

Local Information Requirements for Havant Borough Council

Local planning authorities are required to publish a list of their information requirements for applications which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis.

Havant Borough Council's Local Information Requirements were last reviewed during the period January – March 2016, and adopted on 1st April 2016.

National Requirements *as specified by the Development Management Procedure Order 2015*

A completed application form

- Where an application is submitted electronically, only **ONE** copy of each document or plan is required, although for major applications (10 or more dwellings; residential sites of 0.5ha or more; and other buildings with a floor space of 1000 sqm or on sites of 1ha or more) it may save time to additionally provide the LPA with **TWO** hard copies
- Where an application is not submitted electronically, only **ONE** hard copy of the application form, plans and supporting documents will be required **except for major applications** where **TWO** copies must be provided and more may be requested at the discretion of the local authority. It may also be appropriate to provide the documents and plans on a CD Rom in order to save the LPA time in transferring the information to an electronic format.

The application form must include the following:

- **Ownership Certificate** (A, B, C or D as applicable – only **ONE** can be completed)

All applications for planning permission must include the appropriate certificate (A, B, C, or D) of ownership stating the ownership of the property (for this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the un-expired term of which is not less than 7 years).

A = If you are the sole owner

B = If any part of the application goes outside land in your sole ownership

C = If you do not know the names of all of the owners

D = If you do not know the names of any of the owners

In the event that you need to serve notice on an 'owner' of the site :

- Non-Householder applications - please use Notice under Article 13 of Application for Planning Permission
- Householder applications - please use the Notice under Article 13 for Planning Permission for Householder Development

Copies of the Notices can be found under Schedule 2 of the [Development Management Procedure Order 2015](#)

Application forms printed after June 2013 include a joint Ownership Certificate and Agricultural Holdings Declaration – use the [Planning Portal](#) website to obtain a paper copy of the form or to submit your application electronically.

A plan which identifies the land, to an identified scale (1:1250 or 1:2500) and showing a north point.

- Plans should, wherever possible, show at least two named roads and the surrounding buildings
- The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site
- if the plan is based on or appears to be based on Ordnance Survey data, the relevant licence number or download details must be clearly shown.

Other plans or drawings necessary to describe the subject of the application including:

- **Block plan** (scale 1:500 or 1:200) – to show the footprint of the proposal and detailing any changes to the existing boundary treatment. A block plan need not be provided where the information is only a duplication of that clearly visible and identifiable on the location plan. Written dimensions to boundaries may be included to assist with the understanding of the development and its relationship to neighbouring properties.
- **Existing and proposed elevations** (scale 1:100 or 1:50) – as necessary to clearly show the proposed works in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings
- **Existing and proposed floor plans** (scale 1:100 or 1:50) – as necessary to clearly show the proposed works in relation to what is already there. Where applicable, these should highlight any existing walls or buildings that are to be demolished
- **Existing and proposed site sections, finished floor and site levels** (scale 1:100 – 1:50) – where the proposal involves a change in ground level or sloping sites. Section drawings may also be requested in other cases. The drawings may take the form of contours, spot levels, or cross/long sections.
- **Roof plans** (drawn to an identifiable scale – can be shown on block plan) – where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there.

Design and Access Statement (where necessary)

A Design and Access Statement must accompany applications for both outline and full planning permission for

- Major development: 10 or more dwellings or creation in excess of 1000 sqm of non-residential floor space
- The provision of one or more dwellings or creation in excess of 100 sqm of non-residential floor space in a Conservation Area.

A Design and Access Statement shall include

- a) The design principles and concepts that have been applied to the development
- b) How issues relating to access have been dealt with.

And shall

- a) Explain the design principles and concepts that have been applied to the development
- b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account
- c) Explain the policy adopted as to access, and how policies relating to access in relevant
- d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- e) Explain how any specific issues what might affect access to the development have been addressed.

Fee

See [fee schedule](#) - last revised 15 April 2015

Environment Impact Assessment (where necessary)

Environmental Impact Assessment (EIA) is needed for certain types of development; these are usually but not always major developments. Information can be found in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2011](#) (as amended).

You can seek a formal opinion (*a screening opinion*) from the Local Planning Authority as to whether an EIA is needed before you submit your planning application. If EIA is needed you can also ask the Authority to advise upon what the EIA should contain (*a scoping opinion*). If you decide not to ask for either a screening or scoping opinion before you submit your planning application, the Authority will carry out screening and scoping when we receive your application but please be aware that this may lead to delays if an EIA is found to be needed.

If you have any questions about EIA, please contact us.

Local Requirements *as identified by Havant Borough Council*

The NPPF requires that local planning authorities should only request information that is relevant, necessary and material to the application. If you have good reason to believe that you do not need to provide a particular requirement, you may request that the need for the requirement is waived.

Primary sources of information:

- [National Planning Policy Framework March 2012](#)
 - [Havant Borough Local Plan \(Core Strategy\) March 2011](#)
 - [Havant Borough Local Plan \(Allocations\) July 2014](#)
- (See Appendix 1 for further links)

Affordable Housing Statement (See also **Viability**)

Policy CS9 of the Local Plan (Core Strategy) advises that:

- i. Developments of 15 dwellings or more need to provide 30-40% affordable housing on site
- ii. Developments between 5 and 14 dwellings need to provide 30-40% affordable housing on site or a suitable contribution in lieu of this.

Unless in either case, a lesser requirement has been transparently justified on viability grounds.

In the case that affordable housing is provided on site, please provide a statement which contains the following information:

- the numbers of residential units
- the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units
- plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units
- If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained
- The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

Please note that an Affordable Housing Statement does not represent a claim for Social Housing Relief in respect of CIL. A separate relief form must be submitted in accordance with Regulation 51 of the CIL Regulations 2010 (as amended).

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS9*
- *NPPF*
- *Housing SPD*
- *CIL Regulations 2010*

Air Quality Assessment

Part IV of the Environment Act 1995 requires local authorities in the UK to review air quality in their area and designate air quality management areas, if improvements are necessary. There are a range of different limits, depending on the pollutant. The majority of local sources of pollution are from motor vehicles.

An Air Quality Assessment will be required for:

- Development in excess of 100 dwellings or 10,000m² new floor space
- Development falling within Use Class B2 with floor space of 1000m² or more
- Development where more than 300 new parking spaces are proposed.
- Major development within/or adjacent to an Air Quality Management Area(AQMA). [Please note: currently no AQMA within the borough but an area is being monitored with a view to being declared in the future].

Further information

Air quality assessments should be proportionate to the risk posed by the development. They should assess the predicted concentration of pollutants of concern at appropriate dates & sensitive locations, the predicted change in air quality, and the spatial impact of the change. Sensitive locations may include elements of the proposed development, existing buildings & land uses within the vicinity of the proposed development, or within the wider area.

If significant impacts or significantly increased exposures are shown to be likely, measures to prevent or minimise impact should be proposed, and may be required as a condition of any consent granted.

Policy driver/further guidance:

- *Local Plan (Core Strategy)DM10*
- *NPPF*
- *The Air Quality Standards Regulations 2010*

Biodiversity/ Ecological Assessment

Where a proposed development has the potential to affect biodiversity and wildlife interests, information should be provided on existing biodiversity features, including possible impacts on them.

Applications should thoroughly assess the impact of proposals on habitats and/or species listed as 'Habitats and Species of Principal Importance' within the England Biodiversity List and, where applicable, applications should assess the impact on statutory designated wildlife sites (SSSIs; Chichester and Langstone Harbours Special Protection Area and Ramsar Site; Solent Maritime Special Area of Conservation)

It is also important to note that the identification of such features is often seasonal in nature, with many species hibernating in winter and many habitats being harder to survey. Applicants are therefore strongly advised to consider biodiversity as early as possible in their project to ensure that they give adequate time to properly engage with this issue, given the seasonal constraints.

Applicants are advised to refer to the [Biodiversity Checklist](#) This will help applicants identify what features, if any, are on or near their application site. Where this indicates that biodiversity features may be adversely affected, the application will need to be supported by ecological survey and assessment work.

If an ecology survey and assessment work is required, an Additional Information Sheet has been provided to advise what information should be included and also what should be considered if development would impact on protected species.

Applicants should note that there is no provision (except in exceptional circumstances) for conditioning ecological survey works: all ecological information must be submitted with the application.

Policy driver/further guidance:

- [Local Plan \(Core Strategy\) CS9](#)
- [NPPF](#)
- [Hampshire Biodiversity Information Centre](#)
- [Biodiversity Checklist](#)
- [Biodiversity - Additional Information Sheet](#)
- [Natural England – Standing Advice for Developers](#)
- [Natural England – SSSI information \(map\)](#)
- [Natural England – Special Protection Areas](#)

Community Infrastructure Levy (CIL) (see also Planning Obligations)

Completion of BOTH the [Additional Information Form](#) and [Assumption of Liability Form](#) is required for

- New residential development over 100sqm
- The creation of 1 or more dwellings (even if it is less than 100 sqm)
- Development in excess of 100 sqm of new/additional out of town retail floor space
- Extensions over 100 sqm

[Assumption of Liability can be [withdrawn](#) using the relevant form at any stage up to commencement of the development (should it be approved) or [transferred](#) using the relevant form up to the day before date when final payment is due]

If you intend to apply for Self Build Exemption (new dwelling and extensions over 100 sqm), it is recommended that you submit the relevant Self Build Exemption form (available from the [Planning Portal](#)) at an early stage in the determination process - it is not a validation requirement.

If you intend to apply for Charitable Relief or Social Housing Relief for larger developments, you will need to complete the relevant form from the [Planning Portal](#). Please be aware that you will need to submit supporting documents for this relief. These forms must be submitted before any approved CIL liable development commences.

Policy driver/further guidance:

- *NPPF*
- *HBC CIL information*
- *HBC Developer Contributions Guide*
- *CIL Regulations 2010*

Drainage (Surface Water and SuDS) and Foul Sewage Assessment

This requirement applies to all major applications.

Surface Water and SuDS

Please provide information which covers:

- Existing flood risk
- SuDS design – information on potential discharge points and locations including the sensitivity of those location
- Existing drainage
- Ground conditions and infiltration (detail may not be required for Outline Applications)
 - Contamination that may affect the use of infiltration devices
 - Ground investigation
 - Groundwater levels
 - Infiltration tests
- Runoff calculations
- Attenuation – information on how surface water flows and volumes will be contained on site
- Exceedance flows and runoff in excess of design criteria – information on what happens if the proposals exceed the design event.
- General maintenance regimes – information on surface water management and who is going to be undertaking it including evidence that those maintaining the drainage system are in discussion with the developer , this requirement to include management of any off-site drainage system receiving flows from the development, where this maintenance is a critical element of the operation of the on-site SuDS.

Foul Sewage

A Foul Sewage Assessment will be required if the proposed development results in any changes or replacement to an existing system, or the creation of a new system. All new buildings need separate connections to foul and storm water sewers.

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers (it is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991). Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of

the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

Guidance on what should be included in a non-mains drainage assessment is given in [Circular 03/99](#) and [Building Regulations Approved Document Part H](#) and in BS6297. If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS15*
- *NPPF*
- *LLFA Guidance*
- *Surface Water and Sustainable Drainage – Guidance document*
- *DETR Circular 03-99*
- *Building Regulations Document H – Drainage and Waste Disposal*

Flood Risk Assessment (and Flood Risk Statement for Emsworth only)

In accordance with Local Plan (Core Strategy) policy CS15, a Flood Risk Assessment (FRA) will be required for

- development proposals of 1 hectare or greater in Flood Zone 1
- all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency
- any development other than minor development in a designated critical drainage area which has been notified to HBC by the Environment Agency.

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
- identify opportunities to reduce the probability and consequences of flooding
- include the design of surface water management systems including Sustainable Drainage Systems (SuDS)
- address the requirement for safe access to and from the development in areas at risk of flooding
- be prepared by an applicant in consultation with reference to HBC's published local development documents and Strategic Flood Risk Assessment
- form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

- identify future management of both the on-site features and of any off-site drainage system receiving flows from the development, where this maintenance is a critical element of the operation of the on-site SuDS.

The National Planning Policy framework (March 2012) and its associated [Technical Guidance to the National Planning Policy Framework \(March 2012\)](#) provide guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Flood Risk Statement (Emsworth Flood Zone 1 only)

This requirement applies only to new development in Flood Zone 1 in Emsworth. It includes new buildings and engineering works but excludes extensions to houses and changes of use where no building or engineering works are proposed.

The surface water drainage system in the Emsworth area is an important factor in management of local flood risk. Development in the areas of lowest flood risk (zone 1) in Emsworth can have a knock-on impact on development in areas of higher risk (zones 2 & 3). Therefore the Flood Risk Statement should describe in outline terms the existing and proposed surface water drainage system associated with a proposal and should include consideration of using Sustainable Drainage Systems (SuDS) techniques. The Statement should be proportionate in scale and detail to the size of the development proposed and should demonstrate that development will not increase, and wherever possible, will reduce run-off rates and volumes.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS15*
- *Local Plan (Allocations) Adopted Version (July 2014) DM25*
- *NPPF*
- [Technical Guidance to the NPPF](#)
- [Environment Agency](#)

Heritage Statement

A Heritage Statement is required for all applications affecting heritage assets: ie listed buildings; unlisted buildings in Conservation Areas or locally listed buildings, including applications affecting the setting for any of the above. The impact and implications of development on heritage assets, such as historic buildings, archaeology, designed and historic landscapes, should all be set out and discussed in the Heritage Statement, in so far as they affect the planning application.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application.

Further details of when a Heritage Statement is required and what it should contain can be found using [Havant Borough Council's Heritage Guidance Notes](#).

If applicants still require further information, they are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS11*
- *NPPF*
- *HBC Heritage Guidance*
- *HCC Archaeological Advice*

Land Contamination Assessment

Part 2A of the Environmental Protection Act 1990, provides a risk-based approach to the identification and remediation of land where contamination poses an unacceptable risk to human health or the environment.

A Land Contamination Assessment will be required for:

- Any new development of dwellings, greater than 10 units
- Any site where contamination is known to exist
- Excluding householder application, any site situated within 250 metres of existing or former landfill site listed by the Environment Agency (see 'Further Guidance').

Further information

Applications should be supported by such information as is necessary to allow a screening assessment of the risks from ground contamination to the completed development, to sensitive adjacent land uses or ecosystems, and to controlled waters, where:

- Development is proposed on land that has been previously developed, whether or not previous structures have been demolished, or
- Proposals include a sensitive land use such as residential units, private residential gardens, public open space, play space or allotment gardens

The minimum information that should be provided by an applicant under these circumstances is an environmental desk study and site 'walkover' survey report.

Based upon the screening assessment (desk study & site walkover), additional investigation may be required following the granting of consent in order to determine the existence or otherwise of contamination, its nature and scale, and appropriately estimate the risks it may pose to human health, buildings, controlled waters & the wider environment. All intrusive investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 [2011] Code of Practice for the Investigation of Potentially Contaminated Sites).

If unacceptable levels of contamination are found to be present, a scheme of risk mitigation or soil remediation will be required to be undertaken & validated.

Please note: Submission of environmental searches does not constitute a desktop study. Such reports provide insufficient information to be able to ascertain the presence or absence of contamination.

Policy driver/further guidance:

- *Local Plan (Core Strategy) DM10*
- *NPPF*
- [Environment agency search for current landfill sites](#)
- [Environment agency search for historical landfill sites](#)
- [BS10175 \[2011\] Code of Practice for the Investigation of Potentially Contaminated Sites](#)

[Please note: the link provided will not take you directly to the document but to the British Standards website where the document can be purchased]

Landscaping (see also Tree Survey/Arboricultural Impact Assessment)

Dependant on scale, applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow on from the design concept in the Design and Access Statement (if required). Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS11; CS13; CS16; DM8*
- *NPPF*

Lighting Assessment

Light nuisance can have a detrimental impact on the quality of the local environment. Under section 79 of the Environmental Protection Act 1990, local authorities have a duty to take reasonably practicable steps to investigate complaints of statutory nuisance, being prejudicial to health or a nuisance.

A Lighting Assessment will be required to accompany all applications for

- external lighting systems associated with sports pitches, car parks and garage forecourts

Further information

Schemes should be prepared by a recognised independent consultant and submitted alongside applications to enable the effects of such lighting to be fully considered. The reports need to provide the information in relation to sky glow (%) and Source Intensity, measurements in Lux.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS16; DM10*
- [The Institution of Lighting Engineers, Guidance for notes for the reduction of light pollution](#)

Marketing Statement

A marketing statement is normally required for the following developments:

- Loss or change of use of a community facility or shop to a non-community use in line with Local Plan (Core Strategy) policy DM2
- Loss or change of use of any existing premises or land currently or last used for employment (B uses as defined by the Use Class Order) to non-B use class, in line with Local Plan (Core Strategy) policies CS2 and DM3.
- Loss or change of use of land or premises currently used for tourism purposes to non-tourism uses in line with Local Plan (Core Strategy) policies CS5 and DM3

The marketing statement would normally be:

- Confirmation by the marketing agent on headed company paper that the premises were appropriately and extensively marketed for the required length of time as set out by the council
- Dated photographs of marketing board/s on the premises of an appropriate quality, size, scale, location and number during this time
- An enquiry log how it was followed up and why it was unsuccessful
- A copy of all advertisements in the local press and trade journals (should be at least four weeks' worth of advertisements, spread across a six month period)
- Evidence of marketing via the internet.

Length of marketing period required for different land uses:

- Major* employment site (B use class): 18 months
- Minor** employment site (B use class): 12 months
- Major* tourism site: 18 months
- Minor** tourism site: 12 months
- Community facilities: 12 months
- Shops in primary and secondary frontages in town and district centres: 12 months
- Shops in local centres and local shops meeting everyday shopping needs outside identified centres: 6 months.

*Major site defined as over 1 hectare in area or containing over 1,000 m² of commercial floorspace

**Minor site defined as less than 1 hectare in area or containing less than 1,000 m² of commercial floorspace

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS2; CS5; DM2; DM3*

Noise Impact Assessment

Noise nuisance can have a detrimental impact on the quality of the local environment. Under section 79 of the Environmental Protection Act 1990, local authorities have a duty to take reasonably practicable steps to investigate complaints of statutory nuisance, and being prejudicial to health or a nuisance.

A Noise Impact Assessment will be required when:

- Developments that are considered to be noise sensitive and which are close to existing sources of noise or vibration, e.g. major roads (list or define?), national railway lines and industrial developments.
- All applications for B2 use.
- Any application for motor sports or motor hobbies, e.g. model aeroplane flying
- Any application for clay pigeon shooting
- Any application for wind turbines (except where permitted development applies).

Further information

Proposals that raise issues of disturbance or are considered a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. Further guidance is provided in the NPPF and Noise Policy Statement for England (March 2010).

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS16; DM10*
- *NPPF*
- *Noise Policy Statement for England*

Parking Provision

Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a proposed site layout plan.

Where proposed car parking is significant (for example; major proposals or proposals providing staff or customer parking), a parking strategy statement should be provided.

Policy driver/further guidance:

- *Local Plan (Core Strategy) DM13; DM14*
- *HBC Residential Parking and Cycle Provision SPD*

Photographs

Photographs are required for:

- the demolition of an existing building;
- heritage application affecting a conservation area or a listed building;
- also as additional information for retrospective applications.

Please provide photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS11; CS16*

Planning Obligations (see also **Community Infrastructure Levy** and **Viability**)

In addition to CIL, it may be appropriate for the Council to seek on site provision and/or financial contributions to ensure the delivery of site specific infrastructure, required to make a development acceptable. This could include highway works directly linked to the development or affordable housing provision (CIL contributions are not taken towards the provision of affordable housing). This will be in the form of a Section 106 Agreement (S106). All applications that are likely to require site specific contributions or the provision of affordable housing should be accompanied by an Obligations Statement setting out the appropriate Heads of Terms for the required S106 Agreement.

Alternatively the applicant can submit a S106 unilateral undertaking with the application.

Planning obligations (or “Section 106 Agreements”) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application. Further advice on planning obligations is available in Part 11 of the [CIL Regulations 2010](#) (as amended).

Following the adoption of CIL, S106 Agreements will still be required for site specific measures required to make a development acceptable (for example highway works directly linked to the development) and in relation to affordable housing provision.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS19; CS21; DM11*
- *NPPF*
- [CIL Regulations 2010](#)
- [Planning Practice Guidance CIL](#)
- [Havant Borough Council Developer Contributions Guide](#)

Playing Fields and Sporting Facilities Assessment

Justification will be required for any development that involves the loss of playing fields and major sporting facilities. It should include details of what facilities exist/or last existed and when any facilities were last used; by whom they were used; and what formal sports provision is proposed, including replacement facilities (if any). For applications specifically involving playing fields, the following information is also required:

- The size of the playing field and how much of the playing field is affected by the proposal (in hectares or square metres).
- An existing site plan clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1250 scale.
- A proposed site plan showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown.
- Any information of alternative sport and recreational provision.

Policy driver/further guidance:

- *Local Plan (Core Strategy) DM1*
- *NPPF*
- *Sport England – Spatial planning for Sport Development*

Sustainability Statement

Policy CS14 of the Local Plan (Core Strategy) - Efficient Use of Resources - advises that on completion, unless proven to be financially or technically unviable non-residential* over 500 square metres, should meet the 'very good' standard of the Building Research Establishment's Environmental Assessment Method (BREEAM).

The applicant will be required to provide a pre-assessment estimator which shows how the development will meet BREEAM Very Good together with a sustainability statement setting out the development's approach to sustainable design. To do this, it will be necessary to use a licensed BREEAM assessor (see below). This sustainability statement could be included within the Design and Access Statement.

Should the applicant be suggesting that it would be financially or technically unviable to meet the 'very good' standard, this will need to be accompanied by evidence as to why this is the case. In the case of technical feasibility, this should be an expanded pre-assessment estimator or design stage assessment showing which credits the development is able to pursue and which it is not and the justification for this. In the case of financial viability, please refer to the requirement for a viability study.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS14, CS16*
- *NPPF*
- *BREEAM New Construction 2014 Technical Manual*
- *Greenbook Live (directory of licensed BREEAM assessors)*

** whether a development would be classified as residential or non-residential would generally depend on the nature of the heating system which will be used and the subsequent means of assessment under Part L of the Building Regulations. Schemes which will be assessed under the Standard Assessment Procedure (SAP) would usually be considered residential. Schemes which will be assessed under the Simplified Building Energy Model (SBEM) would generally be considered non-residential.*

Telecommunications Development Information

Required for all Telecommunications applications.

- All items required under the General Permitted Development Order, Part 24.
- Elevation and Site Layout Drawings.
- A completed Supplementary Information document (as per Annex F of the Code of Best Practice on Mobile Phone Network Development) and any relevant supporting documentation in accordance with the guidelines.

Policy driver/further guidance:

- [General Permitted Development Order, Part 24](#)
- [Code of Best Practice on Mobile Phone Network Development](#)

Town Centre Uses/Sequential Assessment

All applications for main town centre uses that are not in an existing centre as defined by Local Plan (Core Strategy) policy CS4 and saved Local Plan policy TC1 will require a sequential assessment in line with paragraph 24 of the NPPF.

All applications for retail, leisure and office development of more than 2,500 square metres that are not in an existing centre as defined by Local Plan (Core Strategy) policy CS4 and saved Local Plan policy TC1 will require an impact assessment in line with paragraph 26 of the NPPF. There is no locally set threshold in the Local Plan.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS4*
- *NPPF*

Transport Assessment

A Transport Assessment is required where the proposal is a major development or would lead to significant transport implications, as set out in Appendices B - D of [Guidance on Transport Assessment, \(March 2007\)](#). [Appendix 2]

The NPPF advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development generates significant amounts of movements. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It 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.

Where a new access is proposed, plans detailing the general arrangement should be provided to clearly identify the level of visibility provided in accordance with the relevant standards appropriate to the design/recorded speed of traffic. Where appropriate, consideration of alternative access options should be included and an independent Road Safety Audit may be required.

Where new streets are to be provided, the internal street layout should be accompanied by a Stage 1 or Stage 2 Road Safety Audit. Wherever possible Hampshire County Council encourages new streets to be adopted by the County Council as publicly maintainable highway. The early identification of any safety concerns that can delay or prevent adoption at the planning stage can aid in overcoming such issues. (Hampshire County Council has previously experienced situations whereby developments remain unadopted as the permitted layout did not meet adoptable standard).

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS20; DM11; DM12*
- *Guidance on Transport Assessment, (March 2007) [Appendix 2]*
- *Transport Contributions Policy - A New Approach to Calculating Transport Contributions in Hampshire - September 2007*
- *Manual for Streets*
- *Hampshire County Council's 'Companion Document to Manual for Streets'*
- *Design Manual for Roads and Bridges*

Travel Plan

A Travel Plan is required for

- Any residential development over 100 dwellings
- food and non-food retail
- cinema and conference facilities
- other leisure (D2) uses (excluding stadium) from and above 1000 sq.m gross floor space
- B1 (including office, higher and further education establishments from and above 2500 sq.m gross floor space
- stadia of 1500+ seats
- other service developments such as hospitals,
- smaller traffic attracting developments in rural areas
- and the area between A27 and south of Elm Road.

A travel plan should be submitted alongside planning applications which are likely to generate significant amounts of movement as stated in the NPPF paragraph 36. Further advice is available in [Making residential travel plans work: Good practice guidelines for new development](#)

Policy driver/further guidance:

- *Local Plan (Core Strategy) DM11; DM12*
- *NPPF*
- *Making residential travel plans work: Good practice guidelines for new development.*
- *A Guide to Development Related Travel Plans*

Tree Survey/ Arboricultural Implications (see also Landscaping)

An Arboricultural Implications Appraisal (AIA) is required for any development (including construction of access drive, patios, and the laying of drains/services) where trees are located on site, or there are off site trees in close proximity to the proposed project.

An Arboricultural Method Statement (AMS) must be provided (including a Tree Protection Plan) where there is potential for impact on a tree in relation to the proposed development.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837-2012 'Trees in relation to design, demolition and construction – Recommendations'.

The AIA should demonstrate how the identified tree constraints have informed the design of the development. It should also identify all possible conflicts between the proposed development and existing trees on site. At this stage, it is essential to consider the direct impacts of the development proposed and any related activity, including the laying of drains and services, site construction access, contractor's vehicle parking, storage of materials, and changes in ground levels.

The method statement sets out information regarding the measures needed to protect the trees shown to be retained and schedules of any necessary tree work. It should also detail how the possible conflicts identified in the AIA are to be addressed and include a tree protection plan setting out the measures for protecting the trees during the whole development process (e.g. protective barriers/fences, ground protection measures).

Policy driver/further guidance:

- *Local Plan (Core Strategy) DM8*
- *NPPF*
- *[BS5837-2012 Trees in relation to design, demolition and construction – Recommendations](#)*

[Please note: this link will not take you directly to the document but to the British Standards website where the document can be purchased]

Utilities Assessment

A Utilities Assessment is required for all major applications.

An application should indicate how the development connects to existing utility infrastructure systems. 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. 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. The applicant should demonstrate:

- a. that, following consultation with the service provider, 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
- b. that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures
- c. that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains
- d. where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS19*
- *NPPF*

Ventilation/Extraction details

Odour and noise nuisance can have a detrimental impact on the quality of the local environment. Under section 79 of the Environmental Protection Act 1990, local authorities have a duty to take reasonably practicable steps to investigate complaints of statutory nuisance, including “any dust, steam, smell or other effluvia arising on industrial, trade or business premises and being prejudicial to health or a nuisance.

Ventilation/extraction details will be required to accompany all applications for the use of premises for purposes within the following Use Classes:

- A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises)
- A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment)
- A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises)
- B2 (general industrial)
- Or required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed (excluding odour abatement techniques unless specifically required).

Further information

Details of the position and design of ventilation and extract must be submitted. Noise assessment shall be based on BS 4142:1977; and cover the time period when the extract or ventilation system will be operational.

For kitchen extract system Information must include a completed Annex B taken from the [Control of Odour and Noise in Commercial Kitchen Exhaust Systems](#) produced by DEFRA()

Policy driver/further guidance:

- *Local Plan (Core Strategy) DM10*
- *Defra: Control of Odour and Noise in Commercial Kitchen Exhaust Systems*

Viability Statement

Where applicants intend to make submissions regarding the viability of developments, they should include a **Viability Statement** with the application at the outset.

The Statement should set out development costs and values and any key assumptions made in assessing the profitability of the proposed development. It is likely that the Council will undertake a peer review of the Statement and will require payment for the review to be met by the applicant. Applicants are **strongly recommended** to use the Council's [Pre-application Advice and Guidance Service](#) in order to establish the likely

costs of any community/infrastructure contributions which are required in order to allow the development to proceed, at an early stage. Applicants are reminded that [CIL](#) payments are non-negotiable and apply with very few exceptions.

In the event that a Viability Statement is not submitted at the validation stage and becomes an issue later in the planning application, the application will be invalidated until the information has been provided.

Policy driver/further guidance:

- *Local Plan (Core Strategy) CS19; CS21; DM11*
- *NPPF*

Optional Requirements

The following requirements may be requested following registration of the application, dependant on size and scope of application:

Open Space Assessment

Where the proposed development is on existing public open space.

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.

Further guidance:

- *Local Plan (Core Strategy)CS1; DM1*
- *Havant Borough Council Open Spaces Plan*

Planning Statement

Where a design and access statement is not provided.

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

Statement of Community Involvement

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Further guidance: Local Plan (Core Strategy)

Structural Survey

Where the structural integrity of the building is affected or reuse of other buildings if the condition is questionable.

A structural survey may also be required in support of an application if the proposal involves substantial demolition.

Appendix 1

National Requirement Links:

Development Management Procedure Order 2015

http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf

Town and Country Planning – Fees April 2015

http://www.planningportal.gov.uk/uploads/english_application_fees.pdf

Town and Country Planning (Environmental Impact Assessment Regulations) 2011

http://www.legislation.gov.uk/uksi/2011/1824/pdfs/uksi_20111824_en.pdf

Planning Practice Guidance (Planning Portal)

<http://planningguidance.planningportal.gov.uk/>

Local Requirement Links:

Havant Borough Council Local Plan (Core Strategy) March 2011

<http://www.havant.gov.uk/sites/default/files/documents/ADOPTED%20CORE%20STRATEGY%20FINAL%20VERSION.pdf>

Havant Borough Council Local Plan (Allocations) July 2014

<http://www.havant.gov.uk/planning-policy-design/havant-borough-local-plan-allocations-new>

National Planning Policy Framework March 2012

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

APPENDIX 2

Indicative thresholds relating to Transport Assessment requirement – taken from the Guidance on Transport Assessment

Indicative thresholds for transport assessments

These thresholds are for guidance purposes and should not be read as absolutes. Local authorities may interpret them in light of their own circumstances. There are several qualitative factors that need to be taken into account and that are not captured by this document. There will also be site-specific issues that assessments will need to cover.

In some circumstances, a TA may be appropriate for a smaller development than suggested by the thresholds. In others, a TS may be appropriate for a larger development than suggested by the thresholds. Early pre-application discussions between a developer and the relevant authorities are strongly recommended. In these, it is important for highway authorities to combine the appropriate quantitative and qualitative thresholds in deciding the level of assessment that may be required.

Thresholds based on size or scale of land use						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
1	Food retail (A1)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	<250 sq. m	>250 <800 sq. m	>800 sq. m
2	Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 sq. m	>800 <1500 sq. m	>1500 sq. m
3	A2 Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq. m	>1000 <2500 sq. m	>2500 sq. m
4	A3 Restaurants and cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq. m	>300 <2500 sq. m	>2500 sq. m
5	A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment.	GFA	<300 sq. m	>300 <600 sq. m	>600 sq. m
6	A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq. m	>250 <500 sq. m	>500 sq. m
7	B1 Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry	GFA	<1500 sq. m	>1500 <2500sq. m	>2,500 sq. m

Thresholds based on size or scale of land use (continued)						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
8	B2 General industrial	General industry (other than classified as in B1),The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class.	GFA	<2500 sq. m	>2500 <4000 sq. m	>4000 sq. m
9	B8 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000 sq. m	>3000 <5000 sq. m	>5000 sq. m
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds
12	C2 Residential institutions – residential education	Boarding schools and training centres.	Student	<50 students	>50 <150 students	>150 students
13	C2 Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Resident	<250 residents	>250 <400 residents	>400 residents
14	C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	<50 units	>50 <80 units	>80 units
15	D1 Non-residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq. m	>500 <1000 sq. m	>1000 sq. m
16	D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq. m	>500<1500 sq. m	>1500 sq. m
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

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