

Epping Forest District Council Planning Application Validation Requirements Checklist

[*Not all built development and changes of use require planning permission and therefore may be “Permitted Development”. Please follow this link for more detail on this*](#)

[*Minerals and Waste planning applications are dealt with by Essex County Council. Please click on this link for more details.](#)

1 of 3 - National Requirements

(See section 3 of 3 for Householder planning applications)

| Information Item | Policy Driver | Applications that require this information | Further information | Where to look for further assistance |
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| <p>Completed Application Form (1APP) and relevant fee (where required).</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications for planning permission and associated consents,(except for applications for hazardous substance consent).</p> | <p>Completed application form 1APP with all relevant certificates (included within form), signed and dated.</p> <p>It is recommended that planning applications and the fee is submitted to us electronically through the Planning Portal. The Planning Portal has a fee calculator.</p> <p>Where a paper copy is your only option, then one copy must be submitted with the appropriate fee.</p> <p>Credit and debit card payments can be made by calling Planning General Enquiries on 01992 564476 or 01992 564436</p> | <p>Planning Portal Application Fee Calculator</p> <p>Apply on Line via Planning Portal</p> <p>Planning Fees and Charges</p> |
| <p>Notice(s)</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p> | <p>All applications</p> | <p>Must be served in accordance with Article 11, Town and Country Planning (Development Management Procedure) (England) Order 2015.</p> <p>“Owners” are freeholders or leaseholders with at least 7 years of the leasehold left unexpired.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 13</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 14</p> |

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| <p>Design and Access Statement (DAS)</p> | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 9</p> | <p>These are only required for:-</p> <ul style="list-style-type: none"> • Major Developments (defined as 10 or more residential units or the site of the residential development is 0.5 hectares or more in size. In the case of commercial development, then it is defined as 1,000 square metres or more, or the site area is 1 hectare or more). • Listed Building Consents • In a designated area (such as a Conservation Area) where the development consists of 1 or more dwellings, or where the provision of a building or buildings where the floor space created by the development is 100 square metres or more. <p>Please note: Not required for applications for waste development, a change of use, engineering or mining operations or relates to an application to amend the conditions attached to a planning permission</p> | <p>Short report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should explain the design principles and concepts that have been applied to particular aspects of the proposal and cover:</p> <ul style="list-style-type: none"> • The proposed use and amount of development proposed, its scale, layout, landscaping and overall appearance; and • How issues relating to access to the development have been dealt with including lifetime homes and wheelchair accessible housing. | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 9</p> <p>Commission for Architecture and the Built Environment – Design and Access Statements (DAS): How to write, read and use them</p> <p>Planning Portal: Design and Access Statements</p> |
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| <p>Site Location Plan Scale 1:1250 or 1:2500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications.</p> | <p>Site location plans should include:</p> <ul style="list-style-type: none"> • At least two named roads; • All the surrounding buildings, roads and footpaths on land adjoining the site; • A red line around all the land required for the development, the subject of your planning application; • A blue line around all other land owned by the applicant close to or adjoining the application site. | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |
| <p>Block Plan Scale 1:200 or 1:500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. It must show the proposal in relation to the site boundaries and other existing buildings on the site and adjacent sites. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications for demolition, replacement or new buildings and/or new extensions to existing buildings (except Outline applications where siting and layout is a reserved matter)..</p> | <p>Should include the following:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site (i.e. the current situation) • Precise positions of existing and, where appropriate, proposed vehicle accesses including dimensions; • All public rights of way crossing or adjoining the site; • The position of all trees and hedgerows on the site and adjacent land; • The extent and type of any hard surfacing; • The type and height of boundary treatment (e.g. walls, fences etc.). • Any Parking spaces | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |

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| <p>Elevations existing and proposed Scale 1:50 or 1:100 of any new buildings or extensions. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications proposing new buildings or alterations to the exterior of existing buildings.</p> | <p>These should show clearly the proposed works in relation to what is already there. This must show:</p> <ul style="list-style-type: none"> • All sides of the proposal and (where possible) the proposed building materials and the proposed style, materials and finish of windows and doors; • Where a proposed elevation adjoins or is in close proximity to another building, drawings must clearly show the relationship between the buildings and detail positions of the openings on each property. • State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development. | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |
| <p>Floor plans, existing and proposed Scale 1:50 or 1:100 to show overall size of any new buildings or extensions. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All applications proposing new or amended floorspace, including loft conversions where dormer extensions are only proposed. (Except Outline Applications)</p> | <p>This should explain the proposal in detail, showing:</p> <ul style="list-style-type: none"> • Where existing buildings or walls are to be demolished (if applicable); • Details of the existing building(s) as well as those for the proposed development. • Refuse bin facility and its position on site where new commercial development or new housing is proposed. • The entirety of any floor being altered. • State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development. | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |

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| <p>Site Sections (Existing and Proposed Finished Floor and Site Levels) Scale 1:50 or 1:100. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>Required for all applications (except outline applications) which involve a change in ground levels or where development is proposed next to changing ground levels.</p> <p>On sloping sites it will be necessary to show how proposals relate to existing ground levels where ground levels may be modified.</p> <p>Levels should also be taken into account in the formulation of Design and Access Statements (DAS), when a DAS is required.</p> | <p>Plan drawn to show a cross section through the proposed building(s).</p> <p>Where a proposal involves a change in ground levels, drawings must show both existing and finished levels across the site and the adjacent site(s). Drawings must include details of floor levels, building height and relationship to site boundaries.</p> <p>Full information should also be submitted to demonstrate:</p> <ul style="list-style-type: none"> • How proposed buildings relate to existing site levels and neighbouring development; • Plans showing existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |
| <p>Roof Plans Scale 1:100 or 1:200. Must include a scale bar.</p> | | <p>Required where a roof would be created or altered by the proposed development.</p> | <p>Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.</p> | |

Epping Forest District Council Planning Application Validation Requirements Checklist

2 of 3 - Local Requirements

(See section 3 of 3 for Householder planning applications)

The information and reports referred to below are shown in alphabetical order; please refer to column 3 for the threshold criteria applicable to each application type.

| Information Item | Policy Driver | Applications that require this information | Further information | Where to look for further assistance |
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| <p>Affordable Housing (AH) Statement</p> <p>(see also the attached “Viability Statement” information item)</p> | <p>NPPF, paras 47-54, 159, 173-177</p> <p>Local Plan Policies, policy H5A, H6A, H7A, GB16 subject to updated PPG on Planning Obligations</p> | <ul style="list-style-type: none"> • In settlements where the population is greater than 3,000 and where the site is 0.5 hectares or above, or 15 dwellings or more – On-site AH required = 40% of total; • On previously developed land and in settlements where the population is less than 3,000 and where the number of dwellings proposed are more than 10 new units - On-site AH required = 50% of total; • In settlements where the population is less than 3,000 and where the number of dwellings proposed are between 2 and 10 and the Gross Internal Floor Area of all properties proposed is <u>greater</u> than 0.1ha - On-site AH required = 50% of total; • Where the number of dwellings proposed are between 1 and 10 and the Gross Internal Floor Area of all properties proposed is <u>less</u> than 0.1ha – No AH | <p>The statement must set out:</p> <ul style="list-style-type: none"> • The comparative size mix (by number of bedrooms) between affordable and open market units; • The mix and explanation of units and tenure (i.e. affordable rent, shared ownership etc) ; • Details of any Registered Social Landlords proposed as partners in the development; • A plan showing the location of affordable housing units and their number of bedrooms; • Detailed explanation of any financial contribution for off-site affordable housing when requested. <p>If the policy has not been met then a full justification why not will be expected to be set out in the Affordable Housing Statement. This will also mean that the application needs to include a Viability Statement (see section below)</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Planning Practice Guidance – Planning Obligations</p> |
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| <p>Agricultural Buildings and Appraisals</p> | <p>NPPF, paras 55, 109-116</p> <p>Local Plan Policies, GB17A and GB17B</p> | <p>New Agricultural Buildings</p> <p>Any applications proposing new agricultural workers dwellings or to remove agricultural occupancy conditions on existing dwellings.</p> | <p>Explanation/ justification of the agricultural need for the building – What it is to be used for and why it is needed.</p> <p>For larger holdings this may include an identification of the use of other buildings within the site and if vacant, why they are unsuitable for the proposed use.</p> <p>Appraisals for new agricultural workers dwellings should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality.</p> <p>For removal of condition applications evidence should be submitted to show there is no functional or long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property for a minimum of one year has been publicised for sale with its agricultural occupancy status to other relevant interests in the locality. Full details of requirement are in Local Plan policy GB17B.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> |
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| Air Quality Impact Assessment | NPPF, para 124 | <p>An appropriate assessment of air quality must be included with any application that may adversely affect local air quality or be significantly affected by existing levels. It is vital that the applicant considers the need for any assessment before any application is submitted. In particular, any developments that generate:</p> <ul style="list-style-type: none"> ➤ significant additional traffic movements or introduce new receptors near to existing pollution sources – major residential development close to M11 and M25 motorways, A414, A13, A113, A128, Loughton High Road and Epping High Street. ➤ emissions from biomass burning for heat and/or power generation | <p>Assessments should detail:</p> <ul style="list-style-type: none"> • Significance appraisal; • Mitigation measures • Dispersion Modelling Assessment. <p>Contact Public Health (Environment & Street Scene Directorate) on 01992 564496 for further information.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> |
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| <p>Biodiversity Survey and Report</p> | <p>NPPF, paras 109, 113-120.</p> <p>Local Plan policy NC1 and RST22</p> | <p>Phase 1 Habitat Survey are required for development proposals within 1km of:</p> <ul style="list-style-type: none"> • Sites of Specific Scientific Interest (SSSI); • RAMSAR Sites; • Special Protection Areas; • National Nature Reserves; • Local Nature Reserves; • Special Areas of Conservation; <p>And within 500m of:</p> <ul style="list-style-type: none"> • Sites where known or suspected Protected Species; • Biodiversity Action Plan habitats; • Local Wildlife Sites; <p>A minimum of a Phase 1 Habitat Survey will also be required for all development proposals:</p> <ul style="list-style-type: none"> • Containing, or within 250m, of a pond or waterway; • Demolition of rural barns and other farm buildings. • Undeveloped (greenfield) land; • Previously developed land that has been derelict for 2 years or more. <p>Development in this case does not include removal or variation of non-habitat related conditions, adverts, lawful development certificates, fences, dropped kerbs or prior notifications.</p> | <p>Surveys should provide an assessment of the impact of the proposed development on biodiversity and must be undertaken by an appropriately qualified person and at an appropriate time of year.</p> <p>Assessments should identify what species may be present and what potential impacts may occur if the development were to proceed.</p> <p>Where proposals for prevention cannot be offered, the assessment should set out and justify proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats (including through offsetting).</p> <p>It shall include an assessment of existing structures or potential natural habitats where they are to be removed or naturally affected by the proposals. It should also explore whether or not the proposals could be redesigned or altered to avoid any such impacts.</p> <p>The above shall conform with BS 42020:2013</p> | <p>Natural England</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Essex Biodiversity Action Plan</p> <p>Essex Wildlife Trust</p> <p>The Conservation of Habitats and Species Regulations 2010</p> |
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| Economic Statement | NPPF, paras 18-22, 28 | Any application that: <ul style="list-style-type: none"> • creates new employment uses; • results in the loss of existing employment uses; | Applications will need to be accompanied by a supporting statement detailing: <ul style="list-style-type: none"> • existing and proposed job numbers by FTE; • the relative floorspace totals for each proposed use (where known); • any community benefits; • reference to any wider impacts (positive and negative) including any regeneration impacts. | National Planning Policy Framework & Planning Practice Guidance |
| Environmental Statement | NPPF, para 192 Town and Country Planning (Environmental Impact Assessment) Regulations 2011 | Required in connection with all development identified within Schedule 1 or 2 of the regulations and which in accordance with Schedule 3 would constitute EIA development. | Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement. An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement. An Environmental Statement in the form set out in Schedule 4 of the regulations must be provided. | Town and Country Planning (Environmental Impact Assessment) Regulations 2011 National Planning Policy Framework & Planning Practice Guidance |

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| <p>Flood Risk Assessment</p> <p><i>(see also Sustainable Drainage Checklist)</i></p> | <p>NPPF, paras 93-108, 166, 192</p> <p>Local Plan Policies U2A, U2B, U3A and U3B</p> | <p>All proposals for new development within Flood Zone 3 and most proposals in Flood Zone 2.</p> <p>Any development within Flood Zone 1 on a site of more than 1 hectare.</p> <p>Visit the Government website for more details on when these are required and what should be included (see Flood Matrix link). Sites at greater risk of flooding may require the submission of a <u>sequential test</u> and possibly an <u>exceptions test</u>. (see advice link)</p> | <p>The FRA 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.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding to the development and the surrounding area. The FRA should include the design of surface water management systems including Sustainable Drainage (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> | <p>Environment Agency</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Environment Agency Flood Matrix</p> <p>Environment Agency Sequential Test and Exceptions Test advice</p> <p>SUDs Design Guide</p> |
| <p>Health Impact Assessment</p> | <p>NPPF, paras 69-78, 171</p> | <p>Required for all residential developments of 50+ units and non residential development in excess of 1000 square metres.</p> | <p>The environmental impact upon health which would include the safety of an environment. Need to measure the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development.</p> <p>The information to be submitted is site specific. Refer to Essex Planning Officers' Association Guidance on Health Impact Assessments for further detail.</p> <p>Applicants are recommended to approach the Clinical Commissioning Groups and NHS Property Services to confirm the requirements.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> |

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| Hedgerows Survey | <p>NPPF, paras 99, 109, 113-117</p> <p>Local Plan policy LL7 and LL10</p> | <p>Where there are any hedgerows that might be affected by the development (other than garden hedges) over 20m long, over 30 years old and on or adjoining land used for agriculture or forestry, the breeding or keeping of horses, ponies or donkeys, common land, village greens, Sites of Special Scientific Interest or Local Nature Reserves.</p> | <p>These need to be clearly marked on the submitted plans as they may form hedgerows protected under the Hedgerows Regulations 1997.</p> | <p>Hedgerows Regulations 1997</p> <p>Natural England Hedgerow Advice</p> <p>Defra Guide to the Law and Good Practice</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> |
| Heritage Statement | <p>NPPF, paras 126-141, 169, 170</p> <p>Local plan policies, policies HC1, HC2, HC3, HC5, HC6, HC7, HC9, HC10, HC11, HC12, HC13, HC13A, HC14 and HC16</p> | <p>Applications which <u>may</u> affect:</p> <ul style="list-style-type: none"> • Designated heritage assets (Listed Buildings, Scheduled Ancient Monuments (SAMs), Historic Parks and Gardens, Conservation Areas); • Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Local List Buildings; • Applications for Listed Building Consent; • Ancient landscapes | <p>Description of the asset and the aspect of it which the proposal will impact upon. The importance and significance of the asset will need to be evaluated, defined and assessed. Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings, historic maps and other relevant sources. A structural survey may also be required in support of any demolition works.</p> <p>The level of information required is proportionate to the significance of the asset and the extent of the works proposed and as the scope of detail necessary will vary according to the particular circumstances of each case applicants are advised to discuss proposals with the Council before any application is made.</p> | <p>Historic Environment Practice Guide</p> <p>Heritage Gateway</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Heritage Statements</p> |

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| <p>Land Contamination Assessment</p> <p><i>Applications where potential for contaminants from onsite or offsite sources to be present or where vulnerable receptors are proposed. The Council's Contaminated Land Officer(CLO) screens all applications.</i></p> | <p>NPPF, paras 120-122</p> <p>Local Plan policy RP4</p> | <ul style="list-style-type: none"> Where contaminating uses or vulnerable receptors are identified and no supporting land contamination assessment reports have been submitted, the CLO assesses the feasibility of mitigating risks from contamination to determine whether potential worst case risks can be overcome and risks addressed by conditions. Or whether the applicant will be required to carry out an investigation and submit a detailed assessment to demonstrate all risks can be overcome prior to application being considered. <p><i>(nb when investigations are by condition rather than initial application this is likely to result in the need to submit 3 sequential pre-commencement approval of details applications which cause lengthy delays to the commencement of development works. In order to avoid these lengthy delays the applicant is strongly advised to submit investigation and remediation proposals in support of their development applications).</i></p> | <p>The NPPF states that Competent Persons with relevant qualifications, experience and membership of relevant professional organisations should be employed to prepare site investigation information and the Land Forum (formerly The National Brownfield Forum set up by DCLG and DEFRA) have developed the National Quality Mark Scheme (NQMS) to provide a list of Suitable Qualified Persons (SQP). Where a submitted report has been prepared under the CLAIRE NQMS it will be possible for this authority to undertake only a very limited review of the information and to fast track approval of details applications (We will however continue to engage in a more detailed review of higher risk cases and audit others on a random basis to monitor the effectiveness of the system and if we subsequently find the NQMS is failing to include the screening of Council held information, to comply with conditions or to protect human health and the environment we will withdraw this position).</p> <p>Detailed site specific land contamination information for inclusion in reports (eg screenshots from the Councils land contamination database and extracts from historic aerial photographs) can be supplied to developers under a Pre-Application Enquiry.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>EFDC Contaminated Land Development Guidance</p> <p>CLAIRE NQMS for Contaminated Land Management</p> <p>SQP Register</p> <p>Contaminated Land Officer 01992-564036</p> |
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| Lighting Assessment | <p>NPPF, para 125</p> <p>Local Plan policy RST21 and RP5A.</p> | <p>All applications, except householder proposals, where it is proposed to incorporate external lighting including security lighting and floodlights.</p> | <p>A technical specification, layout plan with beam orientation and a schedule of the equipment in the design and lighting spill shall be submitted with external lighting applications. Other than within private domestic properties, the assessment should also include intended hours of illumination.</p> <p>Where there is potential for glare or dazzle a lighting orientation plan should be submitted that shows the distance of any illuminations from the existing highway.</p> | <p>DCLG Guidance - Lighting in the Countryside: Towards Good Practice</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> |
| Noise Assessment | <p>NPPF, para 123</p> <p>Local Plan policy RP5A</p> | <p>Assessments shall be required for:</p> <ul style="list-style-type: none"> • Applications for industrial uses that share a common boundary with residential properties and could potentially raise issues of disturbance by noise to the occupants; • Applications for industrial uses that are sited in noise sensitive areas due to wildlife designations; • Applications for developments that are considered to be noise sensitive (such as residential developments, care homes, etc) and which are close to a significant source of noise (such as a major road) | <p>The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient sound insulation (or other mitigation) to avoid any harm to the adjacent residents.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> |

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| Parking Provision Analysis | <p>NPPF, para 39</p> <p>Local Plan policy ST6</p> <p>Essex Parking Standards: Design and Practice</p> | <p>Except for householder planning applications, all applications likely to result in either:</p> <ul style="list-style-type: none"> • a loss or gain in parking provision on site; • an increase in parking demand. | <p>The existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan and detailed within the application (either through the forms or via a separate statement). Parking dimensions should comply with the current Parking Standards and parking space dimensions should be detailed within the application (either on the plans or within supporting documentation). If there are any spaces with smaller dimensions than the adopted Standards then an explanation to justify this should be given.</p> | <p>Essex Parking Standards: Design and Good Practice</p> <p>CLG/DfT - Manual for Streets</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> |
| Planning Obligation Provisions (Unilateral Undertakings or a Draft Heads of Terms) | <p>NPPF, paras 173, 203-206</p> | <ul style="list-style-type: none"> • All major applications (10+ dwellings, over 1000 square metres of non-residential floor space etc) will be required to be accompanied by draft Heads of Terms for s106 Planning Obligations, where considered necessary and as identified through the Council's paid pre-application service. | <p>Heads of terms need to be agreed by the Council's Development Control Team with regard to the level of planning obligations required. Thus, applicants are strongly advised to make a Preliminary Enquiry well in advance of their submission dates so that their applications are not delayed unnecessarily whilst these requirements are agreed.</p> | <p>CIL Regulations 2012</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> |
| Refuse and Recycling Provision | <p>Local Plan policy CP5</p> | <p>Applications for any of the following:</p> <ul style="list-style-type: none"> • New residential use or build • New Commercial build | <ul style="list-style-type: none"> • Size, appearance and siting of storage bin compound shown clearly on a layout plan. • Where collection vehicles have to enter a development site, details of sufficient vehicle tracking and on-site turning circles/turning points are required to be shown on a layout plan. | <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>EFDC Good Practice Guidance</p> |

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| Retail or Leisure Impact Assessment | <p>NPPF, para 26</p> <p>Local Plan policies TC1, TC2, TC3, TC4, TC5 and TC6</p> | <p>Applications for any of the following:</p> <ul style="list-style-type: none"> • Retail and leisure developments over 2500 square metres; • Smaller retail and leisure likely to have a significant impact on smaller centres; • Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with a development plan. | <p>The assessment should be against the following impacts on centres:</p> <ul style="list-style-type: none"> • impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals; • impact on town centre vitality and viability, including consumer choice; • impact on allocated sites outside town centre being developed in accordance with development plan; • impact on trade/turnover both in centre and wider area; • if in or on edge of town centre whether of appropriate scale; • any locally important impacts on centres. | <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Ensuring the Vitality of Town Centres</p> |
| Shopfront Statement | <p>NPPF, para 67</p> <p>Local Plan Policy DBE12</p> | <p>For all applications proposing alterations to an existing shop front.</p> | <p>Statements should state how the shop front will be enhanced in design terms and planned public access and how this consideration has informed the new proposal. The Statement should include elevational drawings with the adjoining parts of neighbouring properties at least 2 metres on either side, at 1:50 scale, an elevation of the shop front itself at 1:20 scale including cross-sections, and key details such as joinery profiles and signs.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> |

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| <p>Statement of Community Involvement</p> | <p>NPPF, paras 66, 188, 189</p> | <p>SCI will be provided where the proposal:</p> <ul style="list-style-type: none"> • Is contrary to (a departure from) the Development Plan policies; • Proposes more than 10,000 square metres or gross non-residential floor space; • Proposes a new residential site of 3 hectares or more; • Proposes more than 100 dwellings regardless of site size; • Other potentially controversial applications where the nature of the development is likely to attract significant local interest. | <p>A Statement of Community Involvement (SCI) should illustrate how the applicant has complied with the requirements for pre-application consultation and demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> |
| <p>Street Scene relative to neighbouring buildings</p> <p>Scale 1:50 or 1:100. Must include a scale bar.</p> | <p>NPPF, paras 28, 50, 52, 54, 112</p> <p>Local Plan Policies, DBE2, DBE9 and DBE10. For sites in Metropolitan Green Belt, also Policy GB2A</p> | <p>All applications proposing new buildings or extensions fronting a road, including additions to the roof.</p> | <p>In addition to the national requirement on elevations, this must show:</p> <ul style="list-style-type: none"> • The proposed elevation relative to the outline of the neighbours building and with metric measurement distance to the neighbours building and boundary; | <p>National Planning Policy Framework & Planning Practice Guidance</p> |

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| Structural Survey | <p>NPPF, paras 28 and 126</p> <p>Local Plan Policies HC9, HC11 and GB8A</p> | <ul style="list-style-type: none"> • Applications to convert a barn or re-use other existing rural buildings (including changes of use); • Applications to demolish any part of any listed building due to its condition; • Applications to demolish any building that positively contributes to a conservation area. | <p>A structural survey must be carried out by a structural engineer or a suitably qualified person. The survey should demonstrate that the building is capable of conversion without major reconstruction and a method statement should detail how works will be carried out to incorporate the structural engineer's recommendations. Where alteration/demolition is proposed, this must be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> |
| Sustainable Drainage Checklist | <p>NPPF 103, 109</p> <p>The SoS for CLG Written Ministerial Statement on 18 December 2014 setting out changes to planning that will apply for major development from 6 April 2015</p> | <p>All major development proposals (i.e. developments of 10 dwellings or more; sites larger than 0.5 hectares where the number of dwellings is not known; sites where the floorspace to be created is more than 1,000 sq. metres; or development on a site of 1 hectare or more).</p> | <p>The checklist should be completed and submitted as part of the application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 103 and 109 of the National Planning Policy Framework (NPPF). Failure to provide any of the information requested below may result in the Lead Local Flood Authority (LLFA) making recommendation for refusal of the planning application on grounds of insufficient information.</p> <p>Note: There are separate checklists for full and outline applications.</p> | <p>For further advice about the information requested in this checklist please contact Essex County Council using the following email address SuDS@essex.gov.uk or view their SUDs Design Guide</p> |

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| Telecommunications Development | <p>NPPF, paras 42-46</p> <p>Local Plan policies U5 and U6</p> | <p>Prior approval and planning applications for telecommunications development.</p> | <p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal.</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection.</p> | <p>DCLG : Code of Best Practice on Mobile Phone Network Development</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> |
| Transport Assessments and Transport Statements | <p>NPPF, paras 32-38</p> <p>Local plan policy ST3</p> <p>The Town and Country (Development Management Procedure) (England) order 2015 Article 18; Schedule 4</p> | <ul style="list-style-type: none"> • All applications likely to generate 30 two-way peak hour vehicle trips or more will require a Transport Assessment; • Applications likely to result in a material increase in the character of traffic entering or leaving a trunk road will require a Transport Assessment; • Applications that result in lower but still significant transport considerations will require a Transport Statement. <p>An indicative table for both Assessment and Statements of the types of applications likely to generate these traffic movements is given in Appendix A. at the end of this document.</p> | <p>Should include details as set out in the Guidance on Transport Assessments and are likely to include the existing conditions, development details, predicted person trip generation and mode splits, predicted residual vehicular trip generation based on proposed travel plan measures, distribution of residual vehicular trips, junction capacity assessments and merge / diverge assessments at opening year and ten years after registration of application, and details of the proposed mitigation measures including proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal.</p> <p>There may be a need for an applicant to contact either Essex County Council Highway Authority and/or the Highways Agency (if affecting a Trunk Road) as early as possible to establish the need for a Transport Assessment or Statement and if needed, agree the scope.</p> | <p>Highways Agency</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Transport Evidence Bases In Plan Making</p> |

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| Travel Plan | NPPF, para 36 Local plan policy ST5 | All non-residential proposals involving 50 employees or more. | The Travel Plan must set out how the reliance on the private motor car will be reduced through a package of measures produced by employers to encourage staff to use alternatives to single-occupancy car-use. Examples include: car sharing schemes; improved cycling facilities; a dedicated bus services; restricted car parking allocations. | National Planning Policy Framework & Planning Practice Guidance Essex County Council Travel Plans |
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| <p>Tree Surveys: Arboricultural Implication Assessments and Method Statements</p> | <p>Town and Country Planning Act 1990, s.197 & 198</p> <p>NPPF paras 8-9, 52-3, 57, 69, 73, 99, 109-10, 114-15, 118, and 120</p> <p>Local Plan policies LL10 and LL11</p> | <p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by proposed development (including any other work associated with the proposal such as access to the site, the routes of new services or the storage of materials).</p> | <p>The potential effect of development on all trees is a material consideration irrespective of whether they are protected by TPO/ conservation area status, or not.</p> <p>At Planning Application stage the following tree related information should be submitted –</p> <ul style="list-style-type: none"> - Arboricultural Impact Assessment to include – a full tree survey. - Evaluation of tree constraints. - Retained trees and Root Protection Areas (RPAs) to be shown on proposed layout plans. - Arboricultural method statement to demonstrate feasibility of the proposal, without causing harm to the tree(s). - Tree protection plan. - Protected area for proposed or future landscaping <p>All of the above should be produced in accordance with BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations</p> <p>Lack of the required information will be grounds for refusal, in that it has not been demonstrated that the proposal could be implemented without a detrimental impact on trees on or adjacent to the site</p> | <p>British Standard 5837: 2012 “Trees in relation to design, demolition and construction – Recommendations”</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Avoiding Tree Damage During Construction</p> |
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| Ventilation/ Extraction System | Local Plan Policy RP5A | A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system. | Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics. The assessment should be undertaken as per the criteria laid out in British Standard BS4142 (Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas). | |
| Viability Statement including Financial Viability | NPPF, paras 47-54, 159, 173-177 | Any major application where s106 planning obligations will not be met in full, including the policy requirement for affordable housing provision on site. Major applications include those for 10 dwellings or more, on sites over 1 hectare in size, or that create non-residential floorspace over 1,000 square metres. | <p>The statement should include:</p> <ul style="list-style-type: none"> • the number and mix of residential units with the number of habitable units; • the floor space of habitable areas of residential units. <p>The application plans should show the location of the affordable units integrated into the scheme and the number of habitable rooms or bedrooms and the floor space of each unit. If different levels or types of affordable tenure are proposed for different units this should be fully explained.</p> <p>Details of any financial viability in cases where the applicant/developer is trying to justify an in principle inappropriate development in the Green Belt. Testing of the appraisal would normally be by a consultant who is a development valuer being appointed and instructed by the Council. The consultant's costs would however be paid for by the developer, so please click on the link to the right for charging details.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>See Appendix B: Fees for the validation of Viability Appraisals and Financial Appraisals</p> |

Note: all drawings must be suitable for scanning and display electronically for the application to be valid.

**Epping Forest District Council Planning Application Validation
Requirements Checklist**

**3 of 3 – Householder Applications –
National and Local Requirements**

| Information Item | Policy Driver | Applications that require this information | Further information | Where to look for further assistance |
|--|--|--|---|---|
| <p>Completed Application Form (1APP) and relevant fee (where required).</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>Completed application form 1APP with all relevant certificates (included within form), signed and dated.</p> <p>It is recommended that planning applications and the fee is submitted to us electronically through the Planning Portal. The Planning Portal has a fee calculator.</p> <p>Where a paper copy is your only option, then one copy must be submitted with the appropriate fee.</p> <p>Credit and debit card payments can be made by calling Planning General Enquiries on 01992 564476 or 01992 564436</p> | <p>Planning Portal Application Fee Calculator</p> <p>Apply on Line via Planning Portal</p> <p>Planning Fees and Charges</p> <p>The fee is £172 for extensions</p> |
| <p>Notice(s)</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p> | <p>All householder applications where there are “owners” of the application site other than the applicant.</p> | <p>Must be served in accordance with Article 11, Town and Country Planning (Development Management Procedure) (England) Order 2015.</p> <p>“Owners” are freeholders or leaseholders with at least 7 years of the leasehold left unexpired.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 13</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 14</p> |

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| <p>Site Location Plan Scale 1:1250 or 1:2500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>Site location plans should include:</p> <ul style="list-style-type: none"> • At least two named roads; • All the surrounding buildings, roads and footpaths on land adjoining the site; • A red line around all the land required for the development, the subject of your planning application; • A blue line around all other land owned by the applicant close to or adjoining the application site. | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |
| <p>Block Plan Scale 1:200 or 1:500 which is up to date in respect of the site, surrounding buildings and includes the direction of north. It must show the proposal in relation to the site boundaries and other existing buildings on the site and adjacent sites. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>Should include the following:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site (i.e. the current situation) • Precise positions of existing and, where appropriate, proposed vehicle accesses including dimensions; • All public rights of way crossing or adjoining the site; • The position of all trees and hedgerows on the site and adjacent land; • The extent and type of any hard surfacing; • The type and height of boundary treatment (e.g. walls, fences etc.). • Any Parking spaces | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |

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| <p>Elevations existing and proposed Scale 1:50 or 1:100 to show overall size of any new buildings or extensions. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>These should show clearly the proposed works in relation to what is already there. This must show:</p> <ul style="list-style-type: none"> • All sides of the proposal and (where possible) the proposed building materials and the proposed style, materials and finish of windows and doors; • Where a proposed elevation adjoins or is in close proximity to another building, drawings must clearly show the relationship between the buildings and detail positions of the openings on each property. • State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development. | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |
| <p>Floor plans, existing and proposed Scale 1:50 or 1:100 to show overall size of any new buildings or extensions. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>All householder applications for planning permission.</p> | <p>This should explain the proposal in detail, showing:</p> <ul style="list-style-type: none"> • Where existing buildings or walls are to be demolished (if applicable); • Details of the existing building(s) as well as those for the proposed development. • The entirety of any floor being altered. • State on the plans what revisions have been made from previously approved, refused or withdrawn plans for the same type of development. | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |

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| <p>Existing and proposed site sections and finished floor and site levels</p> <p>Scale 1:50 or 1:100. Must include a scale bar.</p> | <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 7</p> | <p>On sloping sites it will be necessary to show how proposals relate to existing ground levels and where ground levels may be modified.</p> | <p>Plan drawn to show a cross section through the proposed building(s) and the adjacent level of the land.</p> <p>Where a proposal involves a change in ground levels, drawings must show both existing and finished levels. Drawings must include details of floor levels, building height and relationship to site boundaries.</p> | <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p> |
| <p>Roof Plans</p> <p>Scale 1:100 or 1:200. Must include a scale bar.</p> | | <p>Required where a roof would be created or altered by the proposed development.</p> | <p>Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.</p> | |
| <p>Street Scene relative to neighbouring buildings</p> <p>Scale 1:50 or 1:100. Must include a scale bar.</p> | <p>NPPF, paras 28, 50, 52, 54, 112</p> <p>Local Plan Policies, DBE2, DBE9 and DBE10. For sites in Metropolitan Green Belt, also Policy GB2A</p> | <p>Extensions fronting a road, including additions to the roof.</p> | <p>In addition to the national requirement on elevations, this must show:</p> <ul style="list-style-type: none"> The proposed elevation relative to the outline of the neighbours building and with metric measurement distance to the neighbours building and boundary; | <p>National Planning Policy Framework & Planning Practice Guidance</p> |

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| <p>Tree Surveys: Arboricultural Implication Assessments and Method Statements</p> | <p>Town and Country Planning Act 1990, s.197 & 198</p> <p>NPPF paras 8-9, 52-3, 57, 69, 73, 99, 109-10, 114-15, 118, and 120</p> <p>Local Plan policies LL10 and LL11</p> | <p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by proposed development (including any other work associated with the proposal such as access to the site, the routes of new services or the storage of materials).</p> | <p>The potential effect of development on all trees is a material consideration irrespective of whether they are protected by TPO/conservation area status, or not.</p> <p>At Planning Application stage the following tree related information should be submitted –</p> <ul style="list-style-type: none"> - Arboricultural Impact Assessment to include – a tree survey. - Evaluation of tree constraints. - Retained trees and Root Protection Areas (RPAs) to be shown as part of the proposed layout plans. - Arboricultural method statement to demonstrate feasibility of the proposal, without causing harm to the tree(s). - Tree protection plan. <p>All of the above should be produced in accordance with BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations</p> <p>Lack of the required information will be grounds for refusal, in that it has not been demonstrated that the proposal could be implemented without a detrimental impact on trees on or adjacent to the site</p> | <p>British Standard 5837: 2012 “Trees in relation to design, demolition and construction – Recommendations”</p> <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Avoiding Tree Damage During Construction</p> |
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| Flood Mitigation Measures | <p>NPPF, paras 93-108, 166, 192</p> <p>Local Plan Policies U2A, U2B, U3A and U3B</p> | <p>All householder extensions, excluding self-contained annexes, within Flood Zone 2 and 3.</p> <p>Visit the Environment Agency website for more details on when these are required and what should be included.</p> | <p>Complete the Flood Matrix table on the Environment Agency website (see link to the right) and submit with required supporting evidence.</p> | <p>National Planning Policy Framework & Planning Practice Guidance</p> <p>Environment Agency Flood Matrix</p> |
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Appendix A

Transport Assessment(TA)/Transport Statement (TS) Guideline Thresholds:

| Use | Thresholds for TSs | Thresholds for TAs |
|--|--|----------------------|
| A | | |
| A1 Food retail | 250 – 800m ² | >800m ² |
| A2 Non-food retail | 800 – 1500m ² | >1500m ² |
| A2 financial and professional services | 1000 – 2500m ² | >2,500m ² |
| A3 restaurants and cafes | 300 – 2500m ² | >2,500m ² |
| A4 drinking establishments | 300 – 600m ² | >600m ² |
| A5 hot food takeaway | 250 – 500m ² | >500m ² |
| B | | |
| B1 business | 1500 – 2500m ² | >2,500m ² |
| B2 general industry | 2500 – 4000m ² | >4,000m ² |
| B8 storage and distribution | 3000 – 5000m ² | >5,000m ² |
| C | | |
| C1 Hotels | 75 – 100 bedrooms | >100 bedrooms |
| C2 residential – hospital, nursing homes | 30 – 50 beds | >50 beds |
| C2 residential – education | 50 – 150 students | >150 students |
| C2 residential – institution hostel | 250 – 400 residents | >400 residents |
| C3 Residential | 25 – 50 units | >50 units |
| D | | |
| D1 non-residential institutions | 500 – 1000m ² | >1000m ² |
| Primary and secondary education | School TS where an increase in staff/pupil numbers is proposed | Any new school |
| Higher and further education | 0 – 50 pcus | >50 pcus |
| D2 Leisure and assembly | 500 – 1500m ² | >1500m ² |
| Others | Discuss with LHA | Discuss with LHA |

LHA = Local Highway Authority (Essex County Council)

Appendix B

Fees for the validation of Viability Appraisals and Financial Appraisals by the Council's Affordable Housing Consultant

for planning applications where applicants

(a) Assert that it is unviable to meet the Council's policy-compliant affordable housing requirements
or

(b) The Council has agreed to the payment of a financial contribution in lieu of on-site affordable housing provision

(1st March 2015 – 31st March 2016)

| | No. of Residential Dwellings | | | |
|---|-------------------------------------|----------------|----------------|--------------|
| | 6 - 14 | 15 - 49 | 50 -149 | 150 + |
| Residential use only | £4,250 | £5,500 | £6,200 | £7,000 |
| Supplement for 1 additional use | £1,000 | | | |
| Supplement for 2 additional uses | £1,750 | | | |
| Supplement for 3 additional uses | £2,500 | | | |
| | | | | |
| <u>Discounts</u> to the above fees - where the Council does <u>not</u> require cost or valuation advice as part of the validation <i>(Residential use only – cost and valuation advice is always required for developments that include additional uses)</i> | (£500) | (£1,000) | (£1,000) | (£1,500) |

Notes: (1) VAT is not payable on the above fees

(2) The above fees are the same fees that the Council's Affordable Housing Consultant charges the Council for their services, and were the lowest fees received from consultants in response to a competitive fee tender exercise undertaken by the Council in January 2015