

# VALIDATION REQUIREMENTS FOR PLANNING APPLICATIONS

November 2021 Edition



**Reading**  
Borough Council  
Working better with you

## READING BOROUGH COUNCIL VALIDATION REQUIREMENTS for PLANNING APPLICATIONS

The Council has updated its validation checklists for applications submitted to the Local Planning Authority having regard to Article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England)(Order) (2015) and Paragraph 44 in the National Planning Policy Framework 2021.

A validation checklist can help to achieve good standards of performance and provides applicants with greater certainty as to the nature and extent of information required when submitting different types of applications.

There are two levels of mandatory documents: national and local. The national checklist sets out the essential requirements for validating all applications. The local list is prepared by the local planning authority and provides a list of additional local requirements which will need to be met in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development. The checklist can also be used to confirm that a proposal meets relevant local plan policies or to explain why it does not.

Where appropriate, notes are provided to clarify and indicate thresholds when requirements are likely to apply. The Council seeks to take a proportionate approach to the information requested in support of planning applications. However, if information required by either the national or local checklist is not included with an application, the authority will declare the application invalid and not register or process it.

Applicants can use our pre-application advice service (forms and details of fees required are on our website - [pre-application enquiry form](#)) to obtain advice on a proposed development, including confirmation of the validation information needed. Alternatively, we can carry out a pre-submission check before applications are formally submitted to confirm that all appears to be as required (forms correctly filled in and information provided) for an administrative fee.

Plans and elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid. **Plans that are marked 'do not scale' or with similar disclaimers will not be accepted.**

Invalid applications will be closed and the application fee refunded minus a percentage to cover the administration costs and officer time incurred.

**CONTENTS**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <u>Process for validating applications</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>Page 3</u>       |
| <u>Part 1 - The mandatory national information requirements</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <u>Page 4</u>       |
| <u>PART 2 - Validation requirements by application type</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <u>from Page 6</u>  |
| <ol style="list-style-type: none"> <li>1. <a href="#">Householder</a></li> <li>2. <a href="#">Full Planning Application (Minor - Less than 10 dwellings)</a></li> <li>3. <a href="#">Full Planning Application (Major)</a></li> <li>4. <a href="#">Discharge of Conditions</a></li> <li>5. <a href="#">Certificates of Lawfulness</a></li> <li>6. <a href="#">Non-Material Amendment</a></li> <li>7. <a href="#">Variation/Removal of Condition</a></li> <li>8. <a href="#">Listed Building Consent</a></li> <li>9. <a href="#">Advertisement Consent</a></li> <li>10. <a href="#">Outline Planning Application</a></li> <li>11. <a href="#">Approval of Reserved Matters</a></li> <li>12. <a href="#">Permission in Principle</a></li> <li>13. <a href="#">Prior Determination Demolition</a></li> <li>14. <a href="#">Prior Notification (Class A, or Class O - GPDO 2015)</a></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
| <u>Part 3 - Guidance on the information required on our local list with links to relevant information.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>from Page 17</u> |
| <ol style="list-style-type: none"> <li>1. <a href="#">Affordable Housing Statement</a></li> <li>2. <a href="#">Air Quality Assessment</a></li> <li>3. <a href="#">Archaeological Assessment</a></li> <li>4. <a href="#">Contaminated Land Survey</a></li> <li>5. <a href="#">Daylight/Sunlight Assessment</a></li> <li>6. <a href="#">Ecological Survey and Report</a></li> <li>7. <a href="#">Energy Efficiency Statement</a></li> <li>8. <a href="#">Environmental Impact Statement</a></li> <li>9. <a href="#">External Lighting</a></li> <li>10. <a href="#">Flood Risk Assessment</a></li> <li>11. <a href="#">Heads of Terms Proposal</a></li> <li>12. <a href="#">Heritage Statement</a></li> <li>13. <a href="#">Landscape Principles</a></li> <li>14. <a href="#">Landscape and Visual Impact Assessment</a></li> <li>15. <a href="#">Materials Details</a></li> <li>16. <a href="#">Noise &amp; Vibration Impact Assessment</a></li> <li>17. <a href="#">Open Space Statement</a></li> <li>18. <a href="#">Planning Statement</a></li> <li>19. <a href="#">Plans and Drawings</a></li> <li>20. <a href="#">Sustainability Statement</a></li> <li>21. <a href="#">Town Centre Retail &amp; Leisure Impact Assessment</a></li> <li>22. <a href="#">Transport Assessment &amp; Travel Plans</a></li> <li>23. <a href="#">Tree Surveys, Arb. Impact Assessments and Arb. Methods Statements</a></li> <li>24. <a href="#">Utilities</a></li> <li>25. <a href="#">Vehicle (Including Cycle) parking and waste collection details</a></li> <li>26. <a href="#">Vent/Flue &amp; Ventilation Details</a></li> <li>27. <a href="#">Viability Appraisal &amp; Report</a></li> <li>28. <a href="#">Wind and Microclimate Assessment</a></li> </ol> |                     |

- Sample validation checklist for Householder applications **Appendix 1**
- Sample validation checklist for Major/Minor/Other applications **Appendix 2**

## 1. Process for validating applications

Planning applications should be submitted on line on the Planning Portal website [the Planning Portal](#). This will speed up the registration and validation process for your application. *If you would like to submit a paper application contact our planning administration team for help.* The process is:

1. Applications checked on receipt to make sure the Nationally prescribed Part 1 requirements are met.
2. Applications that meet Part 1 will then be check if any Part 2 requirements apply.
3. Applications that pass Part 1 & Part 2 checks will be validated with the start date given as the first working day after the application is received.

All application material shall meet the following requirements:

- Be unlocked for editing;
- Not include any disclaimer such as ‘these plans should not be scaled’;
- Shall include an accurate scale bar to allow for digital scaling;
- Shall be a single layered PDF with the correct orientation;

For those applications that fail either checks applicants will be notified by email or phone and given 28 days to provide the required information. If the information, or a notice challenging the need for the information, is not received within those 28 days the application the application will be treated as invalid and closed. We will return any application fee paid minus a percentage to cover the costs of the work already carried out by officers. Currently for applications that are closed for failing part 1 validation there is a fixed charge of £20. For those closed after failing to meet part 2 validation the reduction in refunded fee is usually by 10% for householders/smaller cases but rising to 20% for those cases where more work has been carried out by officers.

### Using the checklist

The checklist alerts applicants to information that may be required to enable a planning proposal to meet the objectives of the adopted Local Plan policies. By submitting a completed checklist with an application showing what information is provided or stating why not needed (there is room for brief explanations) it helps officers to check and validate the application more quickly. We also get better standards of applications being submitted for our consultees and the public generally.

### What can you do if your application is deemed to be not valid?

A request for information can be challenged by submitting a notice, under article 12 (DMPO 2015), stating why you consider the information is not necessary for a planning decision to be made. We (the local planning authority) can then either confirm that (i) the information is no longer required by issuing a “validation notice” or (ii) there is a need for the information by issuing a “non- validation notice”. In practice it is more likely that a “validation notice” will be issued but in these cases, especially if pre-planning application advice has not been sought, the applicant risks having the application delayed or refused for failing to provide the information needed to show how it meets adopted policies.

Notwithstanding the published information requirements for validating planning applications, there will be occasions when further information is requested during the determination process, for example where requested by consultees or to overcome planning objections. In any event, to avoid the risk of an application being refused planning permission for failure to provide sufficient relevant information, agents and applicants are advised to seek guidance at pre-application stage regarding information requirements.

**VALIDATION REQUIREMENTS for PLANNING APPLICATIONS  
PART 1 - Mandatory National Information Requirements**

| ALL APPLICATIONS                                                                             | Description of information required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application form fully completed                                                             | Application forms & guidance is available on <a href="#">the Planning Portal</a> website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Combined Ownership Certificates and Agricultural Land Declaration                            | Applicants must complete a certificate to provide details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners (and agricultural tenants). The forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015.<br><br>An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000. |
| Site location plan                                                                           | The plan must show the current site outlined in red at a metric scale of 1:1250 or 1:2500 with a north point shown. Any other adjacent land owned by the applicant must be outlined in blue. The site location plan should also include nearby properties, their postal numbers and at least two named roads.                                                                                                                                                                                                                                                                                                                                  |
| Site block plan                                                                              | The plan should be based on an up to date survey and show the proposal in relation to site boundaries, other buildings and trees on or adjacent to the site and drawn to a metric scale of 1:200 or 1:500 with a north point shown.                                                                                                                                                                                                                                                                                                                                                                                                            |
| Correct fee<br>For latest fees go to <a href="#">Fees for planning applications - GOV.UK</a> | Use <a href="#">the Planning Portal</a> for a helpful fee calculator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Design and Access Statement                                                                  | The current statutory requirements for when the submission of a Design & Access Statement is appropriate are set out in Article 9 of the DMPO 2015. <a href="#">The Town and Country Planning (Development Management Procedure Order 2015</a>                                                                                                                                                                                                                                                                                                                                                                                                 |

Completed Community Infrastructure Levy Form

The Council introduced a Community Infrastructure Levy (CIL) on 1st April 2015. This means that applications determined since then are potentially liable to pay CIL. In order to calculate CIL liability, certain vital information needs to be submitted. On the Planning Portal website there is a form that must be completed ([http://www.planningportal.gov.uk/uploads/1a\\_pp/forms/cil\\_questions.pdf](http://www.planningportal.gov.uk/uploads/1a_pp/forms/cil_questions.pdf)) for the following types of application:

- Full planning applications  
(not householder unless over 100sq.m)
  - Hybrid full/outline planning applications
  - Reserved matters applications
  - Lawful development certificates (existing and proposed)
  - Section 73 (variation of condition) applications
- [Community Infrastructure Levy Charging Schedule & Annual CIL Rate Summary 2021\\_v2.pdf](#)

Sustainable Drainage System Proposals (SUDS)

Applies to all Major planning applications. The proposal should provide:

- Detailed designs for the drainage system
- Infiltration tests of the existing ground.
- Design calculations to show that the predicted runoff from the site post development is no greater than the existing runoff from the site
- Connection details to existing watercourse and drainage networks if infiltration methods are not used together with acceptance of these connections from the relevant approving body (EA, LFA, Canal & River Trust, Sewage).

Fire Statement

Fire statements on how fire safety measures have been considered to be provided for applications that:

- contain two or more dwellings or educational accommodation and
- meet the height condition of 18m or more in height, or 7 or more storeys

[The Development Management Procedure and Section 62A Applications \(England\) \(Amendment\) Order 2021 \(legislation.gov.uk\)](#)

## OUTLINE PLANNING APPLICATIONS

The mandatory requirements are set out in the DMPO 2015. The applicant should be notified within one month from the receipt of the application if the local planning authority considers that to enable a decision to be reached some matters cannot be left to a reserved matters application. See link above.



**PART 2 - Validation requirements by application type<sup>1</sup>****Householder applications (see Appendix 1 for a checklist that can copied and used).**

|                                         |                                                                                                                                                                                                                                  |                                                                                                                                                                              |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Location plan</li> <li>- Site Plan</li> <li>- Correct fee</li> </ul> |                                                                                                                                                                              |
|                                         | <b>Document</b>                                                                                                                                                                                                                  | <b>When Required</b>                                                                                                                                                         |
| <b>Local Validation Requirements</b>    | Existing and Proposed: <ul style="list-style-type: none"> <li>- Floor Plans</li> <li>- Elevations</li> <li>- Roof plan</li> <li>- Site Levels &amp; Sections (where relevant)</li> </ul>                                         | All applications. To be drawn to scale                                                                                                                                       |
|                                         | CIL form and calculation methodology                                                                                                                                                                                             | For proposals resulting in an increase of 100m <sup>2</sup> or more of floor area                                                                                            |
|                                         | Biodiversity survey & ecological reports                                                                                                                                                                                         | If the site lies near to an area of high ecological value (as shown on the <a href="#">Proposals map</a> ) or if the proposal includes works to the roof                     |
|                                         | Daylight/sunlight assessment                                                                                                                                                                                                     | Where the proposed development is likely to impact the daylight or sunlight reaching adjoining properties                                                                    |
|                                         | Heritage Statement                                                                                                                                                                                                               | Any application which affects a 'heritage asset' or its setting or for proposals in conservation areas.                                                                      |
|                                         | Tree Surveys/Arboricultural Impact Assessment and method statements                                                                                                                                                              | If any part of the proposal is within 15 metres of the trunk of any tree(s) on or off-site                                                                                   |
|                                         | Site level information                                                                                                                                                                                                           | Where site levels are likely to affect the level or extent of impact of the proposal on neighbouring properties                                                              |
|                                         | Materials details                                                                                                                                                                                                                | When proposed external materials will be different from those used on the existing building/structure                                                                        |
|                                         | Vehicle parking & waste storage details                                                                                                                                                                                          | If there is to be any change in the parking arrangements or waste storage location                                                                                           |
|                                         | Planning Statement                                                                                                                                                                                                               | Encouraged for all applications to explain proposal and how it complies with local plan policies and our latest guidance<br><a href="#">Design Guide to House Extensions</a> |

<sup>1</sup> Most common application types are listed - contact our office if the one you need to submit is not here

## Full Planning Applications (Minor - Less than 1000 sq m or less than 10 dwellings)

|                                         |                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Location plan</li> <li>- Site Plan</li> <li>- Correct fee</li> <li>- CIL Form</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                         | <b>Document</b>                                                                                                                                                                                                                                      | <b>When Required</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Local Validation Requirements</b>    | Affordable housing statement                                                                                                                                                                                                                         | Proposal results in net increase in housing                                                                                                                                                                                                                                                                                                                                                               |
|                                         | Air quality statement                                                                                                                                                                                                                                | Development sites located within an Air Quality Management Area (AQMA) (see where these are on our <a href="#">Proposals map</a> )                                                                                                                                                                                                                                                                        |
|                                         | Archaeological assessment                                                                                                                                                                                                                            | Where ground works are proposed within an area of Archaeological potential (see where these are on our <a href="#">Proposals map</a> ).                                                                                                                                                                                                                                                                   |
|                                         | Contaminated land survey & report                                                                                                                                                                                                                    | When ground works are proposed at sites with known or suspected contamination                                                                                                                                                                                                                                                                                                                             |
|                                         | Biodiversity survey & ecological reports                                                                                                                                                                                                             | Development sites close to an area of high ecological value (see where these are on our <a href="#">Proposals map</a> ) or if the proposal includes works to the roof                                                                                                                                                                                                                                     |
|                                         | Environmental Impact Assessment                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>- If listed under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011; or</li> <li>- If listed under schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 and are likely to have significant effects on the environment by reason of its nature, size or location.</li> </ul> |
|                                         | External lighting details                                                                                                                                                                                                                            | Where external lighting is proposed or is likely due to the type of development (i.e. publicly accessible developments)                                                                                                                                                                                                                                                                                   |
|                                         | Flood Risk Assessment                                                                                                                                                                                                                                | Site specific flood risk assessment. Find out when you need a Flood Risk Assessment. <a href="#">When you need an assessment</a>                                                                                                                                                                                                                                                                          |
|                                         | Heads of terms proposal - s106 legal agreements                                                                                                                                                                                                      | When the proposed development will require a s106 agreement for on site or off site works or contributions.                                                                                                                                                                                                                                                                                               |
| Heritage Statement                      | Application which affect a 'heritage asset' or setting or for proposals in conservation areas - see our <a href="#">Proposals map</a>                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                           |





|                                      |                                                                      |                                                                                                                                          |
|--------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local Validation Requirements</b> | CIL form and calculation methodology                                 | Reading introduced a Community Infrastructure Levy in 2015 - find out more about the levy and current rates using the links given above. |
|                                      | Daylight/sunlight assessment                                         | Where the proposed development is likely to impact on the daylight or sunlight reaching adjoining properties                             |
|                                      | Tree Surveys / Arboricultural Impact Assessment and method statement | If any part of the proposal is within 15 metres of the trunk of any tree(s) on or off-site                                               |
|                                      | Site level information                                               | For proposals where site levels require design mitigation or topography will be a material consideration.                                |
|                                      | Viability appraisal and correct fee                                  | All applications where seeking to vary policy requirements for affordable housing                                                        |
|                                      | Vehicle parking & waste storage details                              | All applications. See guidance in:<br><a href="#">Revised Parking Standards and Design Supplementary Planning Document</a>               |
|                                      | Vent/Flue & ventilation details                                      | All applications where mechanical ventilation is required or proposed                                                                    |
|                                      |                                                                      |                                                                                                                                          |

## Full Planning Application (Major)

|                                      |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| National validation requirements     | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Location plan &amp; Site Plan</li> <li>- Correct fee</li> <li>- CIL Form</li> <li>- Sustainable Drainage System Proposals (SUDS)</li> <li>- Fire Statement (in some cases)</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                      | <b>Document</b>                                                                                                                                                                                                                                                                                                                                   | <b>When Required</b>                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Local Validation Requirements</b> | Affordable housing statement                                                                                                                                                                                                                                                                                                                      | All applications where there is a net increase in housing. <a href="#">Affordable Housing Supplementary Planning Document</a>                                                                                                                                                                                                                                                                               |
|                                      | Air quality statement                                                                                                                                                                                                                                                                                                                             | Development sites located within an Air Quality Management Area (AQMA) (see these are on <a href="#">Proposals map</a> ).                                                                                                                                                                                                                                                                                   |
|                                      | Archaeological assessment                                                                                                                                                                                                                                                                                                                         | Where ground works are proposed within an area of Archaeological potential (see where these are on our <a href="#">Proposals map</a> ).                                                                                                                                                                                                                                                                     |
|                                      | Contaminated land survey & report                                                                                                                                                                                                                                                                                                                 | When ground works are proposed at sites with known or suspected contamination                                                                                                                                                                                                                                                                                                                               |
|                                      | Biodiversity survey & ecological reports                                                                                                                                                                                                                                                                                                          | If the site lies in close proximity to an area of high ecological value (see where these are on our <a href="#">Proposals map</a> ), or if the proposal includes works to the roof                                                                                                                                                                                                                          |
|                                      | Energy Efficiency Statements                                                                                                                                                                                                                                                                                                                      | All applications                                                                                                                                                                                                                                                                                                                                                                                            |
|                                      | Environmental Impact Assessment                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>- Are listed under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011; or</li> <li>- Are listed under schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 and are likely to have significant effects on the environment by reason of its nature, size or location.</li> </ul> |
|                                      | External lighting details                                                                                                                                                                                                                                                                                                                         | Where external lighting is proposed or is likely due to the type of development (i.e. publicly accessible developments)                                                                                                                                                                                                                                                                                     |

|                                      |                                                                                                                                                                                 |                                                                                                                                                                                               |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local Validation Requirements</b> | Head of terms proposal - s106 legal agreements                                                                                                                                  | Where the development will require a s106 agreement (e.g. for affordable housing, carbon offset, employment skills and training plans to achieve social value).                               |
|                                      | Heritage Statement                                                                                                                                                              | Any application which affects a 'heritage asset' or its setting or for proposals in or affecting the views of conservation areas. (see where these are on our <a href="#">Proposals map</a> ) |
|                                      | Landscape principles                                                                                                                                                            | All applications                                                                                                                                                                              |
|                                      | Landscape and Visual Impact                                                                                                                                                     | For developments which would significantly change the appearance of the site and are of a scale that would impact upon the landscape or townscape character of the surrounding area.          |
|                                      | Materials details                                                                                                                                                               | All applications where external works are proposed                                                                                                                                            |
|                                      | Noise & vibration impact assessment                                                                                                                                             | Noise sensitive development within close proximity to railways, existing noise generating uses (including roads, or city centre locations), and noise generating uses                         |
|                                      | Planning statement                                                                                                                                                              | All applications                                                                                                                                                                              |
|                                      | Existing & Proposed Plans:<br>- Floor plans<br>- Elevations<br>- Roof plan<br>- Block plan<br>- Schedules of room sizes for dwellings                                           | All applications<br><br>For new residential development                                                                                                                                       |
|                                      | Open Space Statement                                                                                                                                                            | All applications for 10 dwellings or more, and applications adjacent to an area of open space                                                                                                 |
|                                      | Sustainability statements to explain how the proposal will achieve local plan policy objectives for: water efficiency; carbon emission; emissions rate calculations and BREEAM. | All applications. See our Supplementary Planning Document for more information:<br><a href="#">Sustainable Design and Construction Supplementary Planning Document</a>                        |
|                                      | Town centre uses - sequential test approach and impact assessments                                                                                                              | Any proposals for 'town centre uses' outside of the town centre, district or local centres. (see our <a href="#">Proposals map</a> ).                                                         |

|                                      |                                                                      |                                                                                                                                                                                                   |
|--------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |                                                                      |                                                                                                                                                                                                   |
| <b>Local Validation Requirements</b> | Transport Assessments and Travel Plans                               | All applications                                                                                                                                                                                  |
|                                      | Utilities Statement                                                  | Applications on sites containing protected tree where utilities would be proposed within 15m of any tree, or sites within an area of archaeological potential where new connections are proposed. |
|                                      | CIL form and calculation methodology                                 | For development where additional dwellings are proposed, or additional floor space of 100m <sup>2</sup> or more                                                                                   |
|                                      | Daylight/sunlight assessment                                         | Where the proposed development is likely to impact the daylight or sunlight reaching adjoining properties                                                                                         |
|                                      | Tree Surveys / Arboricultural Impact Assessment and method statement | If any part of the proposal is within 15 metres of the trunk of any tree(s) on or off-site                                                                                                        |
|                                      | Site level information                                               | Where site levels are likely to affect the level or extent of impact of the proposal on neighbouring properties                                                                                   |
|                                      | Viability Appraisal and correct fee                                  | All applications where seeking to vary policy requirements for affordable housing                                                                                                                 |
|                                      | Vehicle Parking & Waste Storage details                              | All applications. Refer to: <a href="#">Revised Parking Standards and Design Supplementary Planning Document</a>                                                                                  |
|                                      | Vent/Flue & ventilation details                                      | All applications where mechanical ventilation is proposed                                                                                                                                         |
|                                      | Wind and Microclimate Assessment                                     | Buildings greater than 8 storeys, or developments likely to impact upon by existing tall buildings                                                                                                |

## Discharge of Conditions

|                                         |                                                                                                                                                                                                                                                                                   |                      |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Notification letter giving sufficient information to enable the authority to identify the permission in which it is made, and necessary plans and documentation necessary to deal with the application</li> <li>- Correct Fee</li> </ul> |                      |
|                                         | <b>Document</b>                                                                                                                                                                                                                                                                   | <b>When Required</b> |
| <b>Local Validation Requirements</b>    | Information as specified by the relevant condition(s). Please ensure that <u>all</u> info required by a condition is provided to avoid delays and/or application being refused.                                                                                                   | All applications     |

## Certificates of lawfulness

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                 |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Location plan with two streets named</li> <li>- Site Plan clearly identifying the subject site</li> <li>- Evidence to verify the information included in the application. Detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be lawful.</li> <li>- Correct fee</li> </ul> |                                                                                                                 |
|                                         | <b>Document</b>                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>When Required</b>                                                                                            |
| <b>Local Validation Requirements</b>    | Photographs - current and historic<br>Statements from tenants /owners.<br>Invoices for work carried out or utility bills identifying use or structure for relevant time period.<br><br>Existing & Proposed plans<br><br>Justification for why it is believed the proposed use or development will be lawful                                                                                                                            | Existing Use or Development Certificates<br><br><br><br><br><br><br><br><br><br>Proposed Use or Development     |
|                                         | CIL form and calculation methodology                                                                                                                                                                                                                                                                                                                                                                                                   | For development where additional dwellings are proposed, or additional floor space of 100m <sup>2</sup> or more |

**Note: Cert of Lawfulness/ permission in principle/prior notification - it is important that applicants realise that PD rights or Prior Approvals do not override other controls; such as impact on TPO trees. Please check with officers.**

**Non-Material Amendment**

|                                         |                                                                                                             |                                                      |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Correct Fee</li> </ul>       |                                                      |
|                                         | <b>Document</b>                                                                                             | <b>When Required</b>                                 |
| <b>Local Validation Requirements</b>    | <p>Approved and proposed plans with explanation</p> <p>Approved or proposed conditions with explanation</p> | All applications where changes to plans are proposed |

**Variation/Removal of Condition**

|                                         |                                                                                                                                                                                                                                  |                                                                         |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Location plan</li> <li>- Site Plan</li> <li>- Correct fee</li> </ul> |                                                                         |
|                                         | <b>Document</b>                                                                                                                                                                                                                  | <b>When Required</b>                                                    |
| <b>Local Validation Requirements</b>    | <p>Approved and proposed:</p> <ul style="list-style-type: none"> <li>- Floor plans</li> <li>- Elevations</li> <li>- Roof plan</li> <li>- Block plan</li> </ul>                                                                   | All applications where changes to plans are proposed                    |
|                                         | <p>Planning Statement to explain change</p>                                                                                                                                                                                      |                                                                         |
|                                         | <p>CIL form and calculation methodology</p>                                                                                                                                                                                      | For where additional dwellings are proposed or floor space is to change |
|                                         | <p>Any other information pertinent to the proposed variation/removal of condition</p>                                                                                                                                            | Case by case basis                                                      |

**Listed Building Consent**

|                                         |                                                                                                                                                                                                           |                                                                        |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Location plan</li> <li>- Site Plan</li> </ul> |                                                                        |
|                                         | <b>Document</b>                                                                                                                                                                                           | <b>When Required</b>                                                   |
| <b>Local Validation Requirements</b>    | Heritage Statement                                                                                                                                                                                        | All Applications                                                       |
|                                         | Materials Details                                                                                                                                                                                         | All Applications. Include details of manufacture and installation.     |
|                                         | <p>Existing &amp; proposed:</p> <ul style="list-style-type: none"> <li>- Floor plans</li> <li>- Elevations</li> <li>- Roof plan</li> </ul>                                                                | All Applications. May need to be to 1:50 scale or even greater detail. |



|  |              |  |
|--|--------------|--|
|  | - Block plan |  |
|--|--------------|--|

**Advertisement Consent**

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                           |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Location plan</li> <li>- Site Plan</li> <li>- Correct fee</li> </ul>                                                                                                                                                                                                                                                  |                                                                                                                                                                           |
|                                         | <b>Document</b>                                                                                                                                                                                                                                                                                                                                                                                      | <b>When Required</b>                                                                                                                                                      |
|                                         | <p>Existing &amp; proposed elevations at a scale of 1:50 or 1:100.</p> <p style="text-align: center;">-</p> <p>Advertisement drawing(s) (at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination, if applicable).</p> <p>Photos and photomontages.</p> | <p>All Applications</p> <p>At applicant's discretion but will be required if the proposal is within a conservation area or on of affects setting of a listed building</p> |
|                                         | Lighting Details                                                                                                                                                                                                                                                                                                                                                                                     | All illuminated signage                                                                                                                                                   |

**Outline Planning Applications**

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Location plan</li> <li>- Site Plan</li> <li>- Correct fee</li> <li>- Design and Access Statement for any 'major developments' and where located within a conservation area</li> <li>- Access Plan - Where access is a reserved matter, the area or areas where access points to the development proposed would be situated</li> </ul> |                      |
|                                         | <b>Document</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>When Required</b> |
| <b>Local Validation Requirements</b>    | As per above full planning (minor) and full planning (major) applications                                                                                                                                                                                                                                                                                                                                                                                                                         | All applications     |

**Approval of Reserved matters**

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>National validation requirements</b> | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Location plan to 1:1250 or 1:2500 showing north point</li> <li>- Site Plan</li> <li>- Other plans and drawings necessary to deal with matters reserved in the outline planning permission</li> <li>- Correct fee</li> <li>- Access Plan - Where access is a reserved matter, the area or areas where access points to the development proposed would be situated</li> </ul> |  |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                               | Document                                                                           | When Required    |
|-------------------------------|------------------------------------------------------------------------------------|------------------|
| Local Validation Requirements | CIL form and calculation methodology                                               | All applications |
|                               | See requirements of a full application for matters which were previously reserved. | All applications |

### Permission in Principle

| National validation requirements | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Location plan</li> <li>- Correct fee</li> </ul>                                                                                                                                                                                             |                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                  | Document                                                                                                                                                                                                                                                                                                                   | When Required    |
| Local Validation Requirements    | CIL form and calculation methodology                                                                                                                                                                                                                                                                                       | All Applications |
|                                  | All matters which were previously reserved, similar to that of a full application above.                                                                                                                                                                                                                                   | All Applications |
| Potential further information    | Although the scope of permission in principle is limited to location, land use and development consider what evidence would support your application. Although we would not invalidate an application on this basis, the requirements for a full planning approval would be a useful indicator as to what may be required. |                  |

### Prior Determination Demolition

| National validation requirements | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Statement confirming the relevant site notice has been displayed</li> <li>- Correct fee</li> </ul>                                                                                                                                              |                  |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                  | Document                                                                                                                                                                                                                                                                                                                       | When Required    |
| Local Validation Requirements    | Location Plan                                                                                                                                                                                                                                                                                                                  | All Applications |
| Potential further information    | To assess the impact of demolition we sometimes require details on the transport impact of removing the waste from the site, the ecological, landscape or heritage impacts of demolishing a building or structure and loss of dwelling if not to be replaced. You should consider if this would help support your application. |                  |

### Prior Notification & Approvals - See GDPO 2015 as amended and note below.

| National validation requirements | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Location plan</li> <li>- Correct fee</li> </ul>                                                                                                                                                                   |                                                                                                              |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|                                  | Document                                                                                                                                                                                                                                                                                         | When Required                                                                                                |
| Local Validation Requirements    | None, although the below should be submitted to avoid delays. Note: Cert of Lawfulness/ permission in principle/prior notification - it is important that applicants realise that PD or Prior Approvals do not override other controls; such as impact on TPO trees. Please check with officers. |                                                                                                              |
| Further information              | Plans - Existing & proposed                                                                                                                                                                                                                                                                      | All Applications                                                                                             |
|                                  | Acoustic Assessment of close commercial premises                                                                                                                                                                                                                                                 | Where application is for an office prior approval and is within 50m of potentially noisy commercial premises |

|                          |                                                                                 |
|--------------------------|---------------------------------------------------------------------------------|
| Transport Assessment     | Development likely to generate a significant number of vehicle movements        |
| Flood Risk Assessment    | Where site is located within a flood zone shown on Environmental Agency Mapping |
| Contaminated land survey | When ground works are proposed at sites with known or suspected contamination   |

Note: there are many prior approval applications now available - too many to list here. Please check the Planning Portal or Gov.uk sites for latest updates.

### **PART 3 - GUIDANCE ON THE INFORMATION REQUIRED ON OUR LOCAL LIST**

For each item on the local requirement list the following guidance is given:

- When the additional information or a statement on the topic is required;
- Guidance on what the information submitted should cover; and
- The policy justification for requiring the information.

Please note that the guidance given is generalised and often the scope and standard of the information required will depend upon the individual site and the proposal. Our pre-planning application service now includes an option to have application submissions checked before formal submission. Please also note that this list is not exhaustive and there may be sites or proposals where additional information may be needed before the planning application can be determined.

Links to relevant documents referred to are provided below:

Reading Borough Local Plan 2019

[Local Plan](#)

[Proposals map](#)

Supplementary Planning Documents

[Affordable Housing Supplementary Planning Document](#)

[Design Guide to House Extensions](#)

[Employment, Skills and Training Supplementary Planning Document](#)

[Revised Parking Standards and Design Supplementary Planning Document](#)

[Residential Conversions Supplementary Planning Document](#)

[Planning Obligations under Section 106 Supplementary Planning Document](#)

[Sustainable Design and Construction Supplementary Planning Document](#)

There are also site specific Supplementary Planning Documents found on this page:

[Planning policy - Reading Borough Council](#)

Other Sources of Information

[Reading Biodiversity Action Plan](#)

[Tree Strategy](#)

[Reading's Climate Emergency Strategy](#)

Find out if property is a [listed building](#) or on our [list of locally important buildings](#)

## LOCAL LIST - DETAILS OF INFORMATION REQUIREMENTS

### 1. Affordable Housing Statement

#### When required:

All developments proposing new dwellings or additional floorspace required to increase residential units (not HMOs or conversions of existing floor area) must include an affordable housing statement.

#### Guidance

An Affordable Housing Statement should explain how the proposal meets the relevant policy (H3 and/or H4) requirements. The statement should include draft heads of terms for the provision of affordable housing to be secured by a S106 legal agreement if planning permission is to be granted. Ideally provision should be made on site and the statement should include details of the following:

- the total number of all residential units;
- the number of affordable units; numbers of bedrooms and property types;
- plans showing the location of the affordable units;
- the different levels or types of affordability or tenure proposed for different units- this should be clearly and fully explained in line with policy expectation, and include rent levels where appropriate;
- design quality standards (Homes and Communities Agency compliant);
- details of access arrangements for affordable housing units; and
- demonstration that the affordable units have proportionate car parking spaces in line with policy expectation.

If the Policy is to be met fully or partly through a financial contribution to provide affordable housing elsewhere the statement needs to justify how the contribution has been calculated. This should include:

- the total number of residential units;
- details of the Gross Development Value (GDV) of the whole development, based on two separate valuations by suitably qualified estate agents of the completed development; and
- the proposed level of financial contribution.

Full submission requirements are explained in detail in the Council's Affordable Housing SPD (March 2021) beginning on page 27.

If the level of affordable housing proposed on site or contribution towards off-site provision is less than required by policy this will normally require a viability assessment to be submitted so figures can be checked. (see item 27 below).

#### Policy

##### Reading Borough Local Plan (2019)

H3: Affordable Housing

H4: Build to Rent Schemes

##### Supplementary Planning Documents:

Planning Obligations under S106 (2015 and future amendments) 2019

Affordable Housing SPD (2021)

## 2. Air Quality Statement

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>When required:</b></p> <p>Policy EN15 of the <b>Reading Borough Local Plan (2019)</b> states that:<br/> <i>Where a development would introduce sensitive uses (such as residential, schools and nurseries, hospitals, care facilities) into, or intensify such uses within, an Air Quality Management Area, detrimental effects on that use will be mitigated. Mitigation measures should be detailed in any planning application. If there are significant detrimental effects that cannot be mitigated, the application should be refused.</i></p>              |
| <p><b>Guidance</b></p> <p>A proposed development is likely to need an air quality statement when it would:</p> <ul style="list-style-type: none"> <li>• lead to an increase in congestion or HGV movements</li> <li>• include significant amounts of car parking</li> <li>• emit dust</li> <li>• introduce “sensitive receptors” eg. dwellings, schools, hospitals, into an area of poor air quality</li> </ul> <p>For information on whether an Air Quality statement should be submitted with your proposal you should check on the proposals map or seek advice.</p> |
| <p><b>Policy</b></p> <p><b>Reading Borough Local Plan (2019)</b><br/> EN15: Air Quality<br/> EN16: Pollution and Water Resources<br/> EN15: Air Quality</p> <p><b>Air Quality Management Areas in Reading, 2009</b></p>                                                                                                                                                                                                                                                                                                                                                 |

## 3. Archaeological Assessment

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>When required</b></p> <p>For all proposals involving the disturbance of ground within an Area of Archaeological Potential as identified on the adopted Local Plan Proposals Map.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Guidance</b></p> <p>Given the archaeological evidence for Reading dating back as early as the Palaeolithic (or Old Stone Age) period, Reading Borough is rich in archaeological interest. It contains two Scheduled Ancient Monuments (Reading Abbey and the High Bridge), a wealth of unscheduled monuments and potential for considerable as yet undiscovered and unrecorded archaeology. Works associated with development can lead to new finds, which will be of great value in understanding the history and development of the area.</p> <p>National planning policy emphasises the need to carry out an appropriate desk-based assessment and where necessary, a field evaluation where an application site includes, or has the potential to include, heritage assets with archaeological interest. The information should include plans showing historic features, listed buildings &amp; structures, historic parks &amp; gardens, historic battlefields &amp; scheduled ancient monuments, an analysis of significance of archaeological, history &amp; character of building/structure, principles of and justification for proposed work. This will ensure that an informed decision can be made and, if planning permission is granted, ensure that appropriate measures are put in place to manage the investigation, recording, analysis and preservation of the remains or otherwise mitigate the effect of the development on matters of archaeological interest. <b>Note: field investigations carried out in advance of submission should do not compromise the root systems of protected trees and other trees planned for retention.</b></p> <p>Areas with recognised archaeological potential are shown on the Proposals Map.</p> |

However, there is a potential for archaeological finds almost anywhere in the Borough.

#### Policy

**Reading Borough Local Plan (2019)**  
EN2: Areas of Archaeological Significance

#### 4. Contaminated Land Survey & Report

##### When required

Where contamination is known or suspected or the development site is in the vicinity of such land, and ground-works are proposed; or, where there is a vulnerable or sensitive end user i.e. Residential, Schools, Nurseries, Hospitals or Allotments.

##### Guidance

This information is required to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. A desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination. In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors - known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages. For applications involving the decommissioning of underground storage tanks, a method statement for decommissioning of tanks in line with APEA Guidance (Association of Petroleum & Explosives Administration).

##### Policy

**Reading Borough Local Plan (2019)**  
EN16: Pollution and Water Resources

#### 5. Daylight/Sunlight Assessment

##### When required

In support of all applications involving:

- buildings exceeding four storeys in height where adjoining other developed land or public open spaces;
- where proposed buildings or extensions could lead to overshadowing of other proposed buildings or spaces within the same development site, particularly amenity spaces;
- where the application site is itself subject to significant shading from adjoining buildings or trees;

For full planning applications and major developments, it is likely that these reports will require independent review which will be funded by the applicant.



**Guidance**

To assess the impact of proposals on adjoining properties, including associated gardens or amenity space in respect of loss of daylight and sunlight a “daylight, vertical sky component, sunlight availability and shadow study” should be undertaken. Developers are advised to refer to “**Site layout planning for daylight and sunlight: a guide to good practice (BR209)**” available on the British Research Establishment (BRE) website. The information included should be sufficient to determine: the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties the measures that will be taken to mitigate the expected impact of the proposed development.

The Council seeks external consultant advice to review daylight/sunlight assessments, which can take time and costs the Council money. These costs will be recovered either as part of the pre-planning application advice fee or, for those applications submitted without first doing pre-app, the Council will seek separate payment towards the costs of seeking consultant advice. Should the advice lead to alterations to the proposal being submitted, further consultant advice may be needed with the relevant fee required.

**Policy****Reading Borough Local Plan (2019)**

CC7: Design and the Public Realm

CC8: Safeguarding Amenity

H9: House Extensions and Ancillary Accommodation

**6. Ecological Survey & Report****When required**

An ecological assessment will need to be submitted with all major applications, and with any other applications that could directly or indirectly potentially impact on rare, protected, invasive or notable species, priority habitats, Local Wildlife Sites or Green Links.

Proposals, including residential extensions, that involve the demolition of buildings or alterations to roofs or lofts will generally need to be accompanied by a bat survey.

For all application, except householder applications, applicants will need to demonstrate that there will be a net gain in biodiversity units as measured using the DEFRA 3 Metric or its successor.

**Guidance**

Where a development is likely to have an impact on ecology you are encouraged to seek pre-application advice or advice from consultant ecologist. This is because some ecological surveys can only be carried out at certain times of the year. In most cases the Council would not be able to determine a planning application until surveys have been completed and lack of ecological survey information can be a reason for refusing an application (see paragraph 99 of ODPM Circular 06/2005 not revoked by the 2021 NPPF).

Surveys will need to be undertaken and reports produced by suitably qualified ecologists who are members of the Chartered Institute of Ecology and Environmental Management or an equivalent organisation, and or have the experience or qualifications to carry out surveys. For surveys which disturb protected species the surveyor may need to be licensed by Natural England. Applicants should ensure that the consultant that they employ has the relevant qualifications. For a list of appropriately qualified ecologists please refer to the CIEEM website - <http://www.cieem.net/>

Surveys will need to be undertaken and reports produced in accordance with nationally recognised guidance, this includes but is not limited to:

CIEEM - Guidelines for Preliminary Ecological Appraisal  
CIEEM - Guidelines for Ecological Impact Assessment  
The Bat Conservation Trust's Bat Survey Guidelines

Policy EN12 explains that Reading's Green Network is identified on the Proposals Map. It comprises: Local Wildlife Sites; Local Nature Reserves; Biodiversity Opportunity Areas; Protected and Priority Species and their Habitats; Priority and Biodiversity Action Plan habitats; the River Thames and its tributaries (including the River Kennet and the Kennet & Avon Canal); Green Links; and areas with potential for biodiversity value and which stitch the Green Network together (designated Local Green Space and open green spaces, and existing and potential Green Links).

New development needs to demonstrate how the location and type of green space, landscaping and water features provided within a scheme has been arranged to enhance the Green Network and maximise opportunities for enhancing this network.

Development will need to follow the Mitigation Hierarchy which is a cornerstone of environmental policy and is referred to in paragraph 180 of the NPPF and Policy EN12. It is a systematic approach to addressing environmental impact and its potential compensation. The first step is to avoid impacts, then to minimise them, then take on-site measures to rehabilitate or restore biodiversity, before finally offsetting residual, unavoidable impacts. Applicants will need to demonstrate how a scheme design has followed this hierarchy. It is not acceptable (nor does it comply with planning policy) to design a scheme that causes harm from the outset and then simply to propose to "offset" that harm. [Biodiversity metric: calculate the biodiversity net gain of a project or development - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development).

For all applications, except householder applications, applicants will need to demonstrate that there will be a net gain in biodiversity units as measured using the DEFRA 3 Metric or its successor. The metric will need to be submitted in excel format and be accompanied by cross referenced maps showing habitats (classified using the UK Habitat Classification System) before and after development as well as a supporting statement from a suitably qualified ecologist detailing the assumptions that have been made in the calculation. Metric calculations that are not accompanied by maps and a statement will not be accepted by the Council.

Where proposals, including for householder applications, involve demolition of buildings or alterations to roofs or loft spaces the application will generally need to be accompanied by a bat survey report. The report will need to be based on surveys carried-out by appropriately qualified ecologists in accordance with national guidelines. Alternatively, a statement including photos setting out why it is considered that a bat survey report is not required can be submitted - however applicants may still be asked to provide a professional bat survey in some circumstances during the assessment of the application. See here for more information: [Bats: surveys and mitigation for development projects - GOV.UK](https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects)

**Policy**

National Planning Policy Framework

ODPM Circular 06/05: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact Within The Planning System

**Reading Borough Local Plan (2019)**

EN11: Waterspaces

EN12: Biodiversity and the Green Network

**Legislation**

The Environment Act 2021

The 1981 Wildlife and Countryside Act as amended

The 1992 Wildlife Protection of Badgers Act

The Conservation of Habitats and Species Regulations 2017

The Natural Environment and Rural Communities Act 2006

**7. Energy Efficiency Statements****When Required**

Major planning applications are required to provide a statement. For Minor applications energy efficiency details can be included in a Sustainability Statement (see item 20)

**Guidance**

An Energy Statement should demonstrate how the energy related aspects of the proposed development will meet requirements of policy CC2, policy CC4 and policy H5 of the Reading Borough Local Plan (2019). The Energy Statement should include a calculation of the carbon emissions for development in accordance with the relevant BREEAM Standard.

Policy CC2 requires that all major non-residential developments or conversions to residential are required to meet the most up-to-date BREEAM 'Excellent' standards, where possible. All minor non-residential developments or conversions to residential must meet the most up-to-date BREEAM 'Very Good' standards as a minimum.

Policy CC4 requires that any development of more than 20 dwellings and/or non-residential development of over 1,000 sq m shall consider the inclusion of decentralised energy provision, within the site, unless it can be demonstrated that the scheme is not suitable, feasible or viable for this form of energy provision. Where there is existing decentralised energy provision present within the vicinity of the application site, further developments of 10 dwellings or more or non-residential development of 1,000 sq m or more will be expected to link into the existing decentralised energy network or demonstrate why this is not feasible.

Policy H5 requires all major new build residential development to be designed to achieve 'zero carbon homes' as defined in the Sustainable Design and Construction SPD. All other new build housing will achieve at a minimum a 19% improvement on the dwelling emission rate over the target emission rate (TER) as defined in the 2013 Building Regulations.

It is expected that the Energy Statement appropriately addresses the decentralised energy requirement and provides a pre-assessment estimate, usually an as-proposed SAP assessment. Conditions will be attached requiring a BREEAM sustainability assessment and/or Final/As-Built Building Regulations Compliance Report.

Full submission details are described beginning on page 15 of the Council's Sustainable Design and Construction SPD (Dec 2019).

**Policy****Reading Borough Local Plan (2019)**

CC1: Presumption in Favour of Sustainable Development

CC2: Sustainable Design and Construction

CC3: Adaptation to Climate Change

CC4: Decentralised Energy

H5: Standards for New Housing

CC5: Waste Minimisation and Storage

Supplementary Planning Document “Sustainable Design and Construction” (2019)

**8. Environmental Impact Assessment****When Required**

Required for developments that:

- are listed under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017; or
- are listed under schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and are likely to have significant effects on the environment by reason of its nature, size or location

Use this link: [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017 \(the ‘2017 Regulations’\)](#)**Guidance**

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017 No.571) sets out the circumstances in which an EIA is required. You should request a screening opinion before submitting a planning application if the development meets the criteria as set out under Schedule 2 of the EIA regulations.

Where an Environmental Statement is required (either because the development falls under Schedule 1 or, for development falling under Schedule 2, a screening opinion has determined that an Environmental Statement is needed) the Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. e.g. air quality assessment, transport assessment etc. an application can be made to the Local Planning Authority for a Scoping Opinion which sets out the Local Authority’s opinion as to the information to be provided in an environmental statement.

**Policy****NPPF**

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

**9. External Lighting Details****When Required**

All proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, Local Wildlife Site, green link or watercourse where external lighting would be provided or made necessary by the development

**Guidance**

Details should include the following as relevant:

- hours of operation;
- an isolux contour map showing light spillage to 1 lux;
- light levels;
- column heights and layout plan with beam orientation;
- a schedule of equipment;
- a description of measures such as hoods and cowls provided to avoid glare/light spill;
- impact on nearby dwellings or roads and use of planting to mitigate effects.

**Policy****Reading Borough Local Plan (2019)**

CC7: Design and the Public Realm

CC8: Safeguarding Amenity

EN12: Biodiversity and the Green Network

**10. Flood Risk Assessment****When required**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater area in Flood Zone 1 and for all proposals for new development, including household or small commercial extensions (under 250 sq.m), in Flood Zones 2, 3a and 3b as designated by the Environment Agency. See advice from the Environment Agency: [Preparing a flood risk assessment: standing advice](#)

**Guidance**

A Flood Risk Assessment should address the issue of flood risk to both property and people. It should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. This will include sequential and exception tests for major developments in zones 2 & 3. It should identify opportunities to design surface water management systems (Sustainable Drainage Systems) and address the requirement for safe access to and from the development in areas at risk of flooding. Guidance on the sequential approach and the exception test is provided in the National Planning Policy Framework.

**Policy****NPPF****Reading Borough Local Plan (2019)**

EN18: Flooding and Drainage

**11. Head of Terms Proposal - s106 Legal Agreements****When required**

Applications for planning permission where adopted policies, SPDs or pre-application discussions indicate that there will be a requirement to secure by a legal agreement either works of financial contributions to mitigate the impact of a development. Such works might include on site of affordable housing or financial contribution to off-site provision, provision of open space on site or financial contributions towards off-site public realm or open space or employment and skills plans or similar community assets or initiatives of social value.

**Guidance**

The planning obligations SPD also gives an indication of the contributions relevant to different types of development. For all relevant development draft heads of terms will be required along with:

- confirmation that the applicant owns all the land where “development” is proposed and if not, who does, and have they agreed to be a “party” to the agreement?
- a copy of the title deeds to the land
- confirmation if the land where “development” is proposed is subject to a mortgage
- the name and address of the applicant’s solicitors.
- confirmation in writing that the applicant agrees to pay the Council’s reasonable legal costs whether or not the matter proceeds or is completed plus our standard S106 monitoring fee.

Applicants will obtain further information on the items that might need to be included in a legal agreement and the level of contributions involved by submitting an application for pre-application advice.

Information on Viability appraisals in support of levels of contributions proposed is given in item 27 below.

**Policy****Reading Borough Local Plan (2019)**

CC9: Securing Infrastructure

Policy CC9: Securing Infrastructure

Policy H3: Affordable Housing

Policy CC4: Decentralised Energy

Planning Obligations SPD

**12. Heritage Statements****When Required**

Any application which affects a ‘heritage asset’ or its setting or for development proposals in conservation areas.

**Guidance**

Designated Heritage Assets are Listed Buildings, Conservation Areas, Registered Historic Parks and Gardens, Scheduled Ancient Monuments and locally listed buildings. A Heritage Statement may also be requested if the Council identifies a building or site as a ‘non-designated heritage asset’ of architectural, historic, archaeological or artistic interest during the pre-application or application process.

The scope and degree of detail necessary in a Heritage Statement or Conservation Area Appraisal will vary according to each application, but it is expected that these documents will contain sufficient detail to understand the history, character and significance of the building, site or area concerned (the ‘heritage asset’); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed and demonstrate that the Historic Environment Record has been consulted. For buildings or sites of high significance it is recommended that the statement be prepared by an architectural historian or accredited conservation architect.

**Policy****National Planning Policy Framework****Reading Borough Local Plan (2019)**

Policy EN1: Protection and Enhancement of the Historic Environment

Policy EN2: Areas of Archaeological Significance

Policy EN4: Locally Important Heritage Assets

Reading Borough's Conservation Area Appraisals

**13 Landscape Principles****When Required**

For major and minor planning applications for all new development proposals that include external space. A statement of landscape principles would be required as a minimum with the requirement for further details forming part of a planning condition.

Also see Tree Survey information requirements (item 23)

**Guidance**

Landscape principles should demonstrate to the council that a high quality and wildlife friendly landscaping scheme can be provided within the context of the development and that proposals will be in line with the aims of the Tree Strategy and BAP. As such the council will require details of existing and proposed planting to be submitted with the application. The details required will depend on the nature of the application but as a minimum the applicant should provide outline details of the proposed landscaping scheme. Particular consideration should be given to the following:

- (a) proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, structures and ancillary objects (refuse bins, lighting columns etc);
- (b) proposed and existing functional services above and below ground (e.g drainage, power, communications cables, pipelines etc. indicating lines, manholes etc.);
- (c) predominantly native and or wildlife friendly species, including large canopy trees species likely to be resilient to the effects of climate change and a diversity of planting (trees ideally to the 30:20:10 ratio -no more than 30% or any one family; 20% of any one genus and 10% of any one species);
- (d) the integration of sustainable drainage systems and landscaping e.g. SUDs tree pits or surface water to irrigate new landscaping;
- (e) boundary treatments to ensure that hedgehogs and other wildlife can traverse the site.

Landscape principles should seek to retain existing trees and other vegetation, where practicable. Plans should clearly show which trees or landscape features are proposed to be retained and which are to go and should demonstrate a net gain in tree number, providing alternative greening where site constraints do not allow tree planting. The location of tree planting should avoid immediate and future conflicts, e.g. with service routes, lighting, archaeologically sensitive areas. Where planting on land with identified remediation requirements (relating to contamination), landscape details should include any mitigation measures recommended.

**Policy****Reading Borough Local Plan (2019)**

Policy CC7: Design and the Public Realm

Policy EN14: Trees, Hedges and Woodland



## 14 Landscape and Visual Impact Assessment

### When Required

For developments which would significantly change the appearance of the site and are of a scale that would impact upon the landscape or townscape character of the surrounding area. Advice can be sought on whether a Landscape and Visual Impact Assessment (LVIA) should be provided through pre-application discussions.

### Guidance

Any LVIA should be proportional to the scale and nature of the development proposal and should focus on the effects that are both likely and significant in any scenario covering the specific impact of a proposal in relation to: landscape effect, and visual effects.

Landscape effects can include, but are not limited to:

- Shared resource - important in its own right as public good;
- Environment for biodiversity, flora & fauna;
- Setting for day to day lives;
- Opportunity for aesthetic enjoyment;
- Sense of place and history, contributes to identity (individual, local, national & European);
- Continuity with past through landscapes relative permanence and its role as a cultural record of past;
- Contribute to wellbeing, from above and as source of memories / associations;
- Inspiration for learning, art and other creativity.

Visual effects can include, but are not limited to:

- Area in which development may be visible;
- Different groups who may experience views of development;
- The places where they will be affected;
- The nature of the views and visual amenity at those points;
- Changes in specific views.

The LVIA should be conducted in accordance with recognised best practice.

### Policy

#### Reading Borough Local Plan (2019)

Policy CC7: Design and the Public Realm

Policy EN5: Protection of Significant Views with Heritage Interest

Policy EN6: New Development in a Historic Context

Policy EN7: Local Green Space and Public Open Space

Policy EN13: Major Landscape Features and Areas of Outstanding Natural Beauty

Policy EN14: Trees, Hedges and Woodland

## 15. Materials Details

### When required

All major and minor and householder planning applications involving new development visible from the public realm.

**Guidance**

In many cases completing the question on the standard planning application form with “to match existing” or providing a list of proposed materials or identified on proposed plans will be sufficient. However, for sites involving Major development or adjacent to Listed or Locally Listed Buildings or in Conservation Areas a more detailed schedule will be required. You will be advised by the case officer if samples of materials will be needed to be provided for approval before a decision is made.

**Policy**

Reading Borough Local Plan 2019  
 Policy CC7: Design and the Public Realm  
 Policy EN1: Protection and Enhancement of the Historic Environment  
 Policy EN3: Enhancement of Conservation Areas  
 Policy EN4: Locally Important Heritage Assets  
 Policy EN6: New Development in a Historic Context  
 Policy H9: House Extensions and Ancillary Accommodation

**16. Noise & Vibration Impact Assessment****When required**

Potentially noise generating developments (e.g. pubs, clubs, takeaways, child care nurseries & schools, industrial/commercial uses, recreation) in the vicinity of existing noise sensitive developments - residential, schools and hospitals; or

- . Noise sensitive uses in the vicinity of existing noise generating uses, classified roads, railways or in areas with an existing noisy environment such as the city centre; or
- . Mixed use applications comprising both noise generating and noise sensitive uses; or
- . Commercial applications including extractor or cooling units in the vicinity of noise sensitive uses.

**Guidance**

Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures. Advice should be sought from the council’s Public Protection Service for individual requirements. (BS4142). The assessment should include information about: the sound power level and the likely resultant noise level of equipment at the site boundary for all noise-producing machinery such as extract ventilation systems, refrigeration equipment etc. that is likely to be installed; where any noise-generating plant or equipment will be located and installed so as to reduce noise impacts on neighbouring properties; delivery times and opening hours for commercial premises within noise sensitive areas; details of waste collection for example pubs/clubs where glass collection could be noisy. Pursuant to Policy EN17 all development should ensure that noise level should be at least 10dBA below existing background levels.

Proposed developments immediately adjoining (including below or above) residential premises should provide full details of sound insulation measures, position and design of entrances/exits plus car parking. For pubs and clubs, consideration of location provided for smokers to prevent noise impact from patrons outside the premises.

**Policy****Reading Borough Local Plan (2019)**

Policy EN16: Pollution and Water Resources

Policy EN17: Noise Generating Equipment

Policy CC8: Safeguarding Amenity

**17. Open Space Statement****When Required**

- Any application within or adjacent to an area of open space; and/or,
- Applications for new residential development of 10 dwellings or more.

**Guidance**

- For developments that would result in the loss of open space, given the policy presumption that seeks to protect existing areas of open space, it needs to be clearly demonstrated that replacement open space to a similar standard can be provided close by or that improvements can be made to the remaining open space of a sufficient standard to outweigh the loss of the open space and to provide social value.
- For developments close to an area of open space it needs to be demonstrated how the character of the open space and public enjoyment of it will not be harmed.
- For Major planning applications in or adjacent to an area of open space applications an independent assessment of the open space is needed and, if necessary, an evaluation of whether the existing open space is surplus to local requirements with plans showing any areas of existing or proposed open space within or adjoining the application site

Where open space and/or associated facilities are proposed to be provided on-site or off-site the application must define them and provide a statement that includes:

- Maintenance specification for the works explaining how the facility will be initially installed and maintained to that specification for at least 10 years.

**Policy**

National Planning Policy Framework paragraphs 92, 96, 97

**Reading Borough Local Plan (2019)**

Policy EN7: Local Green Space and Public Open Space

Policy EN8: Undesignated Open Space

Policy EN9: Provision of Open Space

Policy EN10: Access to Open Space

**18. Planning Statement****When Required**

Statements will be required in support of all “major”, “minor” or “other” applications to explain how the proposal relates in policy terms to national planning guidance, the development plan and adopted Supplementary Planning Guidance.

On Householder Applications a brief statement to explain how the design has been arrived at by reference to our SPD and policies and constraints on site is advisable.

**Guidance**

Providing a statement to explain how any proposal has been considered in light of the context of the site and relevant development plan policies will be helpful to the case officer and consultees when considering your proposal.

With the removal of the requirement for Design and Access Statements for all but major applications or minor applications in designated areas Reading Borough Council is concerned that the standard of applications submitted will drop if they are presented without any explanation for the proposal, its design or context. Having this information up front when the planning application is submitted will help the case officer and those consulted on it when considering the merits of the application. By addressing key concerns it is the applicant's opportunity to reduce objections and thus save time. The Council considers it reasonable to request that this sort of information is submitted for all categories of application.

**Policy****NPPF**

**Reading Borough Local Plan (2019)**

**19. Plans and Drawings****When Required**

For all applications for new development we will require plans and drawings to illustrate accurately and to a recognised metric scale what the proposed development will look like and how it differs from the existing situation. They will also need to demonstrate with a schedule that minimum room sizes are met where relevant.

**Guidance**

In addition to the statutory requirement for location and site (block) plans we will require:

- Plans drawn to a recognised scale (e.g; 1:50, 1:100 etc) and scale bar provided. "Do not scale" disclaimers are not accepted.
- Plans accurately labelled and referenced to aid identification, to include a title, drawing number, revision number and date.
- Plans and Supporting Information Tables (see Appendix 5) to be submitted in an electronic format supported by word processing software (eg Microsoft Word/Excel). Information will be placed on our website for public viewing so needs to be of sufficient quality to allow easy viewing and understanding.
- Full (not part) elevations - all existing and proposed to be shown at a metric scale of 1:50 or 1:100
- Full (not part) Floor plans - existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- Floor plans to evidence the stated CIL floorspace figures.
- Sections & levels - Plans should show existing and proposed site levels and finished floor levels (with levels related to a fixed datum point off site) and show the proposals in relation to adjoining buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels differences and mitigation needed should be described in the supporting planning statement.

- Street scenes - to provide context for major developments and minor in-fill developments plans to show buildings on either side of the site.
- Schedules of room sizes to show how they meet the Nationally Described Space Standards [Technical housing standards - nationally described space standard - GOV.UK \(www.gov.uk\)](https://www.gov.uk/technical-housing-standards)

### Policy

#### Reading Borough Local Plan (2019)

Policy CC7: Design and the Public Realm

Policy CC8: Safeguarding Amenity

Policy H9: House Extensions and Ancillary Accommodation

Policy H5: Standards for New Housing

## 20. Sustainability Statement

### When Required

All development will need to demonstrate how it has been designed to incorporate measures to adapt to climate change in accordance with policies CC2, CC3, CC4, CC5, EN18 and H5 of the Reading Borough Local Plan (2019) and a more formal Energy Statement is required for all major development (see item 7 above).

### Guidance

In Reading Borough, the requirements of the Sustainability Statements should follow, as appropriate, one or both of the sustainability checklists at Appendix 1 of the adopted Revised Sustainable Design and Construction SPD.

The Sustainability Statement should focus on the questions posed in the relevant checklist. Completion of a Sustainability Statement helps to demonstrate the applicant's commitment to Sustainable Design and Construction and meeting the requirements of policies CC2, CC3, CC4, CC5, EN18 and H5 of the Reading Borough Local Plan (2019).

In addition to the Energy Statement required by policies CC4 and H5 (item 7), applicants should demonstrate how developments have been designed to incorporate the following measures:

- New buildings shall be orientated to maximise the opportunities for both natural heating and ventilation and reducing exposure to wind and other elements;
- Proposals involving both new and existing buildings shall demonstrate how they have been designed to maximise resistance and resilience to climate change for example by including measures such as solar shading, heating and ventilation of the building and appropriately coloured materials in areas exposed to direct sunlight, green and brown roofs, etc.;
- Use of trees and other planting, where appropriate as part of a landscape scheme, to provide shading of amenity areas, buildings and streets, designed with plants that are carefully selected, managed and adaptable to meet the predicted changed climatic conditions;
- Minimising the impact of surface water runoff from the development in the design of the drainage system (see Landscape Principles above);
- Demonstrating the extent to which the proposal has taken account of the need to minimise the consumption of energy and resources (including water), and maximise the use of sustainable or renewable resources; and
- Minimising the generation of waste in the construction, use and life of buildings and promote more sustainable approaches to waste management, including the reuse and recycling of construction waste and the promotion of layouts and designs that provide adequate, well-designed space to facilitate waste storage, reuse, recycling and composting.

All major developments must incorporate sustainable drainage systems (SuDS) as appropriate and in line with the Government's Technical Standards. Smaller schemes are encouraged to incorporate SuDS, where possible. Runoff rates should aim to reflect greenfield conditions and, in any case, must be no greater than the existing conditions of the site. Schemes should ensure that the movement of water through vertical infiltration as well as horizontal run-off does not worsen contamination effects. Wherever possible, SuDS provision should maximise ecological benefits, link into the existing Green Network, incorporate tree planting and landscaping and avoid damage to existing significant trees, including through changes to the site hydrology. All new developments in areas of flood risk should give priority to SuDS.

Also see Energy information requirements (item 7).

### Policy

#### Reading Borough Local Plan (2019)

Policy CC2: Sustainable Design and Construction

Policy CC3: Adaptation to Climate Change

Policy CC4: Decentralised Energy

Policy CC5: Waste Minimisation and Storage

Policy EN18: Flooding and Sustainable Drainage Systems

Policy H5: Standards for New Housing Policy

Adopted Supplementary Planning Document "Sustainable Design and Construction" 2019.

## 21. Town Centre Uses - Sequential Test Approach and Impact Assessments

### When required

The main town centre uses are defined in the glossary of the NPPF as:

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

Paragraph 86 of the NPPF requires a sequential approach to site selection, whilst paragraph 89 requires an impact assessment. The requirement for a Sequential Test applies to all applications for main town centre uses as defined in the NPPF (no minimum threshold applies) but in accordance with Reading's adopted policy RL5 an Impact Assessment is required only for developments that would exceed 1,000 sq m (gross) of new or additional main town centre use floorspace.

### Guidance

#### Sequential Approach

For proposals for main town centre uses as defined in the Glossary of the NPPF you will need to submit a sequential approach if:

- For retail, the site is outside the Primary Shopping Area and the District and Local Centres shown on the Proposals Map; **and**
- For offices, the site is outside the Office Core and the District and Local Centres shown on the Proposals Map and the A33 Corridor; **and**
- For main town centre uses other than retail and offices, the site is outside the Central Core and the District and Local Centres shown on the Proposals Map; **and**

- The proposal is not in line with an allocation within an up-to-date development plan.

The purpose of the sequential approach, as set out in paragraph 86 of the National Planning Policy Framework. Is that:

*“Local planning authorities should apply a sequential test to planning applications for main town centre uses which are neither in an existing centre nor in accordance with an up-to-date plan. Main town centre uses should be located in town centres, then in edge of centre locations; and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered.*

### **Impact Assessment**

For proposals for main town centre uses as defined in the Glossary of the NPPF you will need to submit an impact assessment if:

- The proposal would exceed 1,000 sq m (gross) of new or additional floorspace for main town centre uses as defined in the Glossary of the NPPF; **and**
- For retail, the site is outside the Primary Shopping Area and the District and Local Centres shown on the Proposals Map; **and**
- For offices, the site is outside the Office Core and the District and Local Centres shown on the Proposals Map and the A33 Corridor; **and**
- For main town centre uses other than retail and offices, the site is outside the Central Core and the District and Local Centres shown on the Proposals Map; **and**
- The proposal is not in line with an allocation within an up-to-date development plan.

The purpose of the impact assessment is set out in paragraph 89 of the National Planning Policy Framework. The assessment should consider:

- “the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).”

For Reading ensuring that centres within areas of deprivation are not adversely affected is of particular local importance. Assessments should also justify the scale of the development, explain why the site has been chosen and confirm the accessibility of the site by a choice of transport modes. More tailored advice can be provided as part of a pre-application response.

### **Policy**

#### **Reading Borough Local Plan (2019)**

Policy CR1: Definition of Central Reading

Policy CR4: Leisure, Culture and Tourism in Central Reading

Policy CR5: Drinking Establishments in Central Reading

Policy CR7: Primary Frontages in Central Reading

Policy CR8: Small Shop Units in Central Reading

Policy RL2: Scale and Location of Retail, Leisure and Culture Development

Policy RL3: Vitality and Viability of Smaller Centres

Policy RL5: Impact of Main Town Centre Uses

Policy RL6: Protection of Leisure Facilities and Public Houses



## 22. Transport Assessments, Transport Statements & Travel Plans

### When Required

All Major Applications and larger Minor and Other applications that will have an impact by increasing transport demand will be required to provide a transport assessment to measure those impacts and propose measures to mitigate them. For smaller schemes (development that is expected to generate relatively low numbers of trips or traffic flows and thus has relatively small transport implications) a Transport Statement (TS) will be sufficient to outline the transport aspects of the application.

### Guidance

National Planning Policy Framework Paragraph 111 states that *“All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.”* More guidance on when a Transport Statement or Assessment will be required can be found on [Travel Plans, Transport Assessments and Statements - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

These documents will allow the transport implications of proposed developments to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome. The TA will include an analysis of all existing and proposed trips by all modes of travel generated by the site. The TA should illustrate accessibility to the site by all modes, and the likely modal split of journeys to and from the site. The TA should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

For a development that has relatively small transport impacts, a Transport Statement would be required which would contain a similar assessment of the existing and proposed conditions as a TA however, a detailed analysis of impact on the wider network would not be required.

A Travel Plan should be submitted in order to outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use. The Travel Plan should include details of targets and arrangements for monitoring.

### Policy

National Planning Policy Framework

#### Reading Borough Local Plan (2019)

Policy TR1: Achieving the Transport Strategy

Policy TR3: Access, Traffic and Highway-Related Matters

Policy TR5: Car and Cycle Parking and Electric Vehicle Charging

## 23. Tree Surveys/ Arboricultural Impact Assessment & Arboricultural Method Statements

### When Required

Tree survey information will be required on all development sites, apart from change of use, where there are trees within the site or adjacent to it, including street trees. A Tree Survey is done first and is a non-bias (not taking any proposed development into account) condition survey of the trees. Following that, an Arboricultural Impact Assessment (AIA) identifies the constraints posed by trees and those trees worth retaining in particular and comments on the impact of the development on those trees and potential mitigation. Finally, an Arboricultural Methods Statement, based on the recommendations within the AIA, may be required before a decision is made.

For householder applications, any proposals involving development within fifteen metres of any tree(s) (on or off-site) should indicate the trunk position, canopy spread and Root Protection Areas of the tree(s) on the application plans.

### Guidance

The Council will need to be satisfied that important trees and vegetation can be retained and that these have been properly considered as constraints so that their successful long-term integration into the development is ensured. The details required will depend on the nature of the application.

Tree Surveys and subsequent Arboricultural Implications Assessments (AIA) should be carried out in accordance with BS5837:2012 Trees in relation to design, demolition and construction - recommendations (or any subsequent replacement BS). Additional, minimum information should include (this should be prepared by a suitably qualified and experienced arboriculturalist):

- Tree retention/removal plan.
- Retained trees and Root Protection Areas (RPA's) shown on proposed layout
- Location of new tree planting
- Existing and proposed finished levels
- Preliminary Tree protection plan
- Schedule of tree works
- Position of existing and proposed services

Plus, any other relevant information as recommended in BS 5837

In addition, an Arboricultural Methods Statement would be helpful to be included at this stage (to avoid needing a condition if permission granted). This should include details for all special engineering within the Root Protection Area (as determined by the Arboricultural Implications Assessment).

### Policy

**Reading Borough Local Plan (2019)**  
Policy EN14: Trees, Hedges and Woodland

**Reading Borough Council Tree Strategy 2021**

## 24. Utilities Statements

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>When required</b></p> <p>Statements will be required to accompany all Major (including Outline) applications for housing development or business, industrial, storage, retail or leisure floorspace, or developments for other uses which are of a similar scale; and for other non-householder developments on sites containing significant tree cover or within an area of Archaeological Potential.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Guidance</b></p> <p>Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal systems. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.</p> <p>Utilities statements should demonstrate:</p> <ul style="list-style-type: none"> <li>(a) that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;</li> <li>(b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</li> <li>(c) that service routes have been planned to avoid as far as possible the potential for damage to archaeological remains, retained trees and avoid being routed through the location of proposed trees.</li> <li>(d) That surface water run-off has been minimised, that the drainage system is sustainable and has been designed in accordance with national guidance on sustainable drainage systems (see SuDS above).</li> </ul> |
| <p><b>Policy</b></p> <p><b>Reading Borough Local Plan (2019)</b><br/> Policy TR5: Car and Cycle Parking and Electric Vehicle Charging<br/> Policy TR3: Access, Traffic and Highway-Related Matters<br/> Policy EN12: Biodiversity and the Green Network<br/> Policy EN15: Pollution and Water Resources<br/> Policy EN18: Flooding</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## 25. Vehicle (Car/Cycle) Parking and Servicing Details (Including waste storage and collection)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>When Required</b></p> <p>All (non-householder) applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.</p> <p>For major applications, applicants will be required to justify proposals which either exceed maximum or fails to meet minimum required parking standards. <a href="#">Revised Parking Standards and Design Supplementary Planning Document</a></p> <p>In the case of householder applications, details of existing and proposed parking spaces and number of existing and proposed bedrooms is required for proposals where existing parking would be lost or altered.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Guidance**

Details to be provided of car parking layouts, loading areas and arrangements for manoeuvring for all vehicles likely to make use of the development and tracking diagrams may be required. A description should be provided of existing transport conditions, how the development would affect those conditions and measures proposed to overcome any problems.

The location of proposed cycle parking should be shown on a plan and details of the number of stands, elevations of proposed cycle covers and materials to be used.

A plan indicating the location of bin store and details of the materials; design and type of enclosure to be used. The plan should include elevations with dimensions.

**Policy****Reading Borough Local Plan (2019)**

Policy EN16: Pollution and Water Resources

Policy EN18: Flooding and Drainage

Policy EN12: Biodiversity and the Green Network

Policy TR3: Access, Traffic and Highway-Related Matters

**26. Vent/Flue & Ventilation Details****When required**

Applications for the use of premises for purposes within the following use class:

A3 (Restaurant and Cafes)

A4 (Drinking Establishments)

A5 (Hot Food Take-Away)

These details may also be required for B1 (general business), B2 (general industrial) and other commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying, leisure uses etc where substantial ventilation or extraction equipment is proposed to be installed.

**Guidance**

The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use. Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system. Elevation drawings showing the size, location and external appearance of plant and equipment will be required.

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. Details of active odour control systems where proposed. Odour control methods to limit the odour from waste, location of waste storage.

**Policy****Reading Borough Local Plan (2019)**

Policy EN16: Pollution and Water Resources

Policy CC8: Safeguarding Amenity

## 27. Viability Appraisal

### When Required

For all minor, other or major applications where on site works or affordable housing is required or where a financial contribution towards off-site works or affordable housing provision is required in accordance with adopted policy, but the applicant cannot meet the level of provision set out in the policies or SPDs.

### Guidance

In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable the Council will require the applicant to submit a residual valuation with all the following information:

- Existing Use Value supported by an independent valuation;
- Land acquisition price and the basis of its purchase;
- Salient terms of acquisition (e.g. subject to planning, soils, ground conditions survey, etc.);
- Purchase process (e.g. private treaty, open market bid, auction, etc.);
- Purchase costs including legal and agency fees;
- Estimated sales values with independent supporting evidence including schedule of unit sizes;
- Marketing/disposal costs and fees
- Estimated construction costs supported by Tender costs or QS schedule to include a specified contingency, contract related fees and itemised/defined ‘abnormals’;
- Itemised preliminary costs;
- Professional fees presented under each respective heading;
- S106/CIL costs as advised by the LPA;
- Financing rate + evidence of financing terms/details (e.g. debt/equity ratio, etc.);
- Estimated profit together with contextual information appropriate to the developers target returns
- Value/cost of the affordable housing provision, where relevant, together with tenure assumptions and calculation of any commuted sum.

Valuations using standard viability models such as HCA, RICS, Three Dragons, etc., will be acceptable providing they provide all the above information and are supported by an appropriate cashflow analysis.

This information will be provided to the Local Planning Authority in its entirety and will be considered as confidential. However, applicants should note that any submitted information could be the subject to a request for information under the Freedom of Information Act and the Environmental Information Regulations. In the event of such a request, the Council will ask the applicant to be prepared to provide a clear statement as to why any information submitted to the Council should be exempt from disclosure under the Act. However, it will ultimately be for the Council to decide whether such a disclosure of information should be made in the public interest.

Consideration of viability appraisals by the Council involves negotiation and can take time. In all cases a fee will be charged for providing an independent review of appraisals and agreement to this will be needed to validate your application. Contact the Valuation Section on [planning.viability@reading.gov.uk](mailto:planning.viability@reading.gov.uk) for more information on how to submit the Viability Appraisal and fees.

In accordance with the current NPPG viability assessments should be prepared on the basis that it will be made public. In circumstances where it is deemed that specific details of an assessment are commercially sensitive an executive summary should be prepared. Where an exemption from publication is sought, the planning authority must be satisfied that the

information to be excluded is commercially sensitive.

Appendix 5 of the Council's Affordable Housing SPD (March 2021) includes a checklist for viability assessment of sites of 10 dwellings or more. Appendix 6 includes a checklist for viability assessment of sites of less than 10 dwellings. Use the link provided on page 17.

#### Policy

NPPF & NPPG

#### Reading Borough Local Plan (2019)

Policy CC9: Securing Infrastructure

Policy H3: Affordable Housing

Affordable Housing SPD (2021)

## 28. Wind and Microclimate Assessment

#### When Required

For all development involving construction of buildings or more than 8 storeys.

#### Guidance

Planning applications for tall buildings (more than 8 storeys) within dense urban settings, as is generally the case within Reading, will require a wind and microclimate assessment.

In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable the Council will require the applicant to submit a wind and microclimate assessment detailing:

- Existing site;
- Proposed scheme with existing surroundings;
- Proposed scheme with surrounding planning consented schemes;
- Existing site with planning consented schemes, should the wind conditions for the previous case exceed the required Lawson comfort or safety categories;
- If mitigation measures are required, the cases above with wind mitigation or improvement features;
- If applicable, - assess impacts on retained trees & how landscaping has been used to create suitable environs;
- If applicable or requested by RBC, the proposed scheme with a likely future scenario, including buildings that may not be consented but are being designed at the time of planning submission. Discussion with planning officers can help identifying such future buildings;
- If applicable or requested by RBC, the construction scenario with a demolished (vacant) site, especially if the existing building is taller than 40m in height;

Developments supported by wind and microclimate assessments are likely to be required to be independently reviewed. The LPA will arrange the review with the costs met by the applicant.

#### Policy

#### Reading Borough Local Plan (2019)

Policy CC8: Safeguarding Amenity

Policy CR10: Tall Buildings

## Appendix 1 - Sample Validation Checklist for Householder Applications

## Householder Planning Applications Validation Checklist

| National Requirement List - These <b>MUST</b> be provided to make your application valid | <b>MUST BE INCLUDED</b><br>✓ |
|------------------------------------------------------------------------------------------|------------------------------|
| Completed standard application form                                                      |                              |
| Location Plan (scale of 1:1250 or 1:2500) showing 2 street names and north point         |                              |
| Site Plan/Block Plan/Plans & Elevations (scale of 1:100, 1:200)                          |                              |
| Completed Ownership/Agricultural Holdings Certificate                                    |                              |
| The appropriate fee                                                                      |                              |

| Local Requirement List - These <b>MAY</b> be required depending on the circumstances of your site | Included<br>✓ | If not included - Why?<br>Use extra sheet if needed |
|---------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------|
| <input type="checkbox"/> Biodiversity survey & ecological reports                                 |               |                                                     |
| <input type="checkbox"/> Daylight/Sunlight assessment                                             |               |                                                     |
| <input type="checkbox"/> Heritage Statement                                                       |               |                                                     |
| <input type="checkbox"/> Tree surveys                                                             |               |                                                     |
| <input type="checkbox"/> Levels survey information                                                |               |                                                     |
| <input type="checkbox"/> Materials details                                                        |               |                                                     |
| <input type="checkbox"/> Vehicle Parking                                                          |               |                                                     |
| <input type="checkbox"/> Householder Planning Statement                                           |               |                                                     |

*Please include a completed copy of a completed checklist (see example below) with your application*

## FURTHER INFORMATION

**Biodiversity survey & ecological reports**

You can check if your property lies in or close to an area designated as being of ecological value on our Proposals Map on our website. Also, if your proposal involves demolition of buildings or changes to the roof you may need to have your property surveyed by a specialist ecologist qualified to carry out this work to confirm if bats are present. **See here for more information: [Bats: surveys and mitigation for development projects - GOV.UK](#)**

**Daylight/Sunlight assessment**

In most cases it will be sufficient, by showing where north lies on the block plan and using a 45 degree angle drawn on the proposed plan, to indicate if your project will lead to a loss of daylight for your neighbours. Where the 45 degree line is broken significantly it is possible to carry out a “daylight, vertical sky component, sunlight availability and shadow study”. Refer to “**Site layout planning for daylight and sunlight: a guide to good practice (BR209)**” (<http://www.bre.co.uk/>) to assess the impact on adjacent properties. This might allow you to suggest ways to reduce the expected impact of the proposed development.

**Heritage Statement**

Needed for applications which affect a statutory listed building (Historic England’s List is online), a locally listed building or for proposals in conservation areas or in the setting of these heritage assets. This document should describe the history, character and significance of the building, site or area

concerned (the 'heritage asset'); describe the impact of the development on the heritage asset with justification for the works and provide a schedule of proposed materials. For Listed Buildings it is recommended that the statement be prepared by an architectural historian or accredited conservation architect.

### Tree surveys

Proposals involving development within fifteen metres of the trunk of any tree(s) (on or off-site) should indicate the trunk position, canopy spread and Root Protection Areas of the tree(s) on the application plans. Tree Surveys should be carried out in accordance with BS 5837:2012 Trees.

### Levels survey information

Where an application site or its relationship with a neighbouring site is affected by a change in ground level you will be required to provide sections to illustrate the change in levels and the effect that this has on how a development will appear and details, where necessary, of any retaining structures or mitigation proposed.

### Materials details

In many cases completing the "Materials" question on the planning application form with "to match existing" or with the names of proposed materials will be sufficient. However, for sites involving or adjacent to Listed Buildings or in conservations areas a more detailed schedule will be required. You will be advised by the case officer if samples are required.

### Vehicle Parking

Details of existing and proposed parking details and number of existing and proposed bedrooms may be required for proposals where existing parking would be lost or altered

### Planning Policy Statement

It is useful to provide a brief statement to describe how your proposal has been developed in the context of current adopted policies and guidance and explain how the application meets the relevant requirements. A statement that covers the topics in this list, as relevant to the site, would be a sensible and acceptable approach. See [Design Guide to House Extensions](#) for more advice.

| National Requirement List - These MUST be provided to make your application valid | MUST BE INCLUDED<br>✓ |
|-----------------------------------------------------------------------------------|-----------------------|
| Completed standard application form                                               | ✓                     |
| Location Plan (scale of 1:1250 or 1:2500) showing 2 street names and north point  | ✓                     |
| Site Plan/Block Plan/Plans & Elevations (scale of 1:100, 1:200)                   | ✓                     |
| Completed Ownership/Agricultural Holdings Certificate                             | ✓                     |
| The appropriate fee                                                               | ✓                     |

| Local Requirement List - These MAY be required depending on the circumstances of your site | Included<br>✓ | If not included - Why?<br>Use extra sheet if needed |
|--------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------|
| <input type="checkbox"/> Biodiversity survey & ecological reports                          |               | No ecological value                                 |
| <input type="checkbox"/> Daylight/Sunlight assessment                                      |               | Not near neighbours                                 |
| <input type="checkbox"/> Heritage Statement                                                | ✓             |                                                     |
| <input type="checkbox"/> Tree surveys                                                      | ✓             |                                                     |
| <input type="checkbox"/> Levels survey information                                         |               | Flat site                                           |
| <input type="checkbox"/> Materials details                                                 | ✓             |                                                     |
| <input type="checkbox"/> Vehicle Parking                                                   |               | No change to parking                                |
| <input type="checkbox"/> Householder Planning Statement                                    | ✓             |                                                     |

*Example of a completed householder checklist.*



## Appendix 2 - Sample Validation Checklist for Minor/Major/Other Applications

## Planning Applications Validation Checklist

| National Requirement List - These MUST be provided to make your application valid                  | MUST BE INCLUDED<br>√ |
|----------------------------------------------------------------------------------------------------|-----------------------|
| Completed standard application form                                                                |                       |
| Location Plan (scale of 1:1250 or 1:2500)                                                          |                       |
| Site Plan/Block plan/Plans & Elevations (scale of 1:100, 1:200) <a href="#">Plans and Drawings</a> |                       |
| Completed Ownership/Agricultural Holdings Certificate                                              |                       |
| Design & Access Statement                                                                          |                       |
| Fire Safety Statement                                                                              |                       |
| SUDS Statement                                                                                     |                       |
| The appropriate fee                                                                                |                       |

| Local Requirement List - These MAY be required depending on the circumstances of your site | Included<br>√ | If not included - Why?<br>Use extra sheet if needed |
|--------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------|
| <a href="#">Affordable Housing Statement</a>                                               |               |                                                     |
| <a href="#">Air Quality Assessment</a>                                                     |               |                                                     |
| <a href="#">Archaeological Assessment</a>                                                  |               |                                                     |
| <a href="#">Contaminated Land Survey</a>                                                   |               |                                                     |
| <a href="#">Daylight/Sunlight Assessment</a>                                               |               |                                                     |
| <a href="#">Ecological Survey and Report</a>                                               |               |                                                     |
| <a href="#">Energy Efficiency Statement</a>                                                |               |                                                     |
| <a href="#">External Lighting</a>                                                          |               |                                                     |
| <a href="#">Flood Risk Assessment</a>                                                      |               |                                                     |
| <a href="#">Heads of Terms Proposal</a>                                                    |               |                                                     |
| <a href="#">Heritage Statement</a>                                                         |               |                                                     |
| <a href="#">Landscape Principles</a>                                                       |               |                                                     |
| <a href="#">Materials Details</a>                                                          |               |                                                     |
| <a href="#">New Build Housing Standards</a>                                                |               |                                                     |
| <a href="#">Noise &amp; Vibration Impact Assessment</a>                                    |               |                                                     |
| <a href="#">Open Space Statement</a>                                                       |               |                                                     |
| <a href="#">Planning Statement</a>                                                         |               |                                                     |
| <a href="#">Plans and Drawings</a>                                                         |               |                                                     |
| <a href="#">Sustainability Statement</a>                                                   |               |                                                     |
| <a href="#">Town Centre Impact Assessment</a>                                              |               |                                                     |
| <a href="#">Transport Assessment &amp; Travel Plans</a>                                    |               |                                                     |
| <a href="#">Tree Survey</a>                                                                |               |                                                     |
| <a href="#">Vehicle (Including Cycle) parking and waste collection details</a>             |               |                                                     |
| <a href="#">Vent/Flue &amp; Ventilation Details</a>                                        |               |                                                     |
| <a href="#">Viability Appraisal &amp; Report</a>                                           |               |                                                     |
| <a href="#">Visual Impact Assessment</a>                                                   |               |                                                     |
| <a href="#">Wind and Microclimate Assessment</a>                                           |               |                                                     |

*Please include a completed copy of a completed checklist with your application*