

ADVICE ABOUT THE INFORMATION REQUIRED TO ACHIEVE A VALID
APPLICATION (LOCAL LIST)

PLANS AND DRAWINGS

Notes:

- **Crown Copyright:** please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to us that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.
- **Do Not Scale:** we are unable to accept plans or drawings that state 'Do Not Scale' (or similar wording) on them and request that such wording is removed or you let us know, in writing, that for planning purposes we may scale from them.
- **Paper Size:** where possible, please provide the following plans and drawings on A4 or A3 sized paper.
- **Plan Numbers:** please give each plan and drawings a unique reference number.

Location Plan at a scale of 1:1250 (towns and villages) or 1:2500 (rural) that is based on an up-to-date Ordnance Survey map and which shows:

- the application site area outlined in red (this should include all land necessary to carry out the proposed development e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)
- any other land in the same ownership / control close to or adjoining the application site outlined in blue
- sufficient roads and / or buildings on land adjoining the application site
- which way is north
- the scale used.

Block Plan at a scale of 1:500 or **Site Plan** at 1:200 (*if the proposal will alter an existing building/structure footprint, or create a new building/structure footprint*) that is based on an up-to-date Ordnance Survey map and which shows:

- the proposed development within the context of the existing buildings and structures, the property boundaries and accesses, the road, any public rights of way crossing or adjoining the site and adjacent buildings and structures
- any existing or proposed vehicle parking spaces / areas
- the position of all trees on the site, and those on adjacent land
- the extent and type of any hard surfacing
- the location of any existing or proposed drainage
- which way is north
- the scale used
- a scale bar and one significant measurement.

Site Levels to a scale of 1:200 (*if the proposal will lead to a change in the level of the land*) showing **existing** and **proposed** ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point. They should also show which way is north and the scale used. These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint.

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Floor Plans to a scale of 1:50 or 1:100 (*if the proposal will create, alter or add to a floor*) showing:

- the **existing** and **proposed** layout of the whole of each floor that will be created, altered or added to by the proposal (unless the proposal is for a single room extension, where a partial floor plan will be acceptable)
- the name of each of the rooms or areas
- the scale used
- a scale bar and one significant measurement.

Elevation Drawings to a scale of 1:50 or 1:100 (*if the proposal will create, alter or add to a building/structure*) showing:

- the **existing** and **proposed** view of each side of the building or structure that will be altered or added to by the proposal
- ground levels
- finished floor levels (unless provided on other plans and drawings)
- where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build
- the scale used
- a scale bar and one significant measurement.

Elevation Drawings Contextual to a scale of 1:50 or 1:100 (*if the proposal will create a building/structure*) showing the **proposed** elevations in context with any immediately adjoining / neighbouring buildings. These should include the datum level, ground level, floor levels for the proposed building, which way is north and the scale used.

Cross Section Drawings:

- *if the proposal will create, alter or add to a building* – cross section(s) through the **existing** (if any) and **proposed** building and the remainder of the site relating these to adjoining ground levels. These should be to a scale of 1:50 or 1:100 and show the scale used, a scale bar and one significant measurement
- *if the proposal is for a track or an outdoor horse-riding arena* – cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials. This should be to a scale of 1:10 or 1:20 and show the scale used, a scale bar and one significant measurement
- *if the proposal relates to a listed building* – whole vertical and horizontal cross sections showing joinery details, profiles and sections for new or replacement doors and windows and other architectural features. This should be to a scale of 1:2 or 1:5 and show the scale used, a scale bar and one significant measurement.

Roof Plans to a scale of 1:50 or 1:100 (*if the proposal will alter the roof*) showing the **existing** and **proposed** layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.). This should also show the scale used, a scale bar and one significant measurement.

Approved Plans and Drawings (*if the proposal will amend an existing planning permission*). These will enable consultees, neighbours and members of the public to identify the proposed changes.

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SUPPORTING INFORMATION

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

Note: a suitably qualified person should produce assessments, reports and statements.

Affordable Housing – Statement (planning policy: national – PPS3; NDC – HSG7, HSG8, HSG13 and ECN5; TDC – HSC2 and DVT2 and planning obligations): must be provided (for both full and outline applications) before the following types application are registered:

NDC:

- applications for 15 or more new dwellings in Barnstaple, Ilfracombe and South Molton
- applications for 5 or more new dwellings in Braunton
- applications for 2 or more new dwellings everywhere else.

TDC:

- applications for 15 or more new dwellings in the following centres – Bideford, Northam, Bradworthy, Holsworthy, Torrington, Hartland, High Bickington, Shebbear and Winkleigh
- applications for 1 or more dwellings everywhere else.

This statement should include:

- an explanation of how the development would contribute towards meeting local housing needs
- information about both the affordable and open market housing units (e.g. number of units, mix, habitable rooms/bedrooms)
- types of affordability/tenure
- (in fully detailed applications) the plots allocated for each housing type.

Further advice is available in NDC's Supplementary Planning Document on Affordable Housing, TDC's Supplementary Planning Document on Planning Obligations and in PPS3. In cases where concerns are raised by applicant(s) that the provision of affordable housing may undermine the commercial viability of schemes, the Council will require financial evidence clearly demonstrating any such impact. It will, in certain cases, seek independent valuation advice on any issues raised (please refer to relevant Supplementary Planning Documents on Developer Contributions).

Agricultural Worker / Forestry Worker / Rural Business Dwellings (planning policy: national – PPS7; NDC – HSG9, HSG9A, HSG10 and adopted Supplementary Planning Document; TDC – HSC8): if the application is for an agricultural worker / forestry worker / rural business dwelling, then a **Technical Appraisal** must be provided before the application is registered. This should address functional and financial criteria and follow the guidance set out in *Planning Policy Statement 7: Sustainable Development in Rural Areas*. It should also include a location plan (or plans) at a scale of 1:2500, 1:5000 or 1:10000 showing the whole holding outlined in red.

Air Quality Assessment (Planning policy: national – PPS23; NDC – DVS3; TDC – DVT13): may be requested before the application is registered where it is believed that the proposal may impact on air quality by reason of the dust or emissions that may be produced. This should indicate the change in air quality resulting from the proposed development and outline appropriate mitigation

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measures. Further advice is available in *Planning Policy Statement 23: Planning and Pollution Control*.

Arboricultural Implications Assessment (AIA) (planning policy: national – PPS9; NDC – DVS1, DVS2, ENV8; TDC – DVT8, ENV1): whenever there are trees or hedges on or adjacent to a proposed development site that might be affected during, or as a result of, the proposed works then an arboricultural implications assessment must be provided before the application is registered. The AIA should be carried out by an appropriate professional in accordance with BS5837:2005 'Trees in relation to construction - Recommendations' and should include a tree survey, tree constraints plan (TCP), arboricultural method statement (AMS) and a tree protection plan (TPP).

Coal Mining Risk Assessment: where the application site area falls within the area of a former coal mine, then a coal mining risk assessment must be provided before the application is registered.

Community Involvement – Statement (planning policy: national – PPS12): where the application relates to a major development, then a statement of community involvement must be provided before the application is registered

Contamination Report (planning policy: national – PPS23; NDC – DVS4; TDC – DVT12): where:

- there have been previous uses of the land that are likely to have resulted in contamination
- or where a sensitive use is proposed (e.g. housing, school, hospital)

then a report on contamination and proposed remedial works will be required.

Crime and Disorder – Statement (Section 17, Crime and Disorder Act 1998) (planning policy: national – PPS1; TDC – HSC3): where the application is for:

- a major development
- 5 or more dwellings
- a take-away
- a public house
- public toilets

then a crime and disorder statement must be provided before the application is registered. This statement should explain how crime prevention measures have been addressed and how the design reflects the attributes of safe, sustainable places set out in *Safer places – the planning system and crime prevention* (ODPM/Home Office, 2003). Further advice on 'secured by design' principles are available from the Police Architectural Liaison Officer (telephone 01271 335351).

Design and Access Statement (planning policy: NDC – DVS1; TDC – HSC3): must be provided before a planning or listed building application is registered **unless** the application relates to:

- development to an existing dwelling (or within the curtilage of a dwelling for any purpose incidental to the enjoyment of the dwelling) **unless** the dwelling falls within a conservation area, is a listed building or is in the curtilage of a listed building
- alterations to a non-domestic building that do not increase its size **unless** the building falls within a conservation area, is a listed building or is in the curtilage of a listed building
- extension to a non-domestic building that is under 100 square metres **unless** the building falls within a conservation area, is a listed building or is in the curtilage of a listed building
- erection of a non-domestic building that is under 100 cubic metres and under 15 metres high **unless** the building falls within a conservation area or is in the curtilage of a listed building

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- erection, alteration or replacement of plant and machinery that is less than 15 metres high (measured from the ground) **unless** the plant and machinery falls within a conservation area or is in the curtilage of a listed building
- a material change of use of land or buildings that **does not** involve operational development
- extension to the time limit for the implementation of an existing application
- engineering or mining operations.

The Design and Access Statement should cover the following issues:

- **Amount:** that is a description of the development including its size and the reasons for this (note – for an outline application the amount of development proposed and its use or uses should be identified along with any distinct development zones)
- **Layout:** the way the building or buildings will be sited and their relationships to other buildings, routes and open spaces (note – for an outline application an indicative layout should be provided)
- **Scale:** the height, width and length of a building or buildings in relation to its surroundings (note – for an outline application an indication of the upper and lower limits for height, width and length of each building should be provided)
- **Landscaping:** the treatment of surrounding spaces to protect the amenities of the site and the surrounding area (note – for an outline application this is required if it has not been reserved)
- **Appearance:** the visual impression the building or buildings make including external built form, materials, decoration and lighting
- **Use:** the proposed use of the building or buildings and how these relate to uses surrounding the site (note – for an outline application the use or uses should be identified along with their relationship to uses surrounding the site)
- **Context:** the relationship of the building or buildings to its surroundings and whether there has been any pre-application community involvement
- **Access:** access to the building or buildings, spaces and public transport network (not the internal arrangements of a building) (note – for an outline application the area or areas in which the access point or points to the site will be situated should be identified)
- **Heritage:** how the proposal will affect any heritage asset or its setting (see the 'Heritage Statement' below for further guidance) (note – also required for an outline application).

The Design and Access Statement should take the form of a report that illustrates the process that has led to the development proposal. It should explain and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The statement, therefore, need not be long.

Further guidance is available from the Planning Portal (www.planningportal.gov.uk) CABE / The Design Council (www.designcouncil.org.uk) and Building for Life (www.designcouncil.org.uk).

Environmental Statement: must be provided before the application is registered if the proposal falls within Schedule 1 or Schedule 2 of the *Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999* (SI 1999 No.293). These Regulations provide a checklist of matters that should be included in the Statement.

Financial Viability Assessment: (planning policy: TDC – DVT1, DVT2 and HSC2): a financial viability assessment may be required before an application is registered. The concept of 'viability' used in economic terms is assessed via a calculation (usually by a financial appraisal) of the gross development values that a development proposal is expected to generate, less gross development costs, including elements such as planning obligations, professional fees, finance charges and contingencies. The calculation also needs to take account of the necessary level of 'return' that

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would be required to enable development to proceed, comprising return to land owner to enable the release of land for development, and return to developer (profit) that reflects their specific business model, the level of project risk and any specific investor expectations. When end value exceeds the costs and required returns, a scheme can be considered to be viable in economic terms.

Flood Risk Assessment (planning policy: national – PPS25; NDC – DVS6 and DVS7): if the proposed development:

- falls within flood zone 2 or flood zone 3
 - involves a site area of 1 hectare or more (in flood zones 1, 2 or 3)
 - involves a site that has been identified as being at flood risk in surface water mapping
- then a flood risk assessment must be provided before the application is registered. *Planning Policy Statement 25: Development and Flood Risk* provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. The Environment Agency has produced standing advice on flood risk issues, which is available on their web-site (www.environment-agency.gov.uk) and they can also provide detailed advice on flood zones.

Foul Drainage Assessment: where non-mains drainage is proposed for new development and extensions that include additional bedrooms / bathrooms, a completed Foul Drainage Assessment form (FDA1) and associated plan(s) must be provided before the application is registered. This must be completed in accordance with the guidance set out in the Environment Agency's National Standing Advice to Local Planning Authorities involving non-mains drainage. The form is consistent with the advice set out in *DETR Circular 03/99 'Planning Requirements in respect of the Use of Non-Mains Drainage Sewerage Incorporating Septic Tanks in New Development'*.

Heritage Statement (Statement of Significance) (planning policy: national – PPS5; NDC – ENV13, ENV14, ENV15, ENV16, ENV17 and ANV18; TDC – ENV2): if a proposal will affect a 'Heritage Asset', then a Heritage Statement must be provided before the application is registered.

A **Heritage Asset** is a building, monument, site, place, area or landscape that has been identified as having a degree of significance meriting consideration in planning decisions. They are the valued components of the historic environment and they include:

- designated heritage assets:
 - World Heritage Site
 - Scheduled Monument
 - Listed Building
 - Protected Wreck Site
 - Registered Historic Park or Garden
 - Registered Battlefield
 - Conservation Area
- known archaeological sites
- assets identified by the local planning authority through the Local Development Framework process (local listing)
- assets identified during the planning application process.

Proposals that are most likely to have an impact on below-ground archaeology are:

- development involving groundworks within a historic core of a settlement (excluding householder applications)
- development of 3 or more dwellings outside the historic core
- major applications.

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A **Heritage Statement** should take the form of a report or statement that may include some or all of the following:

- any official designation and description of the heritage asset
- an assessment of the significance of the heritage asset and / or component parts
- an analysis of the history and the evolution of the heritage asset (including phased plans of the building where appropriate)
- an assessment of the interaction of the heritage asset with its setting
- the impact of the proposal upon the heritage asset and its setting
- detailed photographs
- a schedule of works (including materials)
- a method statement
- results of desk-based assessment
- geophysical survey and evaluative archaeological excavations

The level of detail required in a Heritage Statement will depend on the scale and complexity of the proposal. The statement, therefore, need not be long.

For further advice on archaeological issues please contact Devon County Historic Environment Service (☎ 01392 382246, ✉ archaeol@devon.gov.uk).

For further advice on listed buildings, conservation areas and other heritage issues please contact planning@northdevon.gov.uk.

Landscape and Visual Impact Assessment (planning policy: NDC – DVS1 and ENV1; TDC – DVT2C): where a proposal is likely to have a significant visual impact because of its scale or location, a Landscape and Visual Impact Assessment (LVIA) must be provided before the application is registered. This requirement will normally apply to:

- 'major' development proposals
- development within the countryside
- development within or visible from the Area of Outstanding Natural Beauty (AONB)
- development affecting the setting of the heritage asset
- development affecting the public realm.

This assessment should be carried out in accordance with Guidelines for Landscape and Visual Impact Assessment 2nd Edition - and associated Advice Notes – Landscape Institute and the Institute of Environmental Management & Assessment (IEMA) 2002 (or any subsequent edition). This assessment should also make reference to the North Devon and Torridge Landscape Character Assessment and any relevant Conservation Area Appraisal.

Landscape Proposals (planning policy: NDC – DVS1, DVS2 and ENV8; TDC – DVT8): where an application is likely to effect the existing character or appearance of a site, detailed proposals for the treatment of private and public spaces to enhance and protect the amenities of the site must be provided before the application is registered and include:

- a statement to explain (a) the function of the landscaping, (b) how it will be maintained and (c) its relationship to the surrounding area making reference to any published Landscape Character Assessment/Conservation Area Character Appraisal.
- proposed finished levels or contours
- means of enclosure
- car parking layouts
- other vehicle and pedestrian access and circulation areas

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- hard surfacing materials
- minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs lighting etc)
- proposed and existing functional services above and below ground level (e.g. drainage, power, communications cables, pipelines etc indicating lines, manholes, supports etc.)
- retained historic landscape features and proposals for restoration, where relevant
- soft landscape works including:
 - planting plans
 - plants schedules detailing, species, plant sizes and proposed numbers/densities
 - Written specifications in respect of cultivation and operations associated with plant and grass establishment for a minimum period of three years.

Letter of Justification (Dependent Relative's Annexe) (planning policy: TDC – HSC4): if the application relates to the creation of a dependent relative's annexe, then a letter of justification from the relative's doctor (or other appropriate person) must be provided before the application is registered.

Lighting Scheme (planning policy: TDC – DVT11): where the application includes external lighting / illumination, then a lighting scheme should be provided before the application is registered. This should include the lighting scheme for the whole of the application site and include a light pollution assessment with a view to avoiding any light spillage and light pollution. (It is appreciated that adopted street lighting details might not be available at this stage.)

Noise Impact Assessment (planning policy: national – PPG24; NDC – DVS3; TDC – DVT13): may be requested before the application is registered where it is believed that the proposed development raises issues of disturbance (for example, by reason of high levels of activity outside normal working hours). Further guidance is provided in *Planning Policy Guidance 24: Planning and Noise*.

Overcoming Reasons for Refusal Statement: where an application forms a re-submission of a proposal that has already been refused, then a statement of how the proposal will overcome the reasons for refusal should be provided before the application is registered.

Planning Obligations / Section 106 Agreement: where:

- planning guidance / policy identifies a requirement, or
 - the application relates to a major development, or
 - pre-application discussions have identified a need for a Planning Obligation,
- then a draft heads of terms for a section 106 agreement or a unilateral undertaking should be provided before the application is registered. Applicants and agents should clarify what will be required in pre-application discussions. Further guidance is given in *Circular 05/05: Planning Obligations* and the Council's *Best Practice Note 24 – Section 106 Agreements*.

Note: TDC's Supplementary Planning Document on Planning Obligations identifies Westward Ho! as the area for key tourism focus within the district. As such it is important that all further developments within the defined boundary contained within the SPD contribute towards the regeneration of Westward Ho! and its ability to deliver a positive tourism experience. To achieve this a financial contribution (secured by a Section 106 agreement) will be sought from each new development with the areas shown on the plan in the SPD (Plan 1) towards tourism focused regeneration projects taking place in Westward Ho! This requirement is related to Policy ECD7 of the Local Plan which sets out the acceptable forms of development within the tourism core.

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Regeneration Statement: where the application is for a relevant major development and relates to sites identified by the Council as priority sites for regeneration, then a regeneration statement must be provided before the application is registered. This should outline any regeneration benefits from the proposed development, including:

- details of any new jobs that might be created or supported;
- the relative floorspace totals for each proposed use (where known);
- any community benefits; and
- reference to any regeneration strategies that might lie behind or be supported by the proposal.

Renewable Energy Statement (planning policy: national – PPS22; NDC – ECN15): where the application relates to a development of a significant size (e.g. the erection of 10 dwellings or more, the creation of 1,000m² of floor space or more, on a site of 1 hectare or more), then a renewable energy statement must be provided before the application is registered. This statement should indicate estimated energy demand for the proposed development, the proportion of energy requirements that will be met by on-site renewable energy generation and a full specification detailing number, location and scale of each technology proposed. Detailed guidance on providing technical information is available in Guidance on the Use of On-Site Renewable Technologies.

For micro-renewable installations (for example, solar panels, domestic wind turbines, solar thermal panels, etc.) the application should specify the manufacturer's rated power output (kW).

Retail Impact Assessment (planning policy: national – PPS4; NDC – COM1; TDC – HSC19): where the application proposes retail uses outside a designated town centre or allocated sites, then a retail assessment must be provided before the application is registered. In other cases, an assessment may be requested before the application is registered. This should cover such issues as:

- the need for the proposed development
- its scale and appropriateness
- choice of site including a sequential assessment of alternative sites
- impact on existing centres and locations.

Road Safety Audit (Stage 1): where the application includes proposals to re-align the highway or construct highway features (e.g. traffic calming, refuges, signals, roundabouts, pedestrian crossings etc.), then a Stage 1 Road Safety Audit should be provided before the application is registered. Further advice is available from the Chartered Institution of Highways and Transportation (www.ciht.org.uk).

Sewerage Statement (planning policy: TDC – DVT24): may be requested before the application is registered. This would normally relate to major infrastructure works and should include a description of the type, quantities, and means of disposal of any trade waste or effluent.

Solar Panel / Photovoltaic Array – where the application relates to the installation of solar / photovoltaic panels either on a roof or ground mounted, then manufacturers details / specification for the panels and for the mounting system must be provided before the application is registered.

Structural Survey (Barn / Outbuilding Conversion) – (planning policy: national – PPS4; NDC – ECN5; TDC – DVT3): if the application relates to the conversion of a barn or outbuilding, then a statement clarifying the precise extent of the proposed demolition, retention and new build works must be provided before the application is registered. In some cases a full structural survey may be requested before the application is registered.

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Sunlight / Daylight Assessment (planning policy: NDC – DVS3; TDC – DVT11): may be requested before the application is registered where there is a potential adverse impact upon the access to sunlight / daylight of for existing and proposed properties and buildings.

Supporting Statement: applicants and agents are encouraged to provide a supporting statement for all applications. However, where the application relates to a major development, then a supporting statement must be provided before the application is registered. In other cases, a statement may be requested before the application is registered. This should explain how the proposed development accords with policies in the development plan, supplementary planning documents or emerging planning policies. It should include details of any pre-application consultations.

Surface Water Drainage Strategy (planning policy: national – PPS25; NDC – DVS6 and DVS7; TDC – DVT24): if the proposed development falls within flood zone 2 or flood zone 3 or the site area is over 1 hectare, then a surface water drainage strategy should form part of the flood risk assessment for new development. *Planning Policy Statement 25: Development and Flood Risk* provides advice in relation to flood risk assessments and the sustainable management of surface water. Assessment of surface water and drainage will be required as part of a Flood Risk Assessment. The effect of development is generally to reduce the permeability of at least part of a development site and without specific management measures, the volume of water that runs off the site and the peak run-off flow rate is likely to increase. In order to satisfactorily manage flood risk in new development, appropriate surface water drainage arrangements are therefore required.

Sustainability Assessment (planning policy: NDC – DVS1A): where the application relates to a major development (e.g. the erection of 10 dwellings or more and/or the creation of 1,000m² of floor space or more), a sustainability assessment must be provided before the application is registered. This must be accompanied by a copy of a Pre-Assessment Estimator demonstrating how the design will achieve Code for Sustainable Homes Level 3 for residential or BREEAM Good for non-residential development. This should demonstrate how sustainable design and construction principles have been incorporated within the development over and above building regulation requirements, with reference to Table 2A of the adopted North Devon Local Plan – detailed guidance is available in NDC's Sustainable Design and Construction Guide.

Transport Assessment (planning policy: national – PPG13; NDC – TRA1A; TDC – DVT17 and DVT18): where the application relates to a major development then a transport assessment must be provided before the application is registered. The transport assessment should include:

- all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site;
- clearly identified loading areas and arrangements for manoeuvring, servicing and parking of vehicles; and
- describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

Where the application relates to a wind farm or a large scale solar panel photovoltaic array then a transport assessment must be provided before the application is registered. The transport assessment should include:

- The types, sizes weight, and numbers of delivery and construction vehicles that will needed
- The proposed access route, during the construction and any later decommissioning phases, will need to be agreed with the Local Highway Authority including the route of any abnormal loads such as for cranes etc. and identified in the application
- A road survey of the intended route will need to show that available carriageway width and geometric road layout is adequate to accommodate the largest commercial vehicles intended

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to be utilised for delivery and construction of the turbines, Photo Voltaic Farms and all components and any other equipment and materials associated with the proposal. The route should be identified from the point at which it leaves the motorway network to the access serving the proposed site. Tracking analysis may be required at individual junction points or locations along the route where delivery vehicles may have difficulty in manoeuvring within the adopted highway.

Note:

Where the application relates to a wind farm or a large scale solar panel photovoltaic array then the following will also be required:

- The route of any proposed connection to the electricity grid system will need to be identified including any Highway implications.
- Any proposed new access or alterations to an existing access to be used to gain access to the site from the public highway will need to be identified together with measures to harden the accesses to prevent mud and debris being carried onto the public highway and measures to provide suitable access visibility at any new access.
- A Section 106/278 Agreement may be required prior to, and if planning consent is to be issued. Such Agreement shall contain details of the approved route, a Traffic Management programme and detailed drawings of all engineering alterations /improvements required as a consequence of the development, including any lands that may be required to be adopted as public highway.

In other cases, an assessment may be requested before the application is registered.

Further advice is available in *Planning Policy Guidance 13: Transport* and from the Chartered Institution of Highways and Transportation (www.ciht.org.uk).

Travel Plan / Statement (planning policy: national – PPG13; NDC – TRA1A; TDC – DVT17 and DVT18): where the application relates to proposed new development a travel plan may be requested before the application is registered. This will certainly be the case for new traffic generating proposals. The plan / statement should consist of a simple analysis outlining the transport implications of the scheme and illustrating the measures that will be incorporated to make it accessible to a range of transport modes. It should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice is available in *Using the Planning Process to Secure Travel Plans: Best Practice Guide* and from Devon County Council (0845 155 1004, www.devon.gov.uk).

Waste Audit (planning policy: national – PPS10; Waste Local Plan – WPC4): the Waste Local Plan prepared by Devon County Council requires a waste audit for applications likely to generate a significant volume of waste through development or throughout its operational phases. The Waste Audit should demonstrate how construction and demolition waste will be minimised and how unavoidable waste will be reused and recycled on site.

Water Interest Survey: where the application relates to:

- a major development
- a wind farm
- a large scale solar panel photovoltaic array

then an assessment of the impact of that proposal on the existing water resources and site hydrology must be provided before the application is registered.

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Wildlife Trigger List & Associated Wildlife Report (planning policy: national – PPS7 and PPS9; NDC – DVS1A, ENV1, ENV2, ENV3, ENV4, ENV8, ENV9, ENV10, ENV11 and ENV12; TDC – ENV1, ENV5, ENV6, ENV7, ENV9, ENV10): a completed **Wildlife Trigger List** must be provided before the application is registered. This will identify whether the proposed development is likely to impact on any wildlife interests.

If the proposal results in a 'Yes' answer to any of the questions on the trigger list, a **Wildlife Report** must be provided before the application is registered. The wildlife report should be produced by an appropriately qualified and experienced ecologist and should include a 'Wildlife Checklist' and a 'Conservation Action Statement'.

The 'wildlife trigger list' and the 'wildlife report check lists' are available from our web-sites and our offices. Further guidance and information for applicants, agents and ecological consultants is available at www.devon.gov.uk/wildlife and on the Natural England web-site (www.naturalengland.org.uk).

Note: Potential wildlife impacts need to be considered at the earliest stages of development as certain survey work can only be undertaken at specific times of the year. Consequently advanced planning will be necessary to ensure that the appropriate survey work can be completed prior to the submission of the application.

Wind Turbines (planning policy: national – PPS22; NDC – ECN15 and DVS5; TDC – ECD9): where the application relates to a wind turbine, then manufacturers details / specification must be provided before the application is registered.

Where the application relates to one or more free-standing wind turbines which are over 11 metres high and/or have a rotor diameter of over 2 metres, then the applicant / agent should consult the 'Defence Estates Safeguarding' department of the MOD before the application is registered. If possible, a copy of the 'Defence Estates Safeguarding' response should be included with the application. Further advice is available from Defence Estates Safeguarding and the British Wind Energy Association (www.bwea.com).

Note: whilst the Civil Aviation Authority no longer provides pre-application comments direct to developers, it will respond to consultations made by a planning authority.