

Chichester District Council



The Local List

Information required to support a valid planning application

Revised July 2017

CONTENTS

1. Introduction	4
2. Framework	4
3. Information requirements	4
4. Validation of application	5
5. Notification of validity	5
6. Chichester District Council Local List	6
7. Applications for outline planning permission	6
8. Pre application advice	6
PART I - National Requirements	
• Application form	7
• Application fee	7
• Certificate	7
• Plans and Drawings	8
• Design and Access Statement	8
• Environmental Impact Assessment	10
PART II - Local Requirements	
• Affordable Housing Statement	11
• Air Quality Assessment	12
• Biodiversity Survey and Assessment	13
• Community Infrastructure Levy & S106 Planning Obligations	15
• Flood Risk Assessment	16
• Flood Risk Sequential and Exception Tests	17
• Drainage Assessments	18
• Heritage Statement	20
• Land Contamination Assessment	21
• Lighting Assessment	23
• Noise Assessment	24
• Odour Assessment	25
• Plans & Drawings	26
• Structural Survey	26
• Retail Sequential Test & Impact Assessment	27
• Transport Assessment, Statements & Road Safety Audits	28
• Travel Plan	30

- Parking Assessment 32
- Tree Survey & Method Statement 33
- Ventilation/Extraction Statement 33

1. Introduction

This document sets out Chichester District Council's (CDC) policy on the information which must be provided in support of all planning application types, for the Council to determine their validity. The South Downs National Park Authority (SDNPA) has separate Local Requirements to CDC and their list of local requirements is available from the website via the following link: <http://www.southdowns.gov.uk/planning/planning-advice/validation>. Any application made within the South Downs National Park (SDNP) area must comply with the SDNP Local List of Requirements.

Further guidance on information requirements, design and access statements and the standard application form is set out in nationally produced advice, within the [National Planning Practice Guidance](#) and the Town and Country Planning (Development Management Procedure) Order 2015 ([DMPO](#)) as amended.

2. The Framework

The information required to make an application valid comprises:

- mandatory national information specified in the [DMPO](#), including a design and access statement where one is required;
- the standard application form; and
- information to accompany the application as specified by the local planning authority in its local list of information requirements

This information is necessary to enable the Council to validate an application for planning permission and listed building consent to start the determination process.

3. Information requirements

The Council will take a proportionate approach to information in support of applications. Applicants will be asked only to provide supporting information that is relevant, necessary and material to the application. However, in seeking to take a proportionate approach that does not place unnecessary burden upon applicants at the beginning of the process, where an application is accompanied by documentation that purports to cover the relevant issues below it will likely be accepted by the Local Planning Authority (LPA) as valid. This does not however suggest that the material contained within is sufficient to determine the application and in cases where further information is required officers will seek further information from the applicant/agent or may refuse the application. In certain circumstances, where the information is significantly deficient the LPA may treat the application as subsequently invalid, until such time as appropriate material has been submitted.

Any supporting information should add to the Council's understanding of the development scheme submitted for determination. The information requested and provided should help to explain the nature of the proposed development, its anticipated impacts – positive and negative – and any measures proposed to mitigate any anticipated adverse impacts. The

[National Planning Policy Framework \(NPPF\) and the Planning Practice Guidance \(PPG\)](#) provides further guidance on matters relating to applications.

4. Validation of applications

The validation process is an effective check that the applicant has met the statutory requirements for a valid application. This Local List of requirements has been prepared by the Council to clarify what information is usually required for applications of a particular type, scale or location. If the Council is satisfied it has received an application that complies with both the mandatory national requirements specified in the [DMPO](#) and the published local list, the Council will proceed to validate and determine the application.

The process of validating planning applications is essentially an administrative one. The information submitted will be assessed during the determination process, not the validation process. Provided the application submitted meets the requirements set out in the [DMPO](#), encompassing the mandatory national requirements and published Local Requirements; it will be registered as a valid application.

The Council will seek information necessary for a decision to be made and will not require a level of detail to be provided that is unreasonable or disproportionate to the scale of the proposal. Not all the information in the Council's published Local List will be necessary in every case. Where an application is not accompanied by the information required by the Council in its Local List, the applicant should provide a short, written justification with the application as to why it is not appropriate in the particular circumstances.

For larger or more complex schemes, or proposals in sensitive areas, applicants should seek to agree information requirements with the Council prior to submission, through pre-application discussions so that, where possible, the information sought is proportionate to the nature of the scheme. Some other statutory consultees also provide pre-application advice, separate to the LPA. Full details can be found on their respective websites.

If an application submitted lacks the necessary information specified in the [DMPO](#) or in the Local List, the Council will, in general, be entitled to invalidate the application. The Council will request in writing any additional information required to make the application valid, and will take no further action until it has been received.

5. Notification of validity

Once an application has been received, accompanied by all the necessary information, it will be validated as soon as reasonably practicable. Notification will be given to the applicant in writing, confirming the validity of the application and the start date of the statutory period for determination.

Normally, the Council aims to complete this process within 3 – 5 working days from the date of receipt.

6. Applications for outline planning permission

Applications for outline planning permission must identify those matters reserved for future consideration. However, where the Council receives an application for outline planning permission but is of the opinion that more information is required and the application ought not to be considered separately from all or any of the reserved matters, the Council will, in accordance with Article 5(2) of the [DMPO](#) notify the applicant within one month of the receipt of the application that it is unable to determine it unless further details are submitted. This should not, however, be confused with applications where inadequate information is submitted, or a published information requirement has not been submitted.

7. Pre-application advice

The Council encourages applicants to seek advice prior to the submission of all types of application. Pre-application advice aims to guide applicants through the process and to ensure they are aware of the information requirements. This is particularly useful for larger and more complex schemes and can help minimise delays later in processing the application. Such advice may also identify whether other consents or additional information may be required. Information regarding the Council's pre-application advice service may be found on the [Chichester District Council Planning website](#). The SDNP Authority operate their own pre-application advice service for proposals that fall within the SDNP, details of which are available on their website. For other specialist pre-application advice such as highways, you should contact the appropriate Authority.

8. Chichester District Council Local Requirements list

In order for an application to be valid it must satisfy both the National and Local requirements. This document sets out both parts of the validation requirements:

- **Part I** contains compulsory requirements for the submission of an application, including some matters that are required by law and other information that Chichester District Council considers necessary in all cases.
- **Part II** contains additional information (local requirements), which Chichester District Council considers may be necessary with certain application types or locations.

PART I - NATIONAL REQUIREMENTS

Planning applications may be submitted either as an online application or in 'hard copy'. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the [Council's planning website](#).

The [national requirements](#) for planning applications state that all applications for planning permission **MUST** include:

1. The completed application form

The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants **MUST** answer **ALL** questions.

2. The correct fee

Most planning applications incur a fee and these are described in the [Statutory Instrument 2012 No. 2920](#) (as amended). The Planning Portal includes a [fee calculator](#) for applicants.

The Council's preferred methods of payment for applications are:

- online via the Council's [planning payment page](#), or
- over the telephone by calling our Customer Service Centre on 01243534734.

3. Ownership and agricultural holdings certificates

All applications for planning permission must include a signed certificate 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). There are 4 types of certificate (A, B, C or D) which should be used as set out below:

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 the owners

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

Agricultural Holdings Declaration

This certificate is required (and must be signed) whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. The certificate is required all applications except applications for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

4. Ownership notice

If the applicant is not the sole owner of the application site a notice that the application is being submitted to all owners of the application site, other than the applicant, must be completed and served in accordance with Article 13 of the [DMPO](#). Site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired. A copy of the notice should be served by the applicant on each of the individuals identified in the relevant certificate.

In the event you need to serve notice on an 'owner' of the site, please use Notice No. 1.

In the event you do not know some, or any, of the 'owners' of the site and have to publish details of the application in a local newspaper, please use Notice No. 2.

5. The location plan

ALL applications other than those relating to the variation of a condition to an existing permission **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North. Any plan from or based upon Ordnance Survey data must be annotated with the appropriate licence number or marked as surveyed if the plan has been drawn from a survey of the site.

The application site should be clearly edged 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, visibility splays, landscaping, car parking and open areas around buildings.

A **blue line** should be drawn around any other land owned by the applicant, that is close to or adjoining the application site.

6. Other plans or drawings necessary to describe the subject of the application are a national requirement. Details of the plans required to describe the proposal are set out in more details within Part II (Local Requirements).

7. Design and access statement

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

- 1) Major development: 10 or more dwellings or creation in excess of 1000 sq. m of non-residential floor space,

- 2) Applications for development in a conservation area, where the proposed development consists of:
 - one or more dwellings; or
 - a building or buildings with a floor space of 100 square meters or more,
- 3) Applications for listed building consent.

A Design and Access Statement accompanying a planning application must 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 should:

- 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 approach adopted as to access and how policies relating to access are 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 that might affect access to the development have been addressed.

A Design and Access Statement accompanying an application for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- (a) the special architectural or historic importance of the building;
- (b) the particular physical features of the building that justify its designation as a listed building; and
- (c) the building's setting.

Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account.

A single Design and Access Statement may be provided alongside a joint application for planning and listed building consent provided it meets both sets of requirements.

The statutory requirements for a design and access statement are set out in [Article 9](#) of the DMPO and [Article 3A](#) of the Planning (Listed Building and Conservation Areas) Regulations 1990 (as amended).

8. Environmental Impact Assessment

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 2017](#)

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 an 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 Local Planning 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.

All EIA applications should be accompanied by an Environmental Statement (ES) in accordance with Schedule 4 of the Regulations. Where an application is submitted without an ES but is deemed to require an ES, the Council will notify the applicant within 3 weeks of receipt of the application. Thereafter the applicant has 3 weeks (unless a longer period is agreed in writing with the applicant) to confirm in writing if an ES will be submitted, or that a screening direction will be sought from the Secretary of State in accordance with Regulation 11.

In accordance with Regulation 20, the Council must suspend consideration of the application until the ES, with the appropriate notices and certificates, is submitted. Alternatively, where an application is required to provide an ES and this is not submitted, the application will be deemed to be refused in accordance with Regulation 11.

PART II - LOCAL REQUIREMENTS

Chichester District Council requires that additional information, known as the Local Requirements, is submitted with a planning application, where necessary. Applicants are advised to seek advice on the need for such information before submitting an application. The information requirements are set out below and the key references are the Chichester Local Plan: Key Policies 2014-2029 and the [National Planning Policy Framework](#) (NPPF).

The [National Planning Practice Guidance](#) (NPPG) provides further guidance on the implementation of the Framework.

1. AFFORDABLE HOUSING STATEMENT

Affordable Housing is an important Council priority. The requirement to provide affordable housing applies to all residential developments resulting in a net increase of 6 units or more in the designated rural area and 11 units or more within the Settlement Boundary. The Council would normally require affordable housing to be provided on site. Within the rural area, affordable housing may, in some circumstances, be provided through off-site provision facilitated by a financial contribution, paid before completion of the development.

The designated rural area for the purposes of Affordable Housing is designated by Section 157(1) of the Housing Act 1985 as shown on the [map for Chichester District](#) on the Council's website

When required

A statement is required for all applications for residential development resulting in a net increase of:

- 1) 11 units or more within the Settlement Boundary, and
- 2) 6 units or more within the designated rural area,

with the exception of applications for reserved matters where there are no proposed changes to the amount, mix or tenure of the dwellings development.

Information required

Relevant applications should be accompanied by a statement which specifies:

- the number, size, tenure and mix of dwellings and proposed Registered Provider (RP) for Affordable Housing, and
- the number, size and mix of market housing units proposed.

The Council is committed to delivering the full requirement for affordable housing, however in the event that none or a lower level of provision for affordable housing is made on site, full justification needs to be submitted.

Further information can be found in the NPPF, the Council's Strategic Housing Market Assessment, Policy 34 of the Local Plan, and the [Planning Obligations and Affordable Housing Supplementary Planning Document](#). Regard should also be had to any requirements set out within a [Neighbourhood Plan](#) for the area.

2. AIR QUALITY ASSESSMENT

The Council has designated three Air Quality Management Areas (AQMA) at the A27 Stockbridge roundabout; Orchard Street, Chichester and St Pancras, Chichester. These are areas where health based EU limit values and National Objectives for nitrogen dioxide are not achieved. Air quality must be considered for development proposals likely to generate trips that will affect the AQMAs and for applications proposing plant in locations where their emissions have potential to impact on human health through breach of the Objectives.

When required

An air quality assessment is required when:

- 1) development is likely to generate air quality impact in an area where air quality is known to be poor, (eg. introduce receptors to an area within or close to an AQMA); or
- 2) development is likely to adversely impact upon the implementation of air quality strategies and action plans and/or lead to a breach of EU legislation (including that applicable to wildlife). These are generally major developments - particularly those that significantly increase traffic volumes in the vicinity of the site and/or in or affecting the AQMAs.
- 3) development is proposed within the Southern Gateway area of Chichester such that it will alter the streetscape/topography in a way that is likely to 'trap' pollution and give rise to a new AQMA
- 4) plant (i.e boiler plant including solid fuel and district heating systems) is proposed which has potential to impact on air quality through emissions to atmosphere.

Further information about the need for air quality assessments is provided in the Institute of Air Quality Management (IAQM) document Land-Use Planning & Development Control: Planning for Air Quality January 2017 – section 6 in particular Tables 6.1 and 6.2.

Information required

Air quality assessments should be proportionate to the nature and scale of the proposed development. They should assess the predicted concentration of pollutants of concern at appropriate dates and 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 and 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

permission granted. Sections 6.18 – 6.23 of the IAQM document listed above outlines the expected contents of an air quality assessment.

Further information is available in the DCLG Planning Practice Guidance (PPG) March 2014 <https://www.gov.uk/guidance/air-quality--3> and in Chapter 11 of the [NPPF](#).

3. BIODIVERSITY SURVEY AND ASSESSMENT

The planning authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of species protected by law which includes the Conservation of Habitats and Species Regulations 2010, the Wildlife and Countryside Act 1981 (as amended) and the Badgers Act 1992, as well as priority species for biodiversity set out under S41 of the Natural Environment and Rural Communities Act 2006.

Likely impacts can be categorised as both on-site or off-site impacts. The requirements for each are set out below.

3A ON-SITE IMPACTS

When required

- 1) Greenfield development, particularly where the proposal affects an area of priority habitat,
- 2) Conversions and the demolition of buildings where there is a reasonable expectation that protected species such as owls and bats may be present,
- 3) Proposals within or adjacent to sites with a local or national nature conservation designation,
- 4) Any other proposal where there is a reasonable likelihood of impacting on protected or priority species as indicated by answering 'yes' to this question on the application form,

Information required

When required all applications must be accompanied by:

- Preliminary Ecological Appraisal (PEA), and
- completed [Protected Species Survey Checklist](#)

When a Preliminary Ecological Appraisal has been carried out and it has identified the need to carry out further surveys i.e. Emergence Survey for Bats, it will be necessary to submit;

- Preliminary Ecological Appraisal (PEA),
- all secondary surveys identified as necessary within the PEA, and
- completed [Protected Species Survey Checklist](#)

Where a proposed development is likely to affect protected or priority species, the applicant must submit a Preliminary Ecological Appraisal and any additional surveys recommended by the preliminary appraisal, mitigation strategies and proposals for long term maintenance and management.

The appraisal should be undertaken by competent persons with suitable protected species licences, qualifications and experience and must be carried out at an appropriate time of day and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey should be informed by the results of a data search with the [Sussex Biodiversity Records Centre](#). The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and in what numbers (may be approximate)
- Map their distribution and suitable habitat both on the proposal site and, where appropriate in the surrounding area
- State any constraints on the scope of the survey.

The appraisal should identify and describe potential development impacts likely to harm the protected/priority species or their habitat, including the structures or places which they may use for shelter or protection. These should include both direct and indirect effects both during and after construction. They should also include the potential impact on [local ecological networks](#). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered
- How adverse effects will be avoided wherever possible
- How unavoidable impacts will be mitigated or reduced
- How impacts that cannot be avoided or mitigated will be compensated

For further guidance please refer to the Council's [Guidance on Ecological Surveys and Planning Applications](#). The Chartered Institute of Ecology and Environmental Management also has a [series of guidance documents](#) including the [CIEEM Guidelines for Preliminary Ecological Appraisal](#).

3B OFF-SITE IMPACTS: DESIGNATED NATURE AND HABITAT SITES

There are a small number of nature and habitat sites within the District which are designated European Sites. These include Chichester and Pagham Harbours and The Mens. Development likely to affect these sites through recreational disturbance will require suitable mitigation of the impact of the development.

Chichester District Council and Key Partners have developed a scheme of proposals to mitigate the impact of recreational disturbance on the two SPAs identified above as set out in Phase III of the Solent Disturbance and Mitigation Project and the Pagham Harbour joint scheme of mitigation.

When required

All development resulting in a net increase of dwellings within:

- 1) 5.6km of the Chichester and Langstone Harbours Special Protection Area (SPA), or
- 2) 3.5km of the Pagham Harbour SPA.

Information required

A statement to acknowledge the need to mitigate a scheme is required. The statement should include either;

- a commitment to provide mitigation via a financial contribution to the joint mitigation strategy (for Chichester & Langstone Harbours SPA) or the management of the Nature Reserve (for Pagham Harbour SPA), or
- a scheme for the provision of mitigation via a package of bespoke measures associated with the proposed development designed to avoid any significant effect on the SPA.

If mitigation is to be provided by way of a financial contribution it will be necessary to provide the contribution accompanied by a Unilateral Undertaking, or to enter into a S106 Planning Obligation, during the course of the application. A template unilateral undertaking can be provided upon request.

Further information about the Chichester and Langstone Harbours SPA can be found at <http://www.chichester.gov.uk/protectingtheharbour>.

Further information about the Pagham Harbour Nature Reserve Management Plan can be found at: https://www.rspb.org.uk/Images/pagham_harbour_management_plan_tcm9-358467.pdf

Natural England also offers an advice service for developers and applicants available via the following link; <https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>

4. COMMUNITY INFRASTRUCTURE LEVY (CIL) / S106 PLANNING OBLIGATIONS DRAFT HEAD(S) OF TERMS

4A. CIL

Following the introduction of the CIL [Charging Schedule](#) in February 2016 a planning application will not be valid unless the Planning Application Additional Requirements Form is, where required, completed. The form is required for the Council to determine CIL liability and therefore must be submitted even if the applicant considers the proposal to be exempt from CIL.

When required

- 1) Residential development that involves the creation of a new dwelling
- 2) Residential extensions which involve the creation of 100 square metres or more of gross internal floorspace
- 3) All-purpose built student housing
- 4) New retail development.

Information required

Proposals must include a completed [Planning Application Additional Information Requirement Form](#) and [Form 1: Assumption of Liability Form](#) to assist the Council in determining CIL liability. This requires details of residential floorspace and the existing use of the site.

For further information on CIL or assistance in providing the above information please visit the [Chichester District Council Website CIL Pages](#) or the [Planning Portal](#).

4B. S106 DRAFT HEADS OF TERMS STATEMENT

When required

A draft heads of terms for a Section 106 obligation should accompany all applications where it is necessary for the developer to enter in to legal obligation to provide certain contributions or facilities that would not be provided by the payment of CIL. Examples include (but are not restricted to):

- 1) Affordable Housing Provision (see Section 1 of Part II to these requirements)
- 2) On-site infrastructure
- 3) Off-site, site specific highway improvement works necessary as a result of the development
- 4) Improvements to the A27 where the infrastructure is excluded from the CIL charging schedule (known as the [Regulation 123 List](#))
- 5) Recreational Disturbance affecting the Special Protection Areas

Information required

- Heads of terms in accordance with the Council's [Planning Obligations and Affordable Housing Supplementary Planning Document](#).
- Details of solicitors acting on behalf of those entering in to the agreement

5. FLOOD RISK ASSESSMENT

Planning applications for development sensitive to, and on sites at risk of, flooding should be accompanied with a Flood Risk Assessment (FRA) in accordance with paragraph 103 of the [NPPF](#).

When required

Development proposals:

- 1) with a site area of 1ha or greater in Flood Zone 1,
- 2) all proposals for development (including extensions), in Flood Zones 2 and 3,
- 3) any development other than minor development in a designated critical drainage area (as notified to the LPA by the Environment Agency), and
- 4) where the Lead Local Flood Authority (LLFA), Environment Agency, and/or other bodies have indicated that there may be a drainage problem.

Information required

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. Maps of flood zones are available from the [Environment Agency](#). In addition, the [National Planning Practice Guidance](#) and [Flood Risk Assessment for Planning Applications](#) provide guidance on how to write a flood risk assessment and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Please also see further information on the [Chichester District Council Website](#) and [NPPF Chapter 10](#). Flood zone areas can be identified via the [Environment Agency - National Flood Risk Map](#). The Environment Agency also publish [standing flood risk advice](#), and the Lead Local Flood Authority publish policy guidance for surface water management.

6. FLOOD RISK SEQUENTIAL AND EXCEPTION TESTS

6A. SEQUENTIAL TEST

The Sequential Test is, in effect, a sieving process designed to ensure that development comprising of vulnerable uses, such as residential development is steered away from areas at higher risk of flooding.

Flood zone areas can be identified via the [Environment Agency - National Flood Risk Map](#). You can also find out whether the site has a history of flooding by contacting the Environment Agency. Details of this service are available [online](#).

When required

Applications for operational development where the proposals would be located within flood zones 2, 3a or 3b (excluding changes of use) or areas at risk from surface water or groundwater flooding in relation to:

- 1) hospitals,
- 2) residential institutions, and
- 3) a net increase in dwellings or mobile homes

Information required

Information must be submitted to demonstrate that there are no other available sites at a lower probability of flooding that could accommodate the proposed development. The information should take in to account all other potential development sites within the Chichester Plan Area.

Guidance from the Environment Agency on how to carry out a sequential test is available [online](#).

6B. EXCEPTION TEST

When required

If, following the application of a Sequential Test, it is not possible to locate the development in a lower flood risk zone or area with reduced flood risk; an Exception Test will be required.

Information required

If required, the Exceptions Test will be required to demonstrate that the proposed development will provide wider sustainability benefits to the community that outweigh flood risk, and that it will be safe for its lifetime, without increasing flood risk elsewhere and where possible reduce flood risk overall.

Guidance from the Environment Agency on how to carry out an exception test is available [online](#).

Further information about the requirement for sequential and exception tests may be found in the [NPPF](#) (Section 10, Paragraphs 100-102) and the [National Planning Practice Guidance](#).

7. DRAINAGE ASSESSMENTS

7A FOUL SEWERAGE ASSESSENT

When required

- 1) for all new residential or commercial development where it is not intended to connect to mains drainage, and

- 2) all applications for a net increase of dwellings that would drain to Appledram Waste Water Treatment Works (WWTWs) via a public sewer, or
- 3) all applications for a net increase of 6 or more dwellings that would drain to any other public sewer and WWTW.

Information required

Where any application for development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then further details of the method of storage, treatment and disposal will be required.

Where connection to the mains sewer is not practical, the foul/non-mains drainage assessment will be required to demonstrate the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in the [NPPG](#) and [Building Regulations Approved Document Part H](#) and in BS 6297:2007.

For all developments draining to the Appledram WWTW the statement should include a Drainage Impact Assessment demonstrating the existing and proposed level of waste. If the proposed exceeds the existing it will be necessary to include a mitigation strategy and details of alternative foul drainage.

Where connection to the public sewer is proposed a capacity check to demonstrate that there is sufficient capacity within the sewer to accommodate the waste from the development proposal must be included. The capacity check is available from Southern Water.

When preparing the assessment regard should be had to the Council's [Surface Water and Foul Drainage Supplementary Planning Document](#); in particular the flow charts on pages 7 and 8.

7B. SURFACE WATER ASSESSMENT

In order to deliver the growth sustainably and in a timely manner, the proper management of water and an understanding of whether existing infrastructure can cope with an increased demand are important.

When required

A surface water assessment will be required for:

- 1) all development over 5 dwellings or 1,000sqm of commercial floor space (all of which require surface water drainage schemes)
- 2) all applications for operational development within flood risk zones
- 3) all applications for operational development on sites which have a known history of flooding

Information required

This should include details of how surface water runoff from the site is to be controlled and managed. The assessment should ensure that the design of all surface water drainage systems follows the hierarchy of preference for different types of surface water drainage systems as set out in Approved Document H of the Building Regulations and the Sustainable Drainage System (SuDS) Manual produced by CIRIA (Construction Industry Research and Information Association). The proposed drainage system is to be informed by winter ground water monitoring.

This means that the developer must first consider the discharge of surface water into an infiltration device (eg. soakaway, basin, swale, permeable paving etc.). The assessment must include the consideration of the suitability of these features and should demonstrate that infiltration will not pose a risk to groundwater quality.

If this is not achievable then the assessment should demonstrate how attenuated flows into a watercourse could be achieved at an agreed run off rate. If no suitable watercourse is available, then attenuated flows into a surface water sewer at an agreed rate is the third option. Surface water in any development, must not be discharged into the foul sewersystem.

When preparing the assessment regard should be had to the Council's Surface Water and Foul Drainage Supplementary Planning Document and the West Sussex Lead Local Flood Authority Policy for the Management of Surface Water

Note: Where an application may affect the flow of an existing watercourse, applicants are advised to contact the Environment Agency (for main rivers) or Lead Local Flood Authority (for Ordinary Watercourses) for additional requirements that may be needed to satisfy permits / consents.

8. HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)

When Required

A Heritage statement is required for the following development which would;

- 1) be within the curtilage of, or directly affecting, a Listed Building
- 2) be within an area of recognised archaeological importance
- 3) be within a Conservation Area
- 4) be within the setting of a Conservation Area,

- 5) directly affect or be within the setting of a scheduled monument, and
- 6) directly affect or be within the setting of a Registered Historic Park or Garden.

Information required

For the majority of relevant proposals this would be included in a Design and Access Statement, but if one is not submitted a separate Heritage Statement may be required, for instance where a householder development is proposed in the curtilage of a listed building. Applicants are required to provide a description of the “significance of the heritage assets affected and the contribution of their setting to that significance”. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or the historic buildings adviser officer before any application is made; pre-application advice may be sought via [this link](#). The following is a guide to the sort of information that may be required for different types of application.

Any statement will normally require:

- an explanation of the history and character of the heritage asset,
- a schedule of works that affect the heritage asset,
- a statement of justification explaining why the works are proposed and identifying any public benefits (this should include a development appraisal where appropriate);
- a statement of significance describing both the overall significance of the asset/s and the constituent parts, with special emphasis on the parts directly affected;
- an assessment of the impact of the works on the significance of the asset, both overall and with special emphasis on the parts directly affected, along with a mitigation strategy explaining how harm to significance will be avoided or minimised, with any harm weighed against any public benefits;
- a specialist assessment where any features of special historic, archaeological, architectural and artistic interest may exist;
- a structural report by an engineer familiar with heritage assets, which identifies defects and proposes remedies, when works include significant elements of demolition or rebuilding.

In forming a statement regard should be had to the requirements of Chapter 12 of the NPPF.

9. LAND CONTAMINATION ASSESSMENT

Former industrial and commercial uses of land may have led to land contamination being present. New developments can result in land contamination if not adequately controlled. Even

apparently benign land uses such as agricultural sites or storage units might give rise to potential land contamination.

Failure to deal adequately with land contamination during the development management process could cause harm to human health, ground water, surface water, property and the wider environment. Gaseous and liquid contaminants might affect a distant site as they may be mobile in the soil environment Ref NPPF para 120 (121).

When required

For all applications where:

- 1) the development includes ground works and a previous use of the site or a nearby site may have introduced land contamination to the soil and/or water environment,
- 2) a sensitive land use is proposed i.e. housing (including change of use or prior notification applications), private gardens, allotments, schools or nurseries, and/or
- 3) a potentially polluting land use is proposed.

Information required

Applications should be supported by a desk study report (including a site walkover and conceptual site model) which concludes with a preliminary risk assessment. This information will enable the LPA to understand if further more detailed investigation is required or whether any proposed remediation is a satisfactory risk management strategy and good for the lifetime of the site.

Unless this initial assessment clearly demonstrates that the risk from land contamination, is at an acceptable level, or can be reduced to an acceptable level, further site investigations and risk assessment will be needed.

For major developments the further investigations and proposed mitigation strategy should be provided with the application. For small scale proposals permission may be granted subject to conditions requiring further investigation if necessary.

If applicants would like to know if a proposed development site might be affected by land contamination, a request can be made to the Environmental Management team at the Council for relevant information. A charge will be made for this service, see details on our [website](#) for more information.

Please note however the responsibility for securing a safe development rests with the developer and /or landowner.

Further advice and information is available in DCLG Planning Practice Guidance on [Land affected by contamination](#).

10. LIGHTING ASSESSMENT

Chapter 11 of the National Planning Policy Framework refers to conserving and enhancing the natural environment. Paragraph 125 of this applies to lighting: “By encouraging good design, planning policies and decisions should limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation”. The planning system is the principal control of unwanted light where no other effective controls exist.

When required

Will be required to accompany all applications for:

- 1) All development that includes external lighting systems within sensitive areas (such as conservation areas, listed buildings and Areas of Outstanding Natural Beauty) and within or adjoining residential areas
- 2) Any major residential or commercial development where a receiver of light might be adversely affected, including neighbouring properties or the countryside (for the protection of wildlife).
- 3) Proposals for floodlights and sports/playing pitches
- 4) Proposals for lasers, search lights, beams of light and illuminated advertisements.

Information required

A written scheme should be prepared by an independent competent person and submitted alongside applications to enable the effects of such lighting to be fully considered.

For categories 1 to 3 above then it is expected that the written scheme will include a description of the lighting requirement referring to relevant standards; the layout and composition of the scheme; isolux diagrams showing the predicted luminance in both the horizontal and the vertical plane (at a height of 3.5 metres); the periods of operation for the lighting; a description of the area where the lighting is to be installed detailing any sensitive receivers. The report shall provide the information in relation to sky glow (max %), light intrusion into windows (lux) luminaire intensity in candelas and building luminance as an average in candelas / metre squared as appropriate to the application.

For category 4 listed above a specific assessment will be required for the type of application to be agreed at pre-app enquiry phase.

See also the Institution of Lighting Professionals; [Guidance for the reduction of obtrusive light](#).

11. NOISE ASSESSMENT

Chapter 11 of the National Planning Policy Framework refers to conserving and enhancing the natural environment. Paragraph 109 states “The planning system should contribute to and enhance the natural and local environment by:preventing both new and existing development from contributing or being put at unacceptable risk from, or being adversely affected by unacceptable levels ofnoise pollution” Paragraph 123 provides further information about noise in that it should:

- avoid noise from giving rise to significant adverse impacts on health and quality of life as a result of new development
- mitigate and reduce to a minimum other adverse impacts on health and quality of life arising from noise from new development, including through the use of conditions
- recognise that development will often create some noise and existing businesses wanting to develop in continuance of their business should not have unreasonable restrictions put on them because of changes in nearby land uses since they were established⁵
- identify and protect areas of tranquillity which have remained relatively undisturbed by noise and are prized for their recreational and amenity value for this reason

When required

- 1) When there is an alteration to a site with existing industrial or commercial use. Alteration can take many forms including introduction of a new noise source such as fixed plant, a change to the layout or a change to working hours.
- 2) When there is a new development for an industrial or commercial use.
- 3) Where a noise sensitive use is proposed near to an industrial use, a commercial use, a waste site, a mineral site, a road, railway or aerodrome.

The impact of the sound levels need to be considered on both the internal and external spaces.

An assessment should normally be carried out by a qualified acoustician who is registered with the Institute of Acoustics (IOA) and/or the Association of Noise Consultants (ANC).

Information required

The following matters should be detailed within a Noise Assessment:

- The existing (baseline) noise environment
- Information about noise-sensitive receptors
- Information about the proposed (or existing) source
- The likely noise impacts upon the sensitive receptor
- Proposed mitigation measures

- Residual noise impacts following mitigation.

As well as providing numerical information about the source and the context, appropriate descriptions of both should be provided. For example a description of the noise from a source should include: the distance of the noise source from the receptor, the time of day the noise occurs, the duration and number of noise incidents, the frequency content of the noise and whether it has any tonal or impulsive characteristics.

Noise survey and assessment methodologies should be clearly set out and accord with relevant British Standards.

Further guidance may be obtained from the following sources:

- National Planning Policy Framework
- Planning Practice Guidance: Noise.
- BS 4142:2014 Methods for rating and assessing industrial and commercial sound.
- BS8233:2014 Guidance on sound insulation and noise reduction for buildings
- ProPG: Planning & Noise

12 ODOUR ASSESSMENT

Odour is an aesthetic and subjective form of air pollution which may impact on the general amenity of an area and/or human health. The NPPF (para 120) seeks to prevent such effects from occurring.

When required

- 1) For any new development that proposes an odorous or potentially odorous process or use (i.e. intensive livestock rearing, sewage treatment works, coffee roasters, cooked food manufacture and composting activities) when any of the following applies:
 - a. in proximity to odour sensitive properties,
 - b. the proposal is an expansion or intensification of an existing use and/or
 - c. there is/are already odorous processes affecting the area.

Information required

The odour assessment methodology should be as detailed in the [Institute of Air Quality Management's Guidance](#) on the assessment of odour for planning (May 2014¹). Section 3 of the Guidance details the content of an assessment suitable for planning purposes.

Applications should be supported by such information, in the form of a risk assessment, as to allow determination of the likely impact of the odour, to include; the frequency of occurrence, intensity, duration and offensiveness likely to impact at the nearest sensitive receptors.

Methods to manage and control odour emissions should also be detailed and subject to risk assessment.

An odour management plan might subsequently be required by condition.

Where the application is for an A3, A4 or A5 Use Class and any large commercial kitchen (hospital, residential home etc) then it is not likely that a formal odour assessment will be required and applicants should turn to Section 20 of this document.

13 PLANS AND DRAWINGS

- **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 can 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.
- **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. The roof plans should include the position of any rooflights/solar panels/flues as appropriate.

14 STRUCTURAL SURVEY AND CONVERSION METHOD STATEMENT

Understanding the structural condition of a building is important when assessing whether a building can be converted to a different use without significant alteration. This is particularly important for historic buildings and buildings in the rural area which are subject to applications to change their use to one for which they were not originally designed or constructed to accommodate.

When required

Applications for:

- 1) conversion of a current or former agricultural buildings to other use(s),
- 2) conversions of any other type of building to a use for which the building was not originally designed/constructed, and
- 3) alterations to a historic building

Information required

A structural survey setting out the structural condition of the building which should include:

- An appraisal of the structural stability of the building
- A schedule of the work that is required to convert the building
- A method statement for carrying out the work
- Plans detailing the repairs and alterations required

The survey should be carried out by an independent specialist consultant.

15. RETAIL SEQUENTIAL TEST AND IMPACT ASSESSMENT

When required

A Sequential Test is required for:

- applications for main town centre uses including retail, leisure, entertainment facilities, offices; and arts, culture and tourism development (as defined in the [NPPF Annex 2 Glossary](#)) that are not in an existing centre and are not in accordance with an up-to-date Local Plan

An Impact Assessment is required for:

- Applications for over 2,500 m² of retail, leisure and/or office development outside town centres, which are not in accordance with an up-to-date Local Plan

Information required

The NPPF sets out overall approach to economic development, focussing on town and district centres. See also policies 3, 27, 28, 29 and 45 [Chichester Local Plan: Key Policies 2014-2029](#) and Section 2 of the [NPPF](#).

Further guidance about the need for, and required content of, retail sequential tests and impact assessments may be found within the [NPPG](#).

16. TRANSPORT ASSESSMENTS, STATEMENTS AND ROAD SAFETY AUDITS

These documents are methods of assessing and mitigating the potential negative transport impacts of development in order to promote sustainable development.

16A Transport Assessments and Transport Statements

When required

	Land Use	Size	No assessment	Transport Statement (TS)	Transport Assessment (TA)
1	Food Retail (A1)	GFA	<250 sq. m.	>250<800 sq. m.	>800 sq. m.
2	Non-food retail	GFA	<800 sq. m.	>800 <1500 sq. m.	>1500 sq. m.
3	A2 Financial and professional services	GFA	<1000 sq. m.	>1000 <2500 sq. m.	>2500 sq.m.
4	A3 Restaurants and cafes	GFA	<300 sq. m.	>300<2500 sq. m.	>2500sq. m.
5	A4 Drinking establishments	GFA	<300 sq. m	>300<600 sq. m.	>600sq. m.
6	A5 Hot food take-away	GFA	<250 sq. m.	>250<500 sq. m.	>500sq. m.
7	B1 Business	GFA	<1500 sq.m.	>1500<2500 sq. m.	>2500sq. m.
8	B2 General Industrial	GFA	< 2500sq. m.	>2500<4000 sq. m.	>4000sq. m.
9	B8 Storage or distribution	GFA	<3000 sq. m.	>3000<5000 sq. m.	>5000sq. m.
10	C1 Hotels	Bedrooms	< 75 bedrooms	>75<100 bedrooms	>100 bedrooms
11	C2 Residential institutions – hospitals, nursing homes	Beds	< 30 beds	>30<50 beds	>50 beds
12	C2 Residential Institutions – residential education	Student	< 50 students	>50<150 students	>150 students
13	C2 Residential institutions – institutional hostels	Resident	< 250 residents	>250<400 residents	>400 residents
14	C3 Dwellinghouses	Dwelling Unit	< 50 units	>50<80 units	> 80 units
15	D1 Non-residential institutions	GFA	< 500 sq. m.	>500<1000 sq. m.	>1000sq. m.

16	D2 Assembly and leisure	GFA	< 500 sq. m.	>500 < 1500 sq. m.	>1500sq. m.
17	Others	Discuss with appropriate highway authority (WSCC/Highways England)			

*GFA (Gross Floor Area)

Information required

Both Transport Assessments and Transport Statements should include:

- Plans and drawings showing the proposed site layout, particularly the proposed pedestrian and vehicular access points into the site,
- The proposed land use and scale of development
- Existing Network Traffic
- Road Traffic Accidents
- Network Traffic Growth
- Vehicular Traffic Generation
- Traffic Distribution and Assignment
- Highway Capacity Impact, including an assessment of local junctions that are operating close to/at capacity or where the development is expected to increase traffic by the thresholds outlined in Appendix B of the DfT Guidance on Transport Assessment (March 2007),
- The transport impacts of site construction

Please note that this list is not exhaustive. Please see West Sussex County Council Transport Assessment Methodology (June 2007) (https://www.westsussex.gov.uk/media/4364/transport_assessment_methodology.pdf) and information contained in (now withdrawn) DfT document Guidance on Transport Assessment - March 2007 (<https://www.gov.uk/government/publications/guidance-on-transport-assessment>) for guidance.

Further information is also available within [Section 4 of the NPPF](#), the [NPPG](#) and the [Design Manual for Roads and Bridges Volume 5](#) and Paragraph 32 of the National Planning Policy Framework (March 2012).

Details of WSCC guidance and policies relating to development management, Highways and Transport, including Transport Assessments can be found at; <https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/>

16B Road Safety Audit and Designers Response

When required:

All development that requires change or additions to the public highway network, unless otherwise exempted by the relevant Highway Authority (West Sussex County Council for the

local road network and Highways England for the strategic road network), shall be the subject of Road Safety Audit in strict accordance with DMRB standard HD 19/15 'Road Safety Audit'.

Safety Audits must be undertaken in compliance with HD 19/15, Road Safety Audit. A Designer's Response must accompany any Road Safety Audit.

Objective:

Submission of a Road Safety Audit is a Highways England (as Strategic Highway Authority) and West Sussex County Council (as Local Highway Authority) Policy requirement. Design Manual for Roads and Bridges Document HD 19/15 sets out the procedure for the consideration of developer proposals requiring the support of a Road Safety Audit. The County Councils Road Safety Audit Policy supports the national requirement set out in HD 19/15 and is required to preserve the safety of all road users using the public highway. WSCC require the procedures set out in HD 19/15 to be followed subject to the departures set out in the Policy. This Policy highlights the importance of the Road Safety Audit process in support of a planning application and identifies when an Audit is required and the process involved. On the Strategic Highway Network the requirements of HD 19/15 'Road Safety Audit' are mandatory in full.

The objective of Road Safety Audit Policy is to ensure that the road safety implications of all Highway Schemes required to support development, including those subject to future adoption by the County Council or Highways England's, are fully considered for all road users of the public highway, as well as those working on the highway, and to ensure that proposals are compliant with current statutory regulations.

This will help to reduce road safety risks on the highways (Strategic and Local) of West Sussex for all those who use them. The Road Safety Audit Policy on the West Sussex County Council Road Agreements web page explains the procedure for developer proposals requiring a Road Safety Audit and DMRB HD 19/15. DMRB standard HD 19/15 'Road Safety Audit' can be down loaded from the following web address:

http://www.standardsforhighways.co.uk/ha/standards/DMRB/vol5/section2/HD1915_May.pdf

The Road Safety Audit Policy on the West Sussex County Council Road Agreements explains the procedure for developer proposals requiring a Road Safety Audit: https://www.westsussex.gov.uk/media/5556/roadsafety_auditpolicy.pdf

17. Travel Plans and Travel Plan Statements.

When required

A Travel Plan Statement is required for;

- 1) sites where a *Transport Statement* is required.

A full Travel Plan is required for;

- 1) sites where a *Transport Assessment* is required.

The thresholds for Travel Plan Statements and full Travel Plans are contained within West Sussex County Council's Development Travel Plans Policy (see below)

Information required

Full Travel Plans should include:

- Background information about the site including any relevant travel information (e.g. staff travel surveys)
- A nominated Travel Plan Co-ordinator (including contact details)
- Details of the measures, information, and incentives that will be introduced to encourage use of non-car modes and car sharing. (N.B. for residential developments each dwelling should be offered a £150 voucher which can be used as a contribution towards a new bicycle, cycle training, a bus or rail season ticket, or membership of a Car Club etc).
- Details of any measures and incentives that will be introduced to reduce the need to travel in the first place
- Details of how the Travel Plan will be monitored (in accordance with the TRICS UK Standard Methodology)
- A target to achieve a 12-hour weekday vehicle trip rate that is either 10% lower (rural areas) or 15% lower (urban areas) than is predicted in the accompanying Transport Assessment for a 'no Travel Plan' scenario.
- A commitment to achieving this target with the agreed monitoring period (usually 5 years from initial occupation for workplaces and 5 years from an agreed occupation level for residential sites).
- Details of the remedial/enforcement action that will follow if the target is not achieved. (N.B. for residential developments this should consist of a second offer of £150 travel vouchers to each dwelling).

Travel Plan Statements should include:

- Background information about the site including any relevant travel information (e.g. staff travel surveys)
- A nominated Travel Plan Co-ordinator (including contact details)
- Details of the measures, information, and incentives that will be introduced to encourage use of non-car modes and car sharing. (N.B. for residential developments each dwelling should be offered a £150 voucher which can be used as a contribution towards a new bicycle, cycle training, a bus or rail season ticket, or membership of a Car Club etc).
- Details of any measures and incentives that will be introduced to reduce the need to travel in the first place
- Details of how the Travel Plan will be monitored (e.g. through questionnaire surveys)
- A commitment to the setting a modal shift target based on the outcomes of the initial travel survey.
- A commitment to achieving the target within 5 years of occupation.

The County Council has developed a range of tools, incentives, and publicity material for inclusion in Travel Plans and Travel Plan Statements. For full details of what to include in this

plan please refer to West Sussex County Council Highways directly on planninghighways@westsussex.gov.uk.

A copy of West Sussex County Council's Development Travel Plans Policy is available upon request from planninghighways@westsussex.gov.uk. The County Council has also produced guidance for developing Travel Plan Statements.

The following national and local guidance should also be referred to:
The Travel Plans, Transport Assessments and Statements section of the National Planning Practice Guidance and paragraphs 32 and 36 of the National Planning Policy Framework (March 2012).

18. PARKING ASSESSMENT

The [West Sussex County Council Guidance for Car Parking in New Residential Developments](#) (September 2010) and the [Parking Standards and Transport Contributions Methodology Supplementary Planning Guidance](#) (2003) has been adopted by this Chichester District Council. As part of any planning submission for new residential, commercial and other forms of development (except domestic extensions and minor business development) details of existing and proposed parking spaces on site need to be provided.

When required

A Parking Assessment is required for all planning applications:

- 1) for a net increase of 11 dwellings or more, or
- 2) for creation in excess of 1000 sq. m of non-residential floor space

where there is an increased requirement for vehicle parking and/or where existing vehicle parking arrangements are changing.

Information required

The parking assessment shall provide:

- the existing and proposed parking provision
- sizes of parking spaces/garages
- justification of how the proposal meets the parking requirements for the development
- details of cycle stores (the location, elevations and materials to be used should form part of the application)

See also the WSCC [Car Parking Demand Calculator](#) and associated [Maps](#)

19. TREE SURVEY/ARBORICULTURAL IMPLICATIONS & METHOD STATEMENT

When required

An arboricultural impact appraisal (AIA) is required for any new building work (including construction of access drive, patios and the laying of drains/services) that comes **within 15 metres** of:

- 1) A tree the subject of a tree preservation order, either within the application site or on adjoining land, or
- 2) A tree that lies within a conservation area.

Information required

For all applications (including outline applications) the AIA must include a tree survey and finalised tree retention/removal plan. Retained trees and root protection areas should be shown on the proposed layout. In line with the recommendations of BS5837:2012, the AIA is required to be produced by a suitably qualified/experienced arboriculturalist.

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 (see BS5837-2012).

An Arboricultural method statement (AMS) will be required where work will be within the root protection area of protected trees. An AMS 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, existing and proposed finished ground levels). Further information can be found in BS5837-2012.

20. VENTILATION/EXTRACTION STATEMENT

When required

Any application where commercial ventilation or extraction equipment is to be installed. Such equipment is often associated with uses that fall within the following Classes

- A3 (i.e. Restaurants and cafes)
- A4 (i.e. Drinking establishments)
- A5 (i.e. Hot food takeaways)
- B1 (general business)
- B2 (general industrial)

Information required

The statement should provide information on potential noise, odour or vibrational impact on neighbouring properties. A specialist consultant should prepare the statement.

Useful Links:

http://www.westsussex.gov.uk/living/roads_and_transport/roads_and_footways/development_control_plans_and/information_for_developers/pre-application_advice_for_roa.aspx