in accordance with the approved plans.

What documents must I submit with my material amendment application?

Application form for the removal or variation of conditions	**Other relevant details****
Application fee	**Site location plan**
Amendment statement*	

* It would assist and help speed up the process if plans include comparison drawings that clearly highlight the proposed changes.

** The information required will depend on the amendment you are seeking to make. You may also need to provide revised CIL information. Contact the case officer for details of any other information that may be required.

More information

See the Planning Practice Guidance - flexible options for planning permission

Section 3 – Document Types
3.1 National requirements

Application form

When do I need to provide an application form?

All applications.

What should I include?

The questions asked will differ depending on the application type. Make sure you choose the right application form for your development type. Answer all of the questions correctly and sign the declaration confirming that the information is correct.

The Planning Portal provides guidance on how to complete the form for each application type.

If the wrong form has been completed or it is incomplete or incorrect, your application will not be processed.

Applications should be submitted online through the Planning Portal.

If you are unable to submit the application on line, forms can be downloaded from the Planning Portal. If you choose to submit your application as a hard copy, you must submit two copies of all plans and documents.

N.B. The Council does not provide any paper copies of any application forms.

Application form - Ownership certificates

For all planning applications, you must confirm who owns the site. This is part of the application form. You **must** state if you own the land, or if not, that you have notified or taken steps to notify anyone else with an interest in the land. Applicants/agents **must** sign one of the following certificates:

- **Certificate A**
  Sign certificate A if the applicant is the only land owner and the site is not part of an agricultural holding.

- **Certificate B**
  Sign certificate B if there are other people with an interest in the land, and these people are known, or if the site is part of an agricultural holding. You must confirm who has been served notice and when. Sign certificate B, when the proposal would include a new dropped kerb or access across land not in the applicant's ownership.

- **Certificate C**
  Sign certificate C if there are other people with an interest in the land, or there are agricultural tenants on the site, and not all of the interested parties are known. You must confirm who has been served notice and when. You must also give details of the steps taken to find the other owners, including details of the advert published in the local paper.

- **Certificate D**
  Sign certificate D if there are other people with an interest in the land, or agricultural tenants who are not known. You must give details of the steps taken to find the other owners, including details of the advert published in the local paper.

NB. Only sign one ownership certificate. If more than one ownership certificate is signed your application cannot be processed.

How do I serve notice on people with an interest in the land?

If you need to serve notice on someone else with an interest in the land, you must serve formal notice at least 21 days before the application is submitted.

Notice templates are available on the Planning Portal – form finder.

Site location plan

When do I need to provide a site location plan?

All applications, except non-material amendments and discharge of conditions applications

What is it?

This is a small scale plan view of the application site, which shows the location of the site in relation to the surrounding area.

What must the site location plan include?

1. A red line outlining the whole of the development site (new dropped kerbs and accesses **must** be included within the red line) IT MUST BE A RED LINE. Do not shade inside the line **NO OTHER COLOUR CAN BE USED** for the application site
2. The red line must include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway)
3. All other land within the applicant's ownership, which is not part of the development site, **must be outlined** in blue.
4. It must be to a scale of 1:1250 or 1:2500.
5. Two named roads. In isolated rural locations, it may be acceptable to show just one named road.
6. An arrow indicating true north
7. It must be up to date (plans from the 1970's will not be accepted!)

Where can I get a plan?

The Planning Portal provides a service to purchase these, **click here** for details.

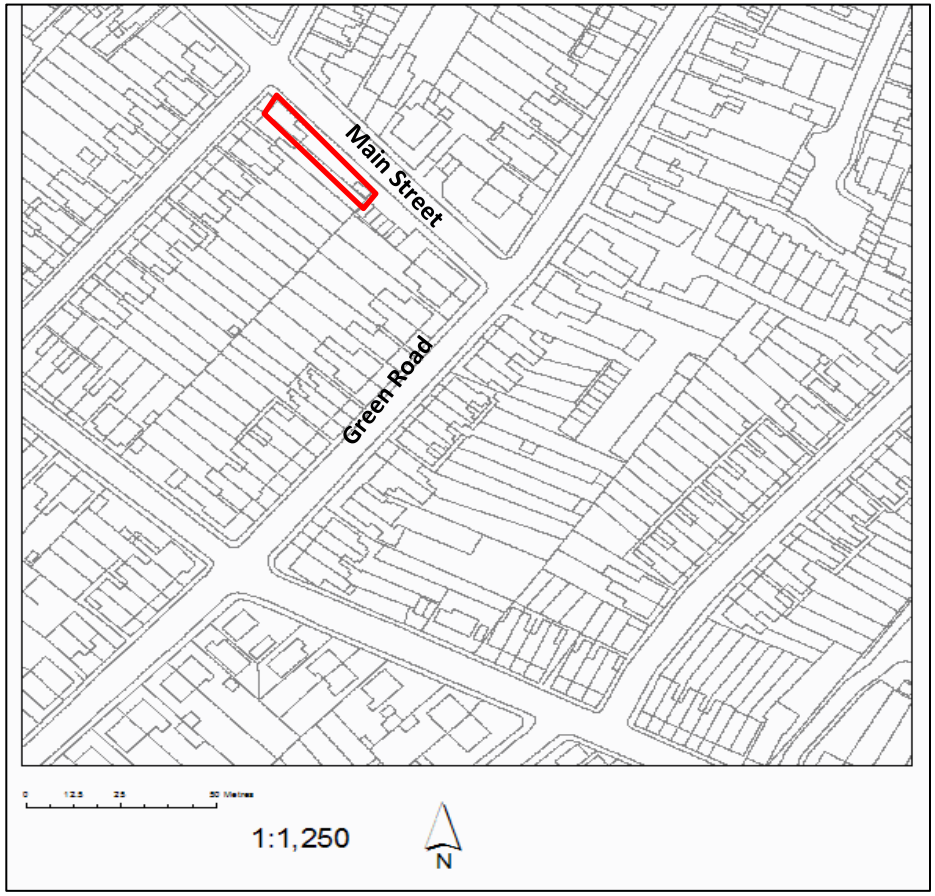

Figure 1- Example Site location Plan

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Application fee

How much will I have to pay?

Planning Application fees are set nationally and cannot be negotiated. The fee required depends on the application type. You can work out how much you need to pay using the Planning Portal - Fee Calculator

NB. When your application is processed, the Council will check the amount paid to ensure that it is correct. Your application cannot be registered without the correct fee.

If your application is registered and later you choose to withdraw it, the Council **cannot** refund the fee.

How do I pay?

- If you submit your application through the planning portal you will be required to pay the planning portal direct using a standardised set of payment options detailed on their website This is the easiest method and our preferred option.
- For non planning portal submissions you can pay by Cheque (made payable to Chelmsford City Council); over the phone by calling Customer Services (see https://www.chelmsford.gov.uk/ for contact details).

Do I qualify for a fee discount or exemption?

In some circumstances, there may not be a fee to pay, such as:

- Where the works are required to assist a disabled person in their everyday life
- If the application follows on from a previous planning application where a fee was paid and the same applicant has not received a fee exemption previously in respect of the same site or part of that site. The new application must be submitted within a year of the decision, or the date of submission if the first application was withdrawn. The applicant and the site area must be the same. The proposal must not be materially different to the original application.

Full details of other exemptions are available at Planning Portal – Fee Calculator

Block plan

What is it?

This is a large scale plan view of the site. It shows details of the site and the proposal in relation to neighbouring properties.
What must it include?

- Scale of 1:100, 1:200 or 1:500
- Arrow indicating north
- All properties adjoining the site
- The development which is the subject of the application.
- Written dimensions in metric from the proposed development to the site boundaries (where required)
- If a red line is included it **must** match the red line on the site location plan.
- The location of any public rights of way, which would be affected by the development
- Details of parking and access arrangements
- Location of all trees and hedges on the site

Where can I get a plan?

The Planning Portal provides a service to purchase these, click here for details.

Example – For rear extension and 1.5 m high fence

Design and access statement

When do I need a design and access statement?

- Listed building consent applications
- Major Applications
- Applications within a Conservation Area, where the new floor space would exceed 100m²
- Applications for one or more residential units within a Conservation Area.

What are they?

They should explain the design thinking behind the proposal, making it easier for the local planning authority, consultees and interested parties, to understand how the scheme has developed. They should show how the proposal would be accessible for different people.

What should it include?

The level of detail required will depend on the nature of the scheme. Major schemes would usually require a much more detailed Design and Access Statement than a householder development. The following points provide an indication of what is likely to be required:

- **Use** – the purpose of the proposal
- **Quantity** – what would be built on the site
- **Layout** – how the site would be laid out and how the buildings and spaces on the site would relate to surrounding development
- **Scale** – Size of the buildings and how they compare to nearby structures and spaces.
- **Landscaping** –How open spaces would be used and how they would relate to the site.
- **Appearance** – what the buildings and open spaces would look like, and what materials would be used.
- **Access (Vehicular)** – Site access points, why they were chosen, and how they relate to the local area.
- **Access (pedestrian)** – How people would be able to access and use the building.

Use photos, drawings and maps to explain the proposal. Keep it short and simple and use plain English where possible

More information

See the Design Council's guide: Design and access statements: How to write, read and use them (PDF)

Heritage statement

When do I need a heritage statement?

- Listed building or any land/buildings within the curtilage of a listed building. (Find out if your building is a listed building)
- Any building within a Conservation Area
- Scheduled monument
- Locally listed building
- The site is or is part of a Registered Park and Garden.

What are they?

A heritage statement should set out the historical, architectural or archaeological significance of the building, monument or structure (generally known as a heritage asset). The heritage statement should be used as the starting point when developing the proposed changes to the site. It should consider the impact of the proposal on the heritage asset.

Who should write the heritage statement?

The level of detail will depend on the nature of the development and the significance of the building, monument or structure. For simple householder applications, the applicant may be able to write the heritage statement, following research and conversations with the local authority. In most other cases the services of an appropriately qualified and experienced historic environment professional are likely to be required.

What should I include in my heritage statement?

- **Assess the heritage significance** - Include evidence of the importance of the heritage asset, such as maps, photos or documents. Give details about its history and its role in the local area.
- **Assess the impact** – Explain how the proposed works will affect the heritage asset and its setting. Include drawings, photos and maps to explain the impact of the works on the building and area.
- **Set out any mitigation –** explain what measures will be taken to preserve the heritage asset and its setting. You need to demonstrate that the works would not harm the heritage asset or its setting. Include details of materials and construction techniques, as these could affect the heritage asset.

More information

For more information on what a heritage statement is and how to write one is available through Historic England and the Design Council (CABE).

Biodiversity Net Gain (BNG) Statement

When do I need a BNG statement?

Major applications from 12th February 2024.
Applications for 'small sites' from 2nd April 2024.

What is it?

A statement to provide minimum information to assist in assessing whether the development is required to, and can, deliver a minimum of 10% net gain in biodiversity. The Council has produced a form to ensure that all necessary information is provided. This is available on our website.

Who should write the BNG statement?

The statement should be completed by a suitably qualified and competent person. The person should ideally be a member of CIEEM (Chartered Institute of Ecology and Environmental Management).

What should I include in my BNG statement?

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;
- the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
- a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
- a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.

More information

For more information visit .GOV.UK

Section 3 – Document Types
3.2 Local requirements

Accommodation Schedule

When do I need an accommodation schedule?

- Where 10 or more residential units are proposed.

What is an accommodation schedule?

An accommodation schedule lists all residential units proposed and captures key information about each unit, such as bedroom numbers, Nationally Described Space Standards information, accommodation type and tenure.

We have a model accommodation schedule that must be completed to ensure all the relevant information is captured. This is available on our website.

Affordable housing statement

When do I need an Affordable housing statement?

- The development consists of or has capacity for 11 residential units or more

What is it?

Policy DM2 requires 35% of the total number of residential units to be provided and maintained as affordable housing within all new residential developments of 11 residential units or more.

The affordable housing statement should set out the overall level of affordable housing proposed as well as the:

- Number, size, type and tenure of the units
- Plans showing location of the affordable housing
- Plans and drawings indicating the new affordable dwellings built to meet Building Regulations requirement M4(3) indicating clearly how the dwellings will meet Policy DM1 (B).

There may be exceptional circumstances where the Council's affordable housing policy requirements cannot be met. In this case it will be necessary for a Viability Assessment to be submitted with the application. This should be fully in accordance with the Council's Planning Obligations SPD (2020) and latest government guidance (please see annex 5). Further information is available in the National Planning Policy Framework and Planning Practice Guidance.

Agricultural appraisal

When do I need to provide an agricultural appraisal?

- All planning applications for new agricultural or forestry workers' dwellings
- All planning applications to remove an agricultural occupancy condition.

What should I include? (new agricultural workers dwelling)

The agricultural appraisal should set out the case for the proposal. The following matters should be covered:

- **Existing business** - How the holding operates, details of acreage, stock/flock numbers, management details and staffing (number and type of workers, their roles and where they live)
- **Justification** - Why and for whom is the dwelling required? You should provide details of any other accessible and convenient alternative accommodation.
- **Future Changes** – details of any proposed changes to the operation of the unit, including farm diversification schemes and timescales
- **Details of the land holding –** show on the scale plan all the land which comprises the unit (Land in the applicant's ownership and/or land within a permanent agricultural tenancy should be shown outlined in blue.
- **Existing Dwellings** – provide details of any existing dwellings owned by the applicant or on the holding, and whether these are currently occupied by persons working on the holding. Details of any dwellings previously approved for an essential worker in connection with the unit. Details of any dwellings recently sold on the unit
- **Other Local Properties -** Have you investigated the possibility of purchasing existing properties in the locality to fulfil your housing requirements? Why were these unsuitable?
- **Size and scale** – why is the dwelling of the size proposed?
- **Financial Details –** evidence to demonstrate that the holding is profitable and will remain so.
- **New agricultural businesses –** where the unit is proposed or newly established, the applicant must provide a business plan to demonstrate that it has been founded on a sound financial basis, including details of the investment in setting up or completing the unit.

What should I include? (Removal of agricultural occupancy conditions)

- Evidence to demonstrate that there is no long term need for an agricultural worker's dwelling in the area

- Evidence to show that the property has been up for sale and let to other relevant interests in the area at a price to reflect the occupancy condition, including confirmation of a lack of interest.

Agricultural land classification (ALC) survey

When do I need to provide an agricultural land classification?

- If the application site contains agricultural land; and
- Where the proposal is for 'major development'

What is an agricultural land classification?

ALC uses a grading system to assess and compare the quality of agricultural land at national, regional and local levels. It assesses the potential for land to support different agricultural uses. Grade one is best quality and grade five is poorest quality. A number of consistent criteria used for assessment which include climate (temperature, rainfall, aspect, exposure, frost risk), site (gradient, micro-relief, flood risk) and soil (depth, structure, texture, chemicals, stoniness).

In order to grade the land, a desk based study and field survey are required to assess the factors that affect the site and their interactions.

Air quality impact assessment

When do I need this document?

- Where development is within or adjacent to an Air Quality Management Area and will generate an increase in traffic or pollutants, would consist of 10 or more residential units or, create 500 sq. m or more of non-residential floorspace.

- Where development could significantly affect air quality during the construction and/or operational phases - you should seek pre-application officer advice whether these circumstances apply and an air quality impact assessment will be required;

How do I find out if my site is within an Air Quality Management Area?

Details of Air Quality Management Areas are available on the Council's website - click here

What is an air quality assessment?

An air quality impact assessment should assess and propose mitigation against harmful fumes and pollutants that could be caused by a development, or if a development would be affected by existing pollutants.

What should I include in the Air Quality Impact Assessment?

This document should consist of an assessment of the increase of air pollutants that your development could cause. These pollutants could be from the development itself or the increase in traffic because of the development. Assessments should be proportionate to the nature and scale of the development proposed and the level of concern about air quality. Air quality is a consideration in Environmental Impact Assessment if one is required and also in a Habitat Regulations Appropriate Assessment.

More information

For more information click here or to view the National Planning Practice Guidance – Air Quality click here.

Amendment statement

When do I need to submit an amendment statement?

- Material amendment applications
- Subsequent revised applications, following a recent decision (within one year) - approved, refused and withdrawn

What is it and what should it include?

This should be a short statement setting out the changes to a previous planning application. It is required to assist the planning authority and interested parties identify the changes to the proposal.

Some examples include:

- replacing the ground floor rear door with a window
- increasing the width of the front porch by 300mm.
- change the roof of the rear extension from a flat roof to a pitched roof
- amend the opening hours from * to *

Biodiversity checklist and report (Householders and minor developments)

What is it?

This document is used to assess whether protected species or habitats might be living in any buildings or are present on any land that is part of or adjacent to your development.

Why does this need to be done?

This needs to be done so that planning permission isn't given where the development could result in the loss of protected habitats or could harm or kill any protected species or damage and destroy their habitats. **It is an offence to harm, kill, destroy or disturb protected species or the habitats they use**.

When does this need to be provided and how do I know if protected species are on my site?

It is **your responsibility** to know about the protected species and habitats on site. Biodiversity information needs to be provided if protected species and habitats are likely to be present on or adjacent to your site. For more information about the presence of protected species click here.

There are protected habitats and species on the application site – what do I do next?

If you believe you have protected habitats or protected species on, adjacent or using your site, you must carry out ecological surveys and submit an ecological report completed by a competent and qualified ecological consultant. You will also need to complete and submit the Council's biodiversity checklist.

NB Some surveys can only be carried out at certain times of the year and by licensed ecologists. This may affect the timing of your application submission.

What should be included in the ecological report?

- Ecological baseline including an up-to-date desktop search of protected habitats and species on and adjacent to the site
- Evaluation of ecological features and assessment of the significance of effects arising from the impacts of the development
- Explanation and justification of methods used
- Identification and completion of any further survey work needed to establish the presence or otherwise of protected habitats or species
- Identification of likely impacts on ecological features and an explanation of the significance of the overall effects on each feature

- Recommendations and details for all avoidance, mitigation, compensation and enhancement measures

Please note that this list is not exhaustive.

More information

Click here to download the Biodiversity Checklist.

Biodiversity checklist and report (Non-householder development)

What is it?

This document is used to assess whether protected species or habitats might be living in any buildings or are present on any land that is part or adjacent of your development.

Why does this need to be done?

This needs to be done so that planning permission isn't given where the development could result in the loss of protected habitats or could harm or kill any protected species or damage and destroy their habitats. **It is an offence to harm, kill, destroy or disturb protected species or the habitats they use**.

When does this need to be provided and how do I know if protected species are on my site?

It is **your responsibility** to have awareness for protected species and habitats on site. Biodiversity information needs to be provided if protected species and habitats are likely to be present on or adjacent to your site. For more information about the presence of protected species click here.

There are protected habitats and species on my application site – what do I do next?

If you believe you have protected habitats or protected species on or adjacent to your site, you must carry out ecological surveys and submit an ecological report completed by a competent and qualified ecological consultant. You will also need to complete and submit the Council's biodiversity checklist.

NB Some surveys can only be carried out at certain times of the year and by licensed ecologists. This may affect the timing of your application submission.

What should be included in the ecological report?

- Ecological baseline including an up-to-date desktop search of protected habitats and species on and adjacent to the site
- Evaluation of ecological features and assessment of the significance of effects arising from the impacts of the development
- Explanation and justification of methods used
- Identification and completion of any further survey work needed to establish the presence or otherwise of protected habitats or species
- Identification of likely impacts on ecological features and an explanation of the significance of the overall effects on each feature
- Recommendations and details for all avoidance, mitigation, compensation and enhancement measures

Please note that this list is not exhaustive.

More information

Click here to download the Biodiversity Checklist.

Biodiversity checklist and report (Major development)

What is it?

This document is used to assess whether protected species or habitats might be living in any buildings or are present on any land that is part of or adjacent to your development.

Why does this need to be done?

To identify, quantify and evaluate the potential significant effects of development related actions on protected habitats and species. Where a development proposal is likely to have significant ecological effects on protected species and habitats it will be necessary to submit sufficient information on what the impact will be.

When does this need to be provided and how do I know if protected habitats and species are on or adjacent to my site?

It is **your responsibility** to have awareness for protected habitats and protected species on or adjacent to a site. Biodiversity information needs to be provided if there are impacts potentially affecting these ecological features. For more information about the presence of protected species click here.

There are protected habitats and species on or adjacent to my application site – what do I do next?

If you believe you have protected habitats and protected species on or adjacent to your site, you must carry out ecological surveys and submit an ecological report completed by a competent and qualified ecological consultant. You will also need to complete and submit the Council's biodiversity checklist.

What should be included in the survey and report?

- Ecological baseline including an up-to-date desktop search of protected habitats and species on and adjacent to the site
- Evaluation of ecological features and an assessment of the significance of effects arising from the impacts of the development
- Explanation and justification of methods used
- Identification and completion of any further survey work needed to establish the presence or otherwise of protected habitats or species
- Identification of likely impacts, including cumulative impacts, on ecological features and an explanation of the significance of the overall effects on each feature
- Recommendations and details for all avoidance, mitigation, compensation and enhancement measures

Please note that this list is not exhaustive.

More information

Click here to download the Biodiversity Checklist.

Biodiversity Metric

What is it?

The statutory biodiversity metric is used to calculate the pre-development and post-development biodiversity value of the development's onsite habitat, as well as the value for offsite biodiversity gains and biodiversity credits. It uses habitat information to generate "biodiversity units", a proxy measure for biodiversity value. The statutory biodiversity metric data value inputs include habitat type, size, distinctiveness, condition, and its location in the local area.

When is it needed?

The completed Metric with **both pre-development and post-development values** is required up front with your planning application.

Who should complete the Metric?

The Metric should be completed by a person who is suitably qualified and competent. This person will usually be a member of CIEEM (Chartered Institute of Ecology and Environmental Management).

How should it be submitted?

The Metric needs to be submitted as an Excel spreadsheet with no errors.

More Information

The statutory biodiversity metric and information on how it is used can be found in guidance published by the Department of Environment, Food and Rural Affairs.

Biodiversity Net Gain Plan (Draft)

What is it?

The Biodiversity Gain Plan sets out how the biodiversity gain objective of at least a 10% gain will be met for the development granted planning permission. It must contain a number of matters to enable the planning authority to determine whether the biodiversity gain objective has been met.

When is it needed?

A draft version of the plan is required to be submitted with your planning application.

A finalised version is then required prior to the commencement of the development.

What needs to be included?

- Under paragraph 14(2) of Schedule 7A a Biodiversity Gain Plan must include the following matters:
- information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the on-site habitat and any other habitat
- the pre-development biodiversity value of the on-site habitat
- the post-development biodiversity value of the on-site habitat
- any registered off-site biodiversity gain allocated to the development and the biodiversity
- value of that gain in relation to the development; and
- any biodiversity credits purchased for the development

In addition, under Articles 30C(2) and 30C(4) of The Town and Country Planning (Development Management Procedure) (England) Order 2015 the following specified matters are required, where development is not to proceed in phases:

- name and address of the person completing the Plan, and (if different) the person submitting the Plan
- the reference number of the planning permission to which the plan relates;

- a description of the development to which the plan relates
- the completed biodiversity metric calculation tool, stating the version of the biodiversity metric used and showing the calculation of the pre-development and post-development biodiversity value
- a description of arrangements for maintenance and monitoring of habitat enhancement to which paragraph 9(3) of Schedule 7A to the 1990 Act applies (habitat enhancement which must be maintained for at least 30 years after the development is completed)
- (in cases where there is no irreplaceable habitat on the development site) how the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that
- the relevant date for the purposes of calculating the pre-development biodiversity value of onsite habitats
- pre-development and post-development plans —
- showing the location of onsite habitat;
- drawn to an identified scale and showing the direction of North; and

- in relation to any part of the development for which planning permission is granted where the onsite habitat of that part is irreplaceable habitat arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat

There is a standard Biodiversity Gain Plan template to complete which brings together many of these matters into one document.

More Information

Further information is available at .GOV.UK.

Community infrastructure levy (CIL)

When do I need to submit CIL information?

You will need to submit a CIL Additional Questions Form if your proposal is for any of the following:

- Planning applications or certificates of lawfulness for householder extensions, outbuildings and annexes where the floor area exceeds $100m^2$
- Planning applications for new retail buildings or extensions to existing retail buildings (Use classes E, and sui generis which include sales) where the floor area exceeds $100m^2$
- Planning applications for new and replacement residential units
- Planning applications for the change of use of an existing building into residential units (including the subdivision of an existing dwelling where there is an extension)
- Prior approval applications for the conversion of either office or agricultural buildings into residential units

What is CIL?

The Community Infrastructure Levy (CIL) allows local planning authorities to raise funds from developers who are undertaking new building projects in their area. The funds raised are used to help deliver infrastructure to support the development of the borough. CIL is applied as a charge per square meter of new floor space. In Chelmsford, it is payable for developments providing new retail or residential floor space.

Planning permission has been granted, what do I need to submit before I start work?

The following must be completed prior to commencement of development

Assumption of Liability Notice - The person(s) responsible for paying CIL must send us this notice before commencement. If this is not done the charge will default to the owner of the land and there may be additional costs

Commencement Notice - This must be sent to us with the date when the development will commence.

Some developments may be eligible for relief or exemption from the Community Infrastructure Levy. Any claim for exemption must be completed before the development starts.

More Information

For more information about CIL, how it is calculated, forms and details of exemptions, visit the Council's website: CIL information

Elevations (existing and proposed)

When do I need to provide elevations?

You will need to provide elevations with all applications, apart from:

- Discharge of conditions applications, unless elevations are specifically required as part of the condition
- Applications to vary or remove a condition, unless there would be an impact on the exterior of the building or structure
- Applications for changes of use, where there are no changes proposed to the exterior of the building (in this case, you will need to provide a statement, confirming that there are no changes proposed to the exterior)
- Outline applications, with all matters reserved
- Non-material or material amendments applications, where no changes are proposed to the exterior of the building.

What are they?

Elevations are 2D drawings, which show the front, side or rear of a building or structure. The existing elevations will show the building or structure as it currently is. The proposed elevations, should show the changes to the building or structure

What should I include?

- Written dimensions in metric (including heights) where required.
- Drawn to a scale of 1:50 or 1:100.
- Details of proposed materials and finishes.
- Indicate where the new building or extension is attached to another building. In the case of extensions you need to include the existing building.
- Indicate the position of any openings.
- Make sure the elevations match the floor and roof plans.
- Where possible (and for all householder applications), all the proposed extensions should be shown on one plan.

What not to include

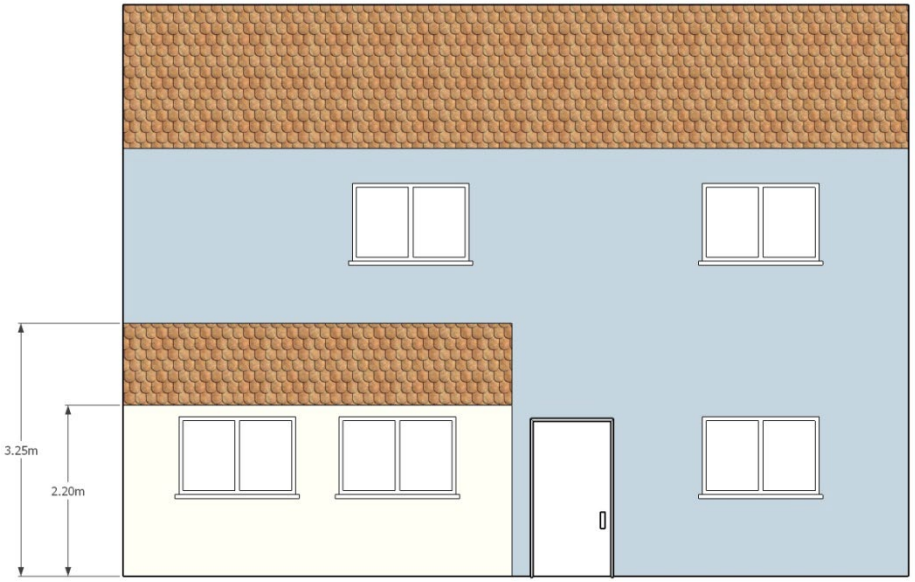
- Masking elevations with extra details ie. cars, people, landscaping, boundary treatments etc
- 3D style elevations

More examples of elevations in the appendix - click here

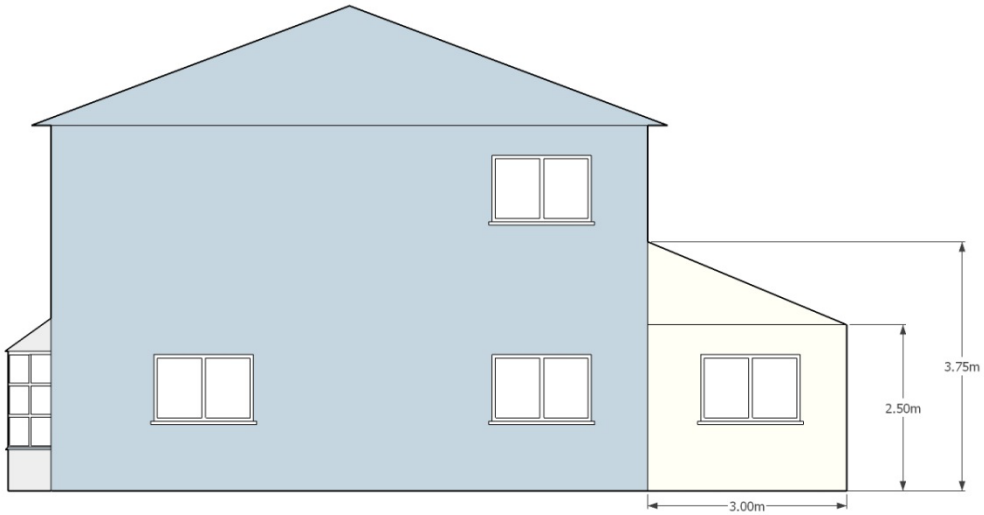
Example Elevations –

Single storey rear extension

Rear Elevation (scale 1:50)



Side Elevation (scale 1:50)



- **Make sure that the windows and doors match the floor plans**
- **Clearly show the changes (you can use colour to do this)**
- **Include written dimensions in metric**
- **The plans should be to scale (1:50 or 1:100)**

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Environmental impact assessment and environmental statements

When do I need to provide an Environmental Statement?

You will need to provide an Environmental Statement if your proposal is subject to Environmental Impact Assessment.

What is Environmental Impact Assessment?

The aim of Environmental Impact Assessment is to protect the environment by ensuring that the environmental effects of a development are known by the local authority when determining the application.

How do I find out if my proposal would be subject to an Environmental Impact Assessment?

Environmental Impact Assessment will only apply to a small proportion of developments. To determine whether your application is subject to Environmental Impact Assessment, you will need to go through screening.

Where can I find out more?

Information on Environmental Impact Assessment and Environmental statements is available at: Planning Practice Guidance EIA development

Fire Statement

When do I need to provide a Fire Statement?

It applies to any building of residential use and having a storey at least 18 metres above the lowest ground level or of seven or more storeys, or development within the curtilage of a relevant building.

What information do I need to include in a fire statement?

A Fire Statement should demonstrate that fire and rescue services will be able to access the building and water supplies are available in the event of a fire.

Where can I find out more?

For more information click here

Flood risk assessment

When do I need a flood risk assessment?

- If any part of the development is located within flood zones 2 or 3
- If the site area is larger than 1 hectare and is located within flood zone 1.

What are flood zones?

Some areas are at higher risk of flooding than others. The Environment Agency categorises areas into different flood zones, depending on the probability of flooding. The flood zones are as follows:

Zone 1	Low probability	Less than 1 in 1000 chance of a flood occurring each year (this includes everywhere that isn't in the other flood zones)
Zone 2	Medium probability	Between a 1 in 100 and 1 in 1,000 annual probability of river flooding Between a 1 in 200 and 1 in 1,000 annual probability of sea flooding. 1 in 1000 chance of a flood occurring each year
Zone 3a	High probability	1 in 100 or greater annual probability of river flooding 1 in 200 or greater annual probability of sea flooding
Zone 3b	Functional Floodplain	Land where water has to flow or be stored in times of flood Not marked separately on the flood risk maps.

To find out what zone your site is in, click here.

What is it?

A flood risk assessment should assess the likelihood of a development being affected by flooding. It should also set out the measures to be put in place to protect the development from flooding.

What information do I need to include in my flood risk assessment?

The level of detail will depend on what flood zone the site is in, and the nature of the development. The Environment Agency has produced standing advice for some minor developments. For some simple household developments, applicants may be able to produce the flood risk assessment themselves. For larger or more vulnerable developments, it likely that the flood risk assessment will need to be produced by a Specialist Flood Risk Consultant.

Further information

For more information on Flood Risk Assessments and the Environment Agency's Standing Advice, please see: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications

Floor plans (existing and proposed)

When do I need to provide floor plans?

You will need to provide floor plans with all applications, apart from:

- Discharge of conditions applications, unless floor plans are specifically required as part of the condition
- Applications to vary or remove a condition, unless there would be an impact on the internal layout or external appearance of the building or structure
- Applications for changes of use, where there are no changes proposed to the internal layout or the external appearance of the building (in this case, you will need to provide a statement, confirming that there are no changes proposed)
- Outline applications, with all matters reserved
- Non-material or material amendments applications, where no changes are proposed to the internal layout or the external appearance of the building.

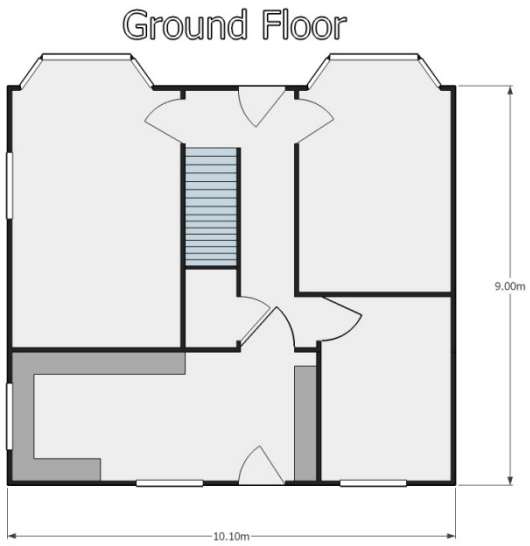
What are they?

Floor plans are scale drawings, which show the view from above, indicating the different room, spaces and other physical features at one level of a building.

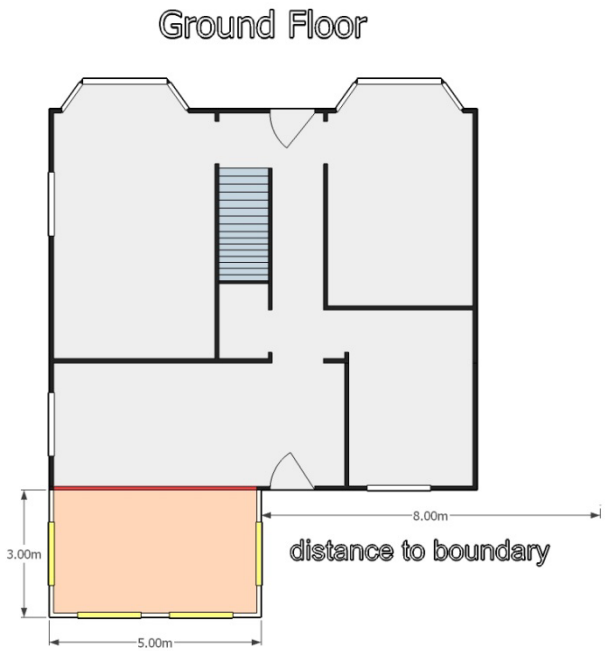
What should I include?

- Written dimensions in metric
- Scale of 1:50 or 1:100.
- Any walls or existing buildings to be demolished must be shown on the drawing
- Show openings, such as windows and doors
- Where possible show the whole floor plan, not just the extension
- Make sure the floor plans match the elevations
- Where possible (and for all householder applications), all the proposed extensions should be shown on one plan

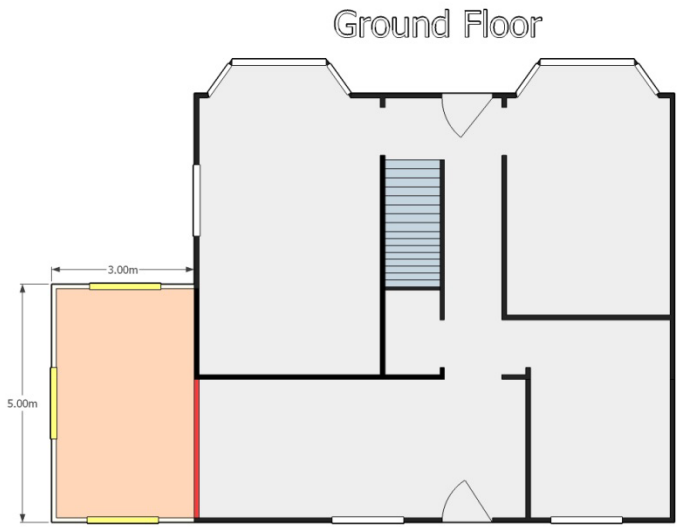
Example floor plans



Existing floor plan
(Scale 1:50)



Proposed floor plan - rear extension
(Scale 1:50)



Proposed floor plan - side extension
(Scale 1:50)

- **Make sure that the windows and doors match the elevations**
- **Clearly show the changes (you can use colour to do this)**
- **Include written dimensions in metric**

More examples are available in the appendix - click here

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Health impact assessment (HIA)

When do I need to provide a Health Impact Assessment?

- Residential developments for 50+ units
- Non-residential developments which create more than 1000sqm

What is it?

A health impact assessment should consider the health impacts of development proposals. It should also assess the impact of a development on existing health services and facilities. The assessment should also include recommendations to help enhance the positive consequences for health and avoid or minimise negative consequences.

What should be included in a Health Impact Assessment?

The level of detail required within the HIA will depend on the scale and nature of the development. Not all development will require a full HIA. A full HIA can include matters such as housing quality and design, access to healthcare services and other social infrastructure, access to open spaces and the natural environment, air quality and noise impact, accessibility and travel options, crime reduction and community safety, access to healthy food, social cohesion and, minimising the use of resources.

Where can I find out more?

For more information can be found at: https://www.gov.uk/guidance/health-and-wellbeing

ICNIRP certificate (statement of conformity)

When do I need to provide an ICNIRP certificate?

- All telecommunications applications

What is it?

ICNIRP stands for the International Commission on Non-Ionizing Radiation Protection. It provides scientific advice and guidance on the health and environmental effects of non-ionizing radiation (NIR) to protect people and the environment from detrimental NIR exposure.

The ICNIRP certificate confirms that the telecommunications equipment when operational would meet the precautionary guidelines set out by the ICNIRP.

More information

For more information on what should be included and guidance, see the National Planning Policy Framework (PDF) and the ICNIRP website: http://www.icnirp.org/

Land contamination assessment

When do I need to provide a land contamination assessment?

- Major planning applications on Brownfield Sites
- Planning applications subject to Environmental Impact Assessment
- Planning applications where there are known contamination issues associated with the site (i.e. if the site had a former industrial use)

What is it?

A land contamination assessment should assess the risk resulting from the presence and level of contamination on the site. It is a two stage process:

- Phase 1 - Desktop Survey
- Phase 2 - Intrusive Site Investigation

Where unacceptable risks to human health are identified, an additional report will be required. This should include details of suitable remediation schemes to deal with the contamination on site.

Where can I find out more?

More Information and guidance on contaminated land is available on the Council's Website at:
https://www.chelmsford.gov.uk/environment/contaminated-land/

Lighting assessment

When do I need to provide a lighting assessment?

- All planning applications, which include external lighting

What is it?

This document should give details of any external lighting. Details of external lighting are required to ensure that external lights do not cause a nuisance to nearby residences, create undue levels of light pollution, or damage the habitats of protected species, such as bats.

What do I need to include?

The level of details required will depend on the nature and scale of the development. As a minimum, the following information should be included:

- Layout plan showing the position and direction of the lights
- Manufacturers information – including luminance levels, security sensors, timers and switches.
- Details of any mitigation to reduce the impact of the lighting

Noise impact assessment

When is this required?

A noise impact assessment will be required in the following cases:

- New industrial or commercial premises close to residential properties
- New residential property near to transportation noise sources.
- New residential property near to existing industrial or commercial premises (including drinking establishments) where noise is the dominant source.
- New entertainment premises near to residential property and new residential property near to places of entertainment.
- New extraction or ventilation equipment
- Air condition units

What is it and why is it required?

Where the proposal is for new commercial, industrial or entertainment premises or new ventilation, extraction or air cooling equipment, near residential properties, a noise impact assessment is required, so that the local planning authority can assess whether the proposal would result in an unacceptable level of disturbance.

Where the proposal is for new residential properties, near to existing noise sources, a noise impact assessment will be required to establish whether the new property can be adequately protected against harmful noise levels.

What do I need to include?

The noise impact assessment should include:

- Description of the buildings use and its location, along with any surrounding people or wildlife that would be affected by noise.
- A description of the noises produced by the development and where they will originate from.
- Noise Survey and report Data (see section below for more details)
- Mitigation measures to reduce or prevent noise so that it is not a nuisance or a danger.

What is a noise survey and report?

This is a report that assesses the noise that will be produced by the development; this should be carried out by a competent professional and done in accordance with BS4142. It should include data of how much noise will produced, an assessment of how far the noise will spread and who it will affect and how it will affect them. Mitigation techniques and methods should be mentioned and a detailed method statement that says how the tests were carried out.

More information

For more information on noise impact assessments, visit Gov.UK – Noise Impact Assessment

Photographs

Why do I need to provide photographs?

Providing photographs of the site and surroundings will help us consider the application and may mean that a full site visit is not required.

What photographs should I include?

A few carefully thought through photographs may be enough. We recommend taking photos of where the proposed development is going from as far away as possible (i.e the end of the garden, the end of a driveway or showing the whole of the side of the building), rather than close up photographs. Photographs of the property within the streetscene, particularly taken from the opposite side of the road, are also useful.

Renewable energy statement and wind turbine statements

When do I need to provide a renewable energy statement?

- All applications, which include renewable energy technologies. This includes but is not limited to: solar panels, ground source heat pumps, wind turbines, etc.

What is it and what should it include?

This document should provide manufacturers' details of the renewable energy technologies, which form part of the application.

Check before you apply, as in some cases, renewable technologies can be installed as 'permitted development'. You will still need to ensure that your development complies with building regulations. Technologies such as wind turbines must comply with noise regulations and may fall under the EIA regulations.

More information

See Planning Practice Guidance: https://www.gov.uk/guidance/renewable-and-low-carbon-energy

Retail and leisure impact assessment

When do I need to produce a retail and leisure impact statement?

- All developments for retail and leisure developments exceeding 2500m2 of floorspace which are not in accordance with up to date plan policies and which will be located outside existing town centres
- When developments are under 2,500m2 of floorspace and there are concerns over the cumulative impact of the proposals and/or the role of designated centres
- Retail proposals above 500sqm gross floorspace outside of Designated Centres.

What is it?

This document assesses the impact that a new or large-scale retail/leisure development will have on existing centres.

What should I include?

- An assessment of the state of existing centres and the nature of current shopping patters
- An assessment of the proposal's turnover and trade draw
- The impact on existing and planned investment in the centre(s).
- Impact on the existing centres vitality and viability.
- The impact on allocated sites outside centres.
- The impact on trade/turnover in centres and the wider area.
- If it is on the edge of or in a centre, assess whether it's to appropriate scale.
- The impact on important parts of the local centres.

More information

National Planning Policy Framework: Ensuring the Vitality of Town Centres

Planning Practice Guidance: Town centres and retail

Roof plans (existing and proposed)

When do I need to provide roof plans?

- All householder applications for extensions more than single storey
- Householder outbuildings which have a complex roof form
- All other planning applications which create additional covered floor space.

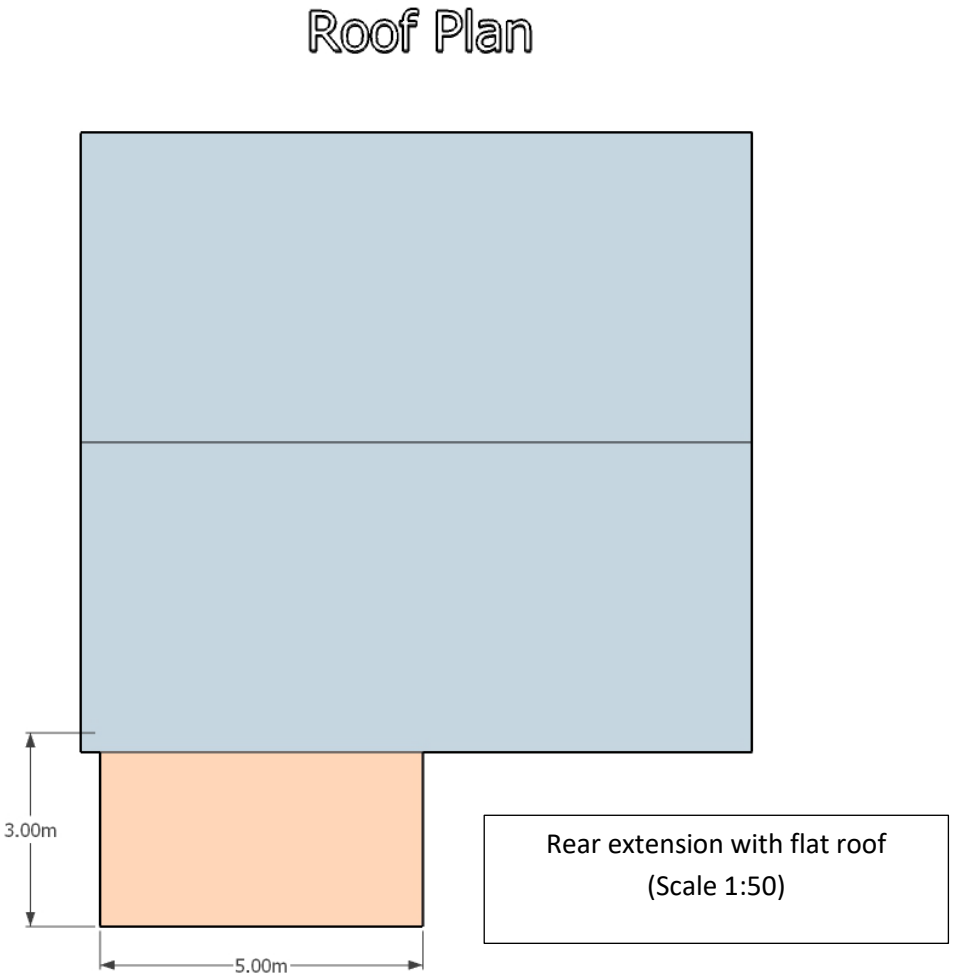
What are they?

Drawings that show the current roof plan as well as the new proposed roof plan.

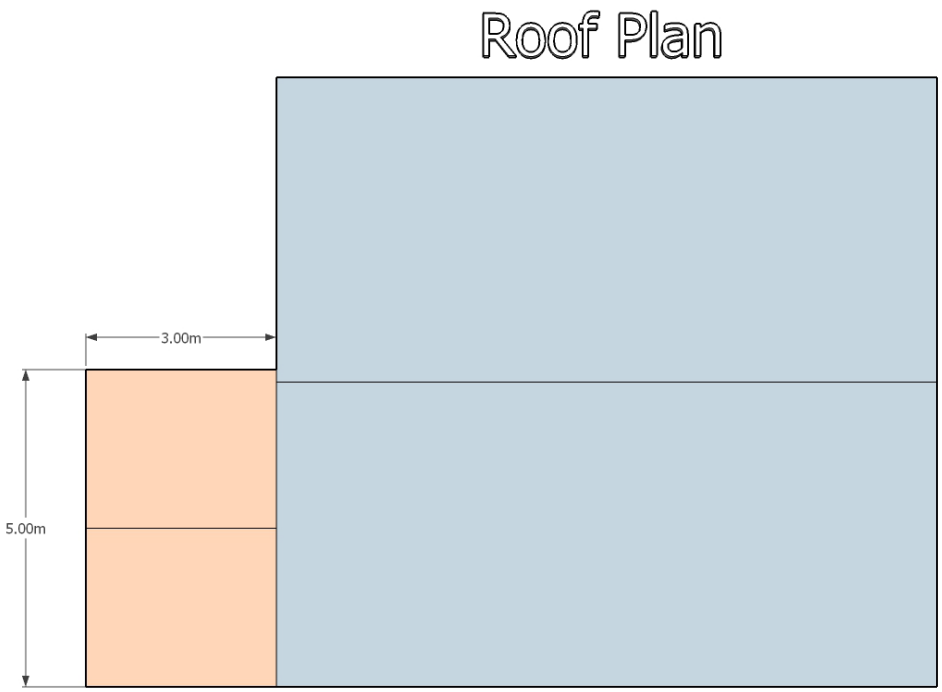
What should I include?

- Scale of 1:100 or 1:200.
- Written Dimensions in metric where required.
- Location of any chimney, rooflight or dormer window.
- In some instances roof plans can be included with the block plan

Example Roof Plans



Rear extension with flat roof
(Scale 1:50)



Side extension with dual pitched roof
(Scale 1:50)

Finished floor and site levels and sections

When do I need to provide site sections and levels?

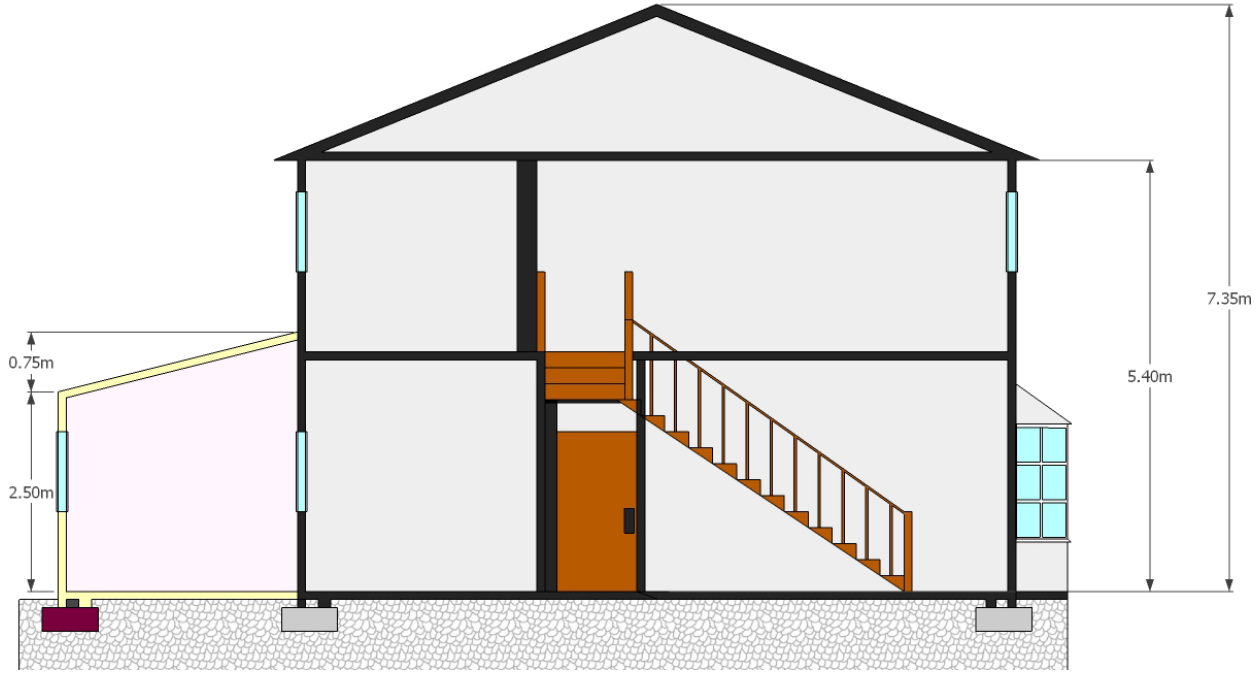
- Where there are substantial levels changes on the site
- Where the proposal cannot be shown by traditional elevations (e.g. if it is partially screened by a neighbour's wall)

What should I include?

- Sections to scale of 1:50 or 1:100
- Show existing and proposed ground levels.
- Demonstrate the proposed site levels in relation to existing buildings and neighbouring development.
- Include a datum point (or zero point) off site, from which all floor heights can be measured from.

Example Sections

Single storey rear extension (Scale 1:50)



Statement of community involvement

When do I need to provide a statement of community involvement?

- Schemes for 50 or more houses
- Non-residential developments, where the threshold for transport assessments is met

What is it and what do I need to include?

This statement should detail the measures taken to consult and involve the local community in the development, before the application was submitted. It should also set out how the views of residents have been incorporated into the development.

The level of detail will depend on the nature and scale of the development.

Structural survey

When do I need to provide a structural survey?

- All planning applications for the conversion of rural buildings, such as barns
- Whilst not a validation requirement, you may be asked for a structural survey, when applying for prior approval for the conversion of an agricultural building.

What is it and what should it include?

This survey should assess the structural integrity of the building and establish whether it is capable of conversion without requiring substantial reconstruction. It should be carried out and written by someone suitably qualified.

The survey should also include a schedule of repairs, setting out the works that would need to be carried out to the building, as part of its conversion. Drawings should be included to show the specific elements of the existing buildings structure that would be kept.

The level of detail will depend on the nature and scale of the development.

Sustainable Development Checklist

When do I need to provide a sustainable development checklist?

- All applications for new residential units
- Replacement dwelling proposals
- Applications for new commercial buildings

What is a sustainable development checklist?

The Council will expect all new dwellings and non-residential buildings to incorporate sustainable design features to reduce carbon dioxide and nitrogen dioxide emissions, and the use of natural resources. The sustainable development checklist tells us that your proposal will meet our sustainable development policy requirements. This include matters such as charging points for electric vehicles, water efficiency rates and BREEAM.

We have a checklist which must be submitted. The checklist is available on our website.

Sustainable drainage systems information

When do I need to provide Sustainable Drainage Systems information?

- Developments of 10 or more residential units
- Residential developments with a site area of 0.5ha or more and the number of houses is unknown
- Developments for non-residential floor space greater than 1000sqm
- Non- residential developments with a site area of 1ha or more

What is it?

Sustainable drainage systems (SuDS) are a type of drainage designed to manage surface water runoff, typically from new developments in a more sustainable, natural way than by conventional drainage, such as pipes and tanks.

A statement should be provided using the 'SuDS Proforma', available on Essex County Council's website: ECC SuDS Proforma

Where can I find out more information about what to include?

Please see Essex County Council's website for more information: https://www.essexdesignguide.co.uk/suds

Transport assessments, statements and travel plans

When do I need to provide a transport assessment or statement?

Please see the thresholds for transport assessments, which are set out in appendix 4

Generally speaking you will only need a transport assessment for large scale residential and commercial developments or new educational premises.

What is it?

Transport Assessments or Statements are documents that assess the impact a new development will have on the road and travel networks in the local area and even further afield if the development Is a larger one.

Why do I need one?

The reasoning behind this document is so that large new developments and their impact on the surrounding transport systems can be assessed and make sure the transport link can handle the strain of the new development.

What's the difference between transport statements and transport assessments?

Of the two documents, a Transport Assessment is the much larger and more in-depth document that is sometimes required for much bigger developments, where as a Transport Statement is the smaller and more concise document that is required for smaller developments.

To decide if you need a Transport Assessment / Transport Statement and to decide which one, it is advised you apply for pre-application advice with Essex County Council Highway Authority.

Where can I find out more?

Visit GOV.UK – Travel Plans, Transport Assessments and Statements

Tree information (Tree surveys, reports and protection plans)

When do I need to provide tree information?

- If there are preserved trees on or adjacent to your site which would be affected by the development
- In a Conservation Area, where there are trees on or adjacent to your site, which would be affected by the development

How can I find out if the trees on my site are protected?

If you know the Tree Preservation Order (TPO) reference you can search for it online here. If you do not know the Tree Preservation Order reference, you can search for it on the Council's **TPO Register** by using the address, reference, year or area. Alternatively you can request that we do a TPO search for you, following the link above.

Conservation Area maps are available to view on the Council's website at: Conservation Areas

What is a tree survey and what should it include?

Tree information is required in the above cases, so that the local planning authority can assess whether the development would have an acceptable relationship with existing trees on or adjacent to the site. The level of detail and the type of documents required will depend on the nature of the development and its proximity to protected trees.

Typically the tree information will consist of an arboricultural report which may include the following:

- Tree survey – this records the information about trees on or adjacent to the site and which can include individual trees, groups of trees and woodlands The survey should include a schedule which records the species, height, stem diameter, root area, branch spread, life stage, general observations, estimated remaining years and category.

- Arboricultural Impact Assessment (AIA) – this evaluates the direct and indirect effects of the proposed development and where necessary recommends mitigation. It will include a tree survey, trees selected for retention and removal, trees to be pruned, soft landscaping, evaluation of impact of proposed tree losses, evaluation of tree constraints, draft tree protection plan and method statement

- Arboricultural Method Statement (AMS) – this addresses construction related activities and adopts working methods to minimise the risk of adverse impacts to retained tree. An AMS may typically include information relating to specialist foundations, removal of existing structures and

hard surfacing, excavations, installation of new hard surfacing, preparatory works for new landscaping.

- Tree Protection Plan (TPP) – a plan which is superimposed on the proposed layout to clearly show the precise location of protective barriers to be erected to form a construction exclusion zone around retained trees. Where applicable, the plan will also show the extent and type of ground protection. Other construction related activities for example (but not limited to) site construction access, site storage and mixing of materials, working space and contractor parking should also be shown on the plan.

An arboricultural report should be completed by a competent and qualified Arboriculturist and it should be produced following the guidance and recommendations made within the British Standards BS5837:2012 Trees in relation to design, demolition and construction – Recommendations.

With any application, you need to show where trees are located on site; this should be done on the Block plan. You should also correctly answer the question about trees and hedges in the Application form.

More information

Please see the Trees and Hedges page on the Council's website: Trees and Hedges

Ventilation / extraction systems information

When do I need to provide ventilation/extraction system information?

- Planning applications for Use Class E (such as cafes and restaurants), or 'Sui Generis' uses such as drinking establishments or hot food takeaways, which include ventilation or extraction systems
- All other planning applications which include new flues and vents (except householders)

What is it and what should it include?

Details of the ventilation or extraction system need to be thoroughly provided, so that the local planning authority can assess the impact of odours **and** noise **and** vibration on any nearby residents.

It should include:

- Details of the position and design of ventilation and extraction equipment
- Product specification
- Odour abatement techniques
- Acoustic information
- Details of anti-vibration measures

More information

For more information, contact the Council's Public Health and Protection Services: https://www.chelmsford.gov.uk/environment/

Section 4: Appendices

Appendix 1 – Legislation

National requirements

- **Application Form**
  - The Town and Country Planning (Development Management Procedure) Order 2015 (Article 7)
- **Site Location Plan**
  - The Town and Country Planning (Development Management Procedure) Order 2015 (Article 7)
- **Planning Fees**
  - The Town and Country Planning (Development Management Procedure) Order 2015 (Article 7)
- **Block Plan**
  - The Town and Country Planning (Development Management Procedure) Order 2015 (Article 7)
- **Design and access statement**
  - The Town and Country Planning (Development Management Procedure) Order 2015 (Article 9)
- **Heritage statement (If a listed building)**
  - National Planning Policy Framework (PDF)
- **Biodiversity Net Gain Statement**
  - Planning Practice Guidance

Local requirements

- Chelmsford Local Plan 2013-2036
- National Planning Policy Framework (PDF) - National Planning Practice Guidance (PPG)
- Chelmsford Air Quality Action Plan
- Community Infrastructure Levy Regulations 2010 (as amended)
- The Town and Country Planning (Development Management Procedure) Order 2015 (Article 7)
- The Town and Country Planning (Environmental impact assessment) Regulations 2011

Appendix 2 – Glossary

List of terms included in the glossary

Air Quality Management Area
Classified Road
Conservation Area
Flood Zone
Heritage Asset
Listed Building
Permitted Development
Protected Habitats and Species
Registered park or garden
Tree Preservation Order (TPO)
Major development
Small Sites

Air Quality Management Area

Local authorities have a duty to review and assess the air quality in their areas. This involves measuring air pollution and making sure that the National Air quality objectives will be achieved throughout the UK. Where a local authority finds a place where the objectives are not likely to be met, they must declare it an Air Quality Action Area, and produce a Local Air Quality Action Plan to improve the air quality in the area.

More information is available on the DEFRA website: https://uk-air.defra.gov.uk/aqma/
Details of Air Quality Management Areas in Chelmsford are available at: air quality monitoring and managing

Classified Roads

This is a road, which is classified in accordance with Section 12 of the Highways Act 1980. Typically classified roads are busier roads which serve bus routes or greater amounts of traffic (motorways, A and B roads, or Class III roads). Essex Highways maintain a list of the roads within the borough and their classification. This is available to view at: Essex Highways List of Streets

Conservation Area

Conservation Areas are areas which have been protected by the local authority for their special architectural or historic interest. Within Conservation Areas, there are more restrictions on what can be done as 'permitted development' and permission will be required for works to trees. In Conservation Areas the Local Authority will seek to preserve and enhance their character and appearance.

For more information on Conservation Areas, please see: Historic England Conservation Areas
You can find out more about the Conservation Areas in Chelmsford, please see: Chelmsford Conservation Areas

Flood Zones

Some areas are at higher risk of flooding than others. The Environment Agency categorises areas into different flood zones, depending on the probability of flooding. The flood zones are as follows:

Zone 1	Low probability	Less than 1 in 1000 chance of a flood occurring each year (this includes everywhere that isn't in the other flood zones)
Zone 2	Medium probability	Between a 1 in 100 and 1 in 1,000 annual probability of river flooding Between a 1 in 200 and 1 in 1,000 annual probability of sea flooding. 1 in 1000 chance of a flood occurring each year

Zone 3a	High probability	1 in 100 or greater annual probability of river flooding 1 in 200 or greater annual probability of sea flooding
Zone 3b	Functional Floodplain	Land where water has to flow or be stored in times of flood Not marked separately on the flood risk maps.

To find out what zone your site is in, click here.

Heritage Asset

These are buildings, monuments, sites, places, areas or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. These include designated heritage assets (listed buildings, scheduled monuments, conservation areas and registered parks and gardens) as well as non-designated heritage assets (buildings included on the register of buildings of local interest, and other non-designated sites, which are of heritage interest)

Listed buildings

A 'listed building' is a building, object or structure that has been judged to be of national historic or architectural interest. They are included on a register called the 'List of Buildings of Special Architectural or Historic Interest'. Any object or structure fixed to the building and any object or structure within the curtilage of the building is also treated as part of the listed building if it has been there since before 1948.

Listed Buildings are placed in one of three grades according to their importance. These are:

- Grade I - buildings of exceptional interest
- Grade II* - particularly important buildings of more than special interest
- Grade II – buildings of special interest

To find out if your building is listed click here to search The National Heritage List for England.

More information is available at:

Chelmsford City Council: listed buildings
Historic England: Listed buildings

Permitted Development

Certain forms of development can be carried out without the need for planning permission. Permitted development rights for houses and commercial properties differ. In some cases the local planning authority may remove permitted development rights for certain types of development.

To find out more about permitted development rights, click here to visit the planning portal website.

Protected habitats and species

Some habitat and species are protected by UK and European legislation. Certain habitats have ecological features which support important numbers of national and international flora and fauna. Certain species are afforded a greater level of protection due to their loss of habitat and a decrease in their natural range. Further information on protected habitats and species in the planning system is available from the Natural England website.

Registered parks and gardens

Historic England maintains a register of Historic Parks and Gardens of special historic interest. The register includes gardens and grounds of private houses, but also includes public parks and cemeteries.

For more information about registered parks and gardens and to view the register, please click here to visit Historic England's website.

Tree Preservation Order (TPO)

A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. These orders prevent any works being carried out to protected trees, without the written consent of the local planning authority.
If you know the Tree Preservation Order (TPO) reference you can search for it online here. If you do not know the Tree Preservation Order, you can search by Parish and by year. Alternatively you can request that we do a TPO search for you using the same link above.

More information about Tree Preservation Orders is available within the Planning Practice Guidance at: Tree Preservation Orders Guidance

Major Development

Development involving any one or more of the following—

(a) the winning and working of minerals or the use of land for mineral-working deposits;

(b) waste development;

(c) the provision of dwellinghouses where—

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

(e) development carried out on a site having an area of 1 hectare or more;

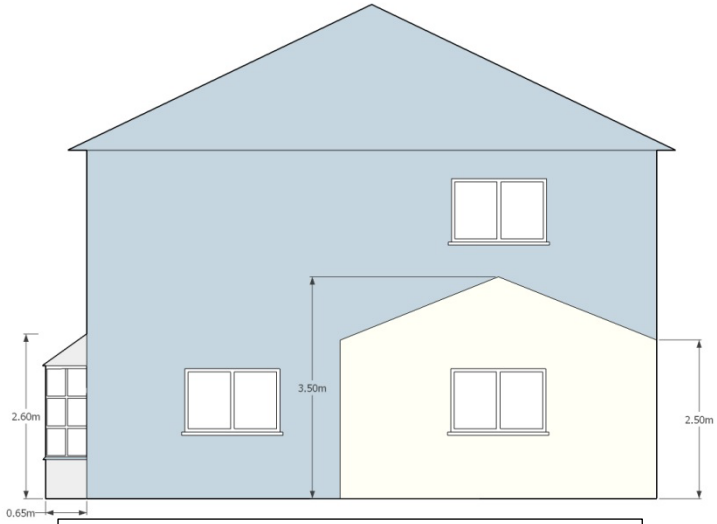
Small Sites

A small site means:

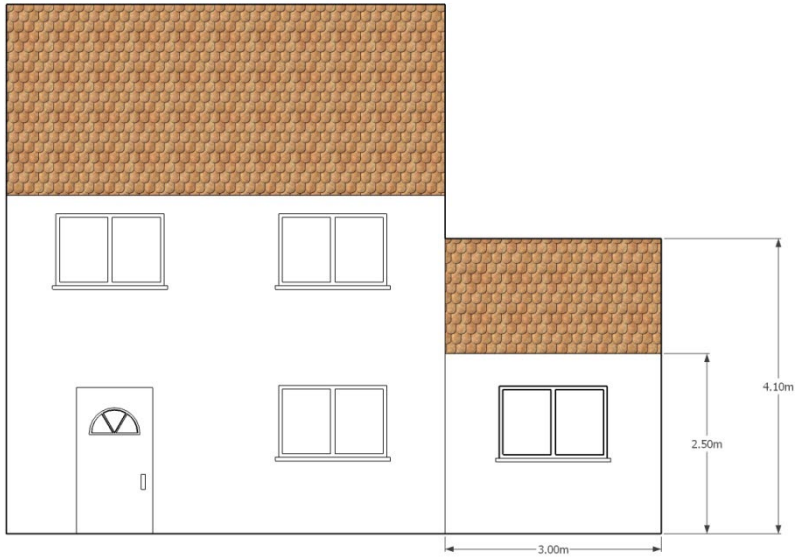
- residential development where the number of dwellings is between 1 and 9, or if this is unknown, the site area is less than 0.5 hectares
- commercial development where floor space created is less than 1,000 square metres or total site area is less than 1 hectare
- development that is not the winning and working of minerals or the use of land for mineral-working deposits
- development that is not waste development

Appendix 3 – Example drawings

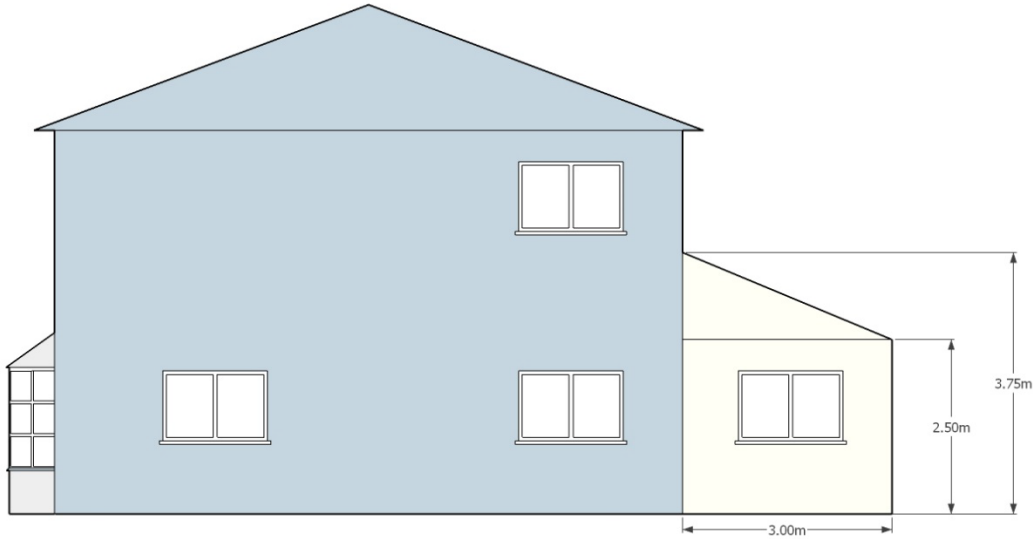
Elevations



Proposed Side Elevation (Scale 1:50)



Proposed Front elevation (Scale 1:50)



Proposed Side Elevation (Scale 1:50)

Proposed Rear Elevation (Scale 1:50)

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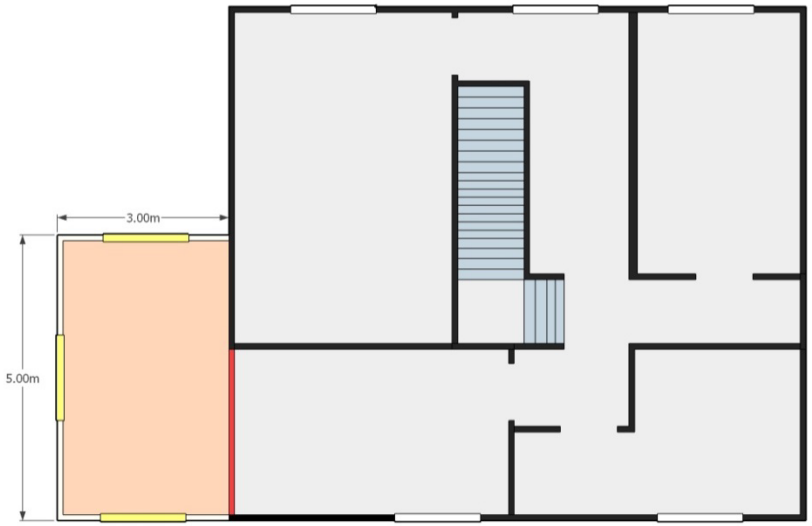
Floor Plans

Proposed ground floor plan
Scale 1:50

Proposed ground floor plan
Scale 1:50



Proposed first floor plan
Scale 1:50

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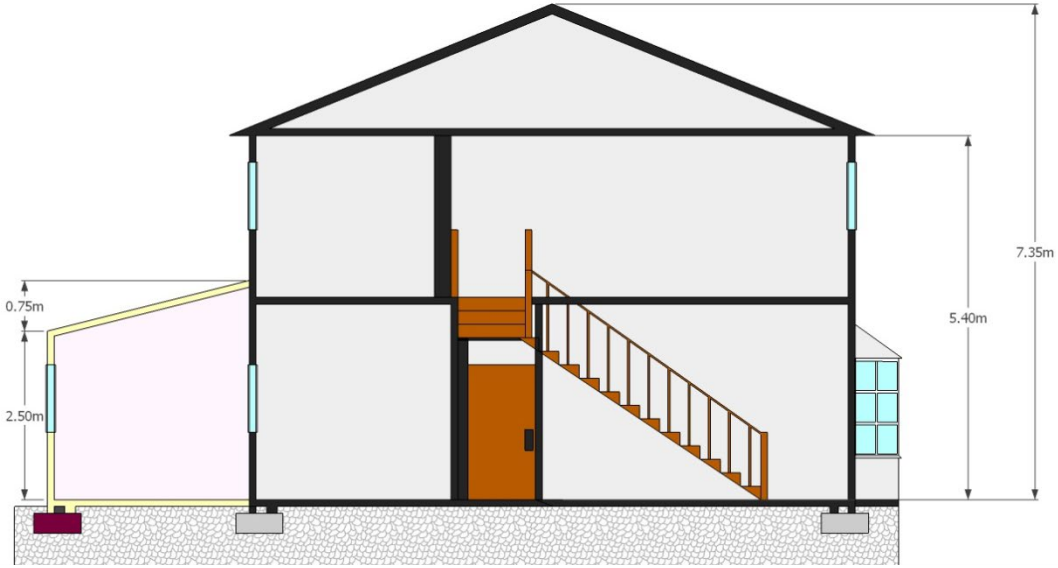
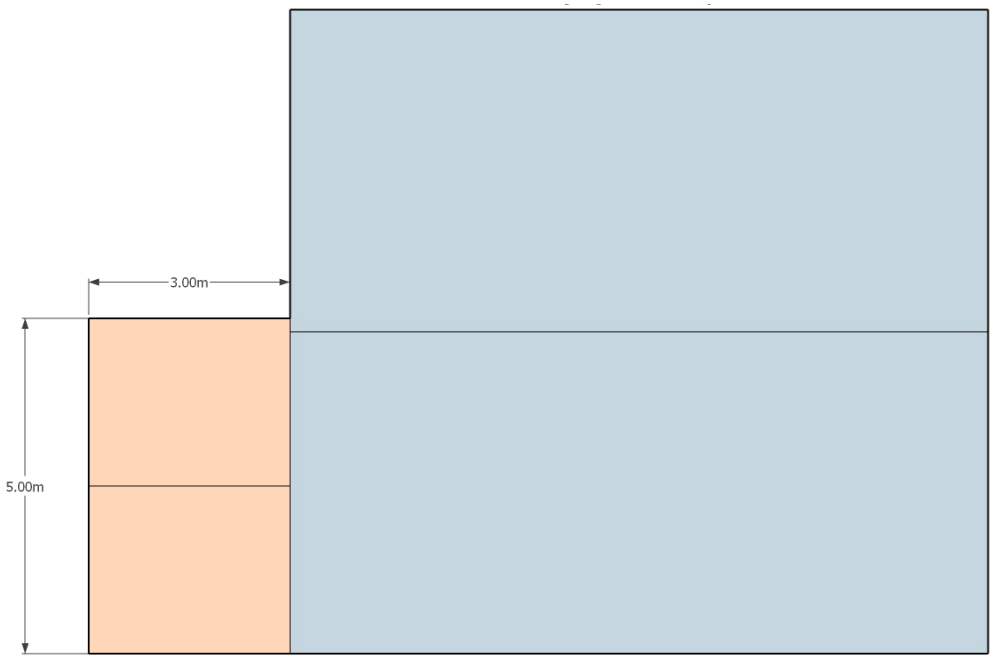
Site sections and roof plans



Proposed Section (scale 1:50)



Proposed Roof Plan (scale 1:50)

Appendix 4 – Transport assessment thresholds

Use Class	Threshold for Transport Assessment	Use Class	Threshold for Transport Assessment
A1 Food Retail	800sqm +	**C1 Hotels**	100 bedrooms +
A1 Non Food Retail	1500sqm +	**C2 Residential – hospital, nursing homes**	50 bedrooms +
A2 Financial & Professional Services	2500sqm +	**C2 Residential – education**	150 students +
A3 Restaurants & Cafes	2500sqm +	**C2 Residential – institution, hostel**	400 residents +
A4 Drinking Establishments	600sqm +	**C3 Residential**	50 units +
A5 Hot food takeaway	500sm +		
		D1 Non-residential institutions	1000sqm +
B1 Business & light industrial	2500sqm +	**Primary & Secondary Education**	Any new school
B2 General Industrial	4000sqm +	**Higher & Further Education**	50 passenger car units (pcus) +
B8 Storage & Distribution	5000sqm +	**D2 Leisure & Assembly**	1500sqm +

Appendix 5 – Chelmsford City Council's Economic Viability Appraisal Checklist

Chelmsford City Council's economic viability appraisal checklist

The use of further viability assessments at the decision-making stage should not be necessary. It is up to the applicant to demonstrate whether circumstances justify the need for a viability assessment at the application stage.

Where an applicant formally requests the Council to consider a reduced level of planning obligations for a scheme it will need to demonstrate that either:

a) the development is proposed on an unallocated site of a wholly different type to those used in the Viability Study,
b) further information on infrastructure or site costs is required,
c) particular types of development are proposed which may significantly vary from standard models of development for sale,
d) a recession or similar significant economic change has occurred since the Local Plan was adopted.

Where a viability assessment is submitted to accompany a new planning application this should be based upon, and refer to, the Viability Study that informed the Local Plan. The applicant should provide evidence of what has changed since the Viability Study supporting the Local Plan was conducted.

A full viability report prepared by the applicant should be enclosed as part of the submission of the planning application.

To appraise the viability of a development, all items specified in the Economic Viability Checklist are required to be submitted by the applicant.

Documents and the financial appraisal should be provided by the applicant/their agent(s) in electronic format where possible (otherwise two hard copies should be provided)

1.	**Proposed Location & Scheme Details**	**Date Received**
1.1	An Ordnance survey plan showing the application site.	
1.2	A brief description of the scheme with: • site area (ha);	

	• mixed use development details; and • reasons why the applicant considers there is an economic case for lower levels of affordable housing than those requested by the Council	
1.3	Latest revision of site layout plan and unit layout drawings.	
1.4	Floor areas: • for commercial elements both the gross internal area (GIA) and net internal area (NIA); and • residential both the GIA and net sales area (NSA)	
1.5	Accommodation Schedule including: • residential unit numbers; • habitable rooms; • type; • square metre; • size; • number of beds; and • mix (including proposed number, type, size and tenure of Affordable Housing).	
2.	**Gross Development Value (GDV)**	
2.1	Anticipated residential sales revenue Anticipated sales values (on a per unit and per sq m basis) with total revenue for the whole site to be supported by an independent chartered surveyors report of expected selling prices, setting out scheme comparables used. A summary sales specification should be included with the car parking (number and type) that is to be provided per unit indicated.	
2.2	Revenue for other elements of the scheme (e.g. offices/commercial) with calculation to give capital values including rental stream and yields used.	

2.3	Sales revenue from the Affordable Housing units (taking into consideration Chelmsford City Council's affordability requirements).	
2.4	Value of ground rents/leases.	
2.5	Service charge information.	
2.6	All sales information provided in items 2.1 to 2.5 to be supported by professional evidence of values for comparable units in the area of the development, for independent verification on a unit-by-unit basis (e.g. 1-bed 2 person flat with balcony, view, car space, number of bathrooms etc.). Evidence for item 2.3 should consist of the offers received by Registered Providers for the affordable housing element.	
3.	**Gross Development Costs**	
3.1	Build Costs Building Cost of units with supporting build up. Please provide a detailed cost plan to support the headline costs being used. Build cost inflation assumptions for developments of long duration.	
3.2	Any additional costs of building Affordable Housing units to meet the HCAs Design and Quality Standards and the Registered Providers specification.	
3.3.	Other Site infrastructure costs/external works i.e., roads, sewers, services, highways/access, landscaping, connections etc.	
3.4	Abnormal Costs Provision for exceptional costs (e.g. high levels of contamination, the need for remedial works, flooding) with supporting technical, survey and contractor costings/estimates).	
3.5	Details of contingency sum or percentage.	

3.6	Development Costs Professional fees/specialist services and expenses identified by specialism together with supporting information of appointment (e.g. architects, quantity surveyor, civil &/or structural engineer planning supervisor, mechanical and electrical engineers, landscape architects, traffic engineers, acoustic consultants, market letting and sales fees).	
3.7	Other costs: • Planning fees; • Site investigations; and • Building regulations fees, NHBC etc.	
3.8	Off Site Works - if relevant	
3.9	S106/CIL Contributions Details of applicable contributions for all Planning Obligations, other than AH (with brief summary of item) to policy compliant levels as advised by the Planning Officer.	
3.10	Finance Structure Approximate timings for the pre-construction, principal construction and post-construction period to be detailed. Details of financing arrangements which include the cost of financing the scheme over development period (up to the assumed letting date of the last unit). Including funding fees, interest rate assumptions based on monthly costs and anticipated Cash Flow forecasts.	
3.11	Profit Required profit margin/return(s) i.e. profit on cost/revenue	

3.12	Residual land valuation A residual valuation embodying all information requested within the checklist and principles which are policy compliant with regards to affordable housing provision and other planning obligations items as requested by the Planning Officer. A second residual valuation detailing the level of affordable housing requirements proposed in support of any justification for a departure from compliant affordable housing requirements indicating clearly the point at which viability becomes unsustainable.	
3.13	Details of land acquisition terms including site purchase price (evidenced) and date of purchase. Justification (where applicable) as to why all development costs were not reflected in the purchase price.	
3.14	Evidence to support costings identified in items 3.1 to 3.13. This should include detailed breakdown of costs provided by appropriate professionals and a method statement of how costs have been calculated. Breakdown of provisional sums should be clearly shown. Figures for comparable schemes should also be supplied.	
4.	**Financial Appraisal**	
4.1	A financial appraisal of the scheme utilising an economic appraisal tool/model ('toolkit' appraisal), preferably ARGUS Developer. .	
5.	**Existing Use Value**	
5.1	Details of current use of the site and planning uses.	
5.2	Current value of site for existing planning use - supported by professional evidence and assessment at the date of the appraisal.	

5.3	Review of alternative uses of the site based upon **credible** alternative options.	
5.4	Alternative 'use value' of the site based upon credible alternative options – supported by professional evidence and assessment at the date of the appraisal.	