

Application for Outline Planning Permission with all matters reserved

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

Additional Mandatory Documents	<p>a) The site plan should indicate the application site edged red to include access to the public highway and with any adjoining land in the same ownership of the applicant edged blue.</p> <p>b) For Major applications only a total of six copies of plans and documents will be required in hard copy format as well as a CD with all documents saved in pdf format.</p> <p>c) Completion of Form PA4 if the application relates to an agricultural dwelling (including caravan).</p> <p>d) Completion of Form PA7 if the application relates to an agricultural building.</p>
---------------------------------------	---

Conditional Documents Required	Document Type	Circumstances when document should be submitted
1	Affordable Housing Statement	Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing or where the proposal is an exception site, the LPA may require information concerning both the affordable housing and any market housing mix. For further guidance please see Appendix 1
2	Economic Statement	Applications may need to be accompanied by a supporting statement of 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. For further details please see Wealden's Economic Development webpages and Locate East Sussex website .

3	Environmental Impact Assessment	Generally required for large scale major development, the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where an EIA is required Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.
4	Flood Risk Assessment	A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3 in accordance with Planning Policy Statement 25: Development and Flood Risk. An FRA will also be required for any development other than minor development in a designated critical drainage area (as notified to the LPA by the Environment Agency). For further information on the requirements for flood risk assessment for both low and higher risk developments please see the Environment Agency's Flood Risk Standing Advice www.pipernetworking.com/floodrisk
5	Foul Sewerage and Utilities Assessment	It is advisable that any large scale development will require a sewerage assessment. Small scale installations please refer to the Building Control Service. For further guidance, please see Appendix 3.
6	Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	Where archaeological or historical features or remains maybe affected further guidance can be found in Appendix 4
7	Land Contamination Assessment	Where the proposed development is located on or could be affected by potentially contaminated land. Further guidance can be found in Appendix 5 and the on the Wealden website.
8	Landscaping Details	Major applications would normally be accompanied by landscaping details. However, small scale developments may appropriately be dealt with by

		planning conditions. For further guidance please see Appendix 6.
9	Lighting Assessment	Proposals for developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. Due to the rural nature of Wealden, applicants are advised to refer to Lighting in the Countryside: Towards good practice (1997) .
10	Noise Impact Assessment	An assessment is likely to be required for noisy uses, such as new B2 applications. Further guidance is provided in Planning Policy Guidance 24: Planning and Noise (September 1994)
11	Open Space Assessment	Where the proposed development is on existing public open space. National planning policy is set out in Planning Policy Guidance note 17: Planning for open space, sport and recreation (July 2002) . Please refer to the Wealden consultants draft report (Kit Campbell Associates) study: PPG17 Open Spaces Audit (May 2007) and appendices
12	Parking Provision	Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.
13	Sustainability Checklist	Required for any significant extensions to existing buildings and any proposed new dwellings or commercial premises. For further details please see Wealden forms PA9 and PA10 . For major applications a sustainability strategy will also be required.
14	Transport Assessment and Travel Plan including Traffic Safety Audit	Will be required for major planning applications which would lead to significant transport implications as set out in Appendix B-D Department of Transport Guidance . For such schemes it is also likely that a Travel Plan will be required. Please see Planning Policy Guidance note 13: Transport (DETR 2001) paragraphs 87-91

15	Tree Survey/Arboricultural Implications	Where the development affects trees or hedges on or adjacent to the site or involves felling or trees or removal of hedgerows. For further details please see Appendix 8.
-----------	---	---

Notes for Guidance

- a) [Wealden Design Guide](#) – this has been adopted by the Council as a Supplementary Planning Document (SPD) and is, therefore, an important reference document when development schemes are being considered. Reference to this document would assist in any application.
- b) The Council's [planning website](#) has many helpful links to guidance documents, for example, PPG's and PPS' and will assist in the development of any proposed scheme.
- c) For major or significant planning applications adjoining a conservation area and outline application would not be acceptable and a full planning application should be submitted.

APPENDIX 1 - AFFORDABLE HOUSING STATEMENT

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

APPENDIX 3 - FOUL SEWAGE AND UTILITIES ASSESSMENT

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface **water is not** permitted to be connected to the public foul sewers:

Where the development involves the disposal of trade waste **or the disposal of** foul sewage effluent other than to the public sewer, then **a fuller foul drainage** assessment will be required including details of the **method of storage, treatment** and disposal. A foul drainage assessment should include a full **assessment of** the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in ***DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.***

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on

site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological **remains**.

The applicant should demonstrate:

- (a) **that, following** consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Please also see Wealden District Councils draft guidance note on Drainage Impact Assessment for Development Proposals involving Significant Development (e.g. new housing/commercial development)

WEALDEN DISTRICT COUNCIL
DRAINAGE IMPACT ASSESSMENT FOR DEVELOPMENT PROPOSALS
INVOLVING SIGNIFICANT DEVELOPMENT
DRAFT GUIDANCE NOTE

Background

Planning Policy Statement 25, PPS 25, requires a Flood Risk Assessment to be submitted for all planning applications for development proposals greater than 1 hectare in Flood Zone 1 and all new development in Flood Zones 2 and 3.

For sites smaller than 1 hectare in flood Zone 1, Flood Risk Assessments may be required where works may affect watercourses or flood defences, or where a known drainage problem exists on which the LPA would like assurance from the developer that flood risk has been address

In addition Wealden District Council will now require a drainage impact assessment to be submitted for new development in areas where drainage has been a known problem in the past or where there is a risk of flooding. Although levels of information will vary depending on the type of application, the relevant issues identified below need to be addressed. The list is not intended to be exhaustive, and there may well be other issues that arise depending on individual circumstances.

Where drainage or flooding issues are considered to be central to the acceptability or otherwise of a proposal, such information will be required as part of the application registration process, i.e., the application will not be registered until it is submitted.

Depending on the complexity of issues involved, drainage design calculations will be expected to have been independently checked and certified by a chartered civil engineer.

General

- Applicants should pay particular attention to the requirements of PPS25 and the Environment Agency Standing Advice development and Flood Risk
- It is the developer's responsibility to assess the fluvial and /or coastal flood risk and flood levels and put forward recommendations for ground floor levels for the consideration of the Council and Environment Agency.

- As much of the foul and surface water drainage systems as possible shall be designed and constructed to a suitable standard and put forward for adoption by the appropriate body unless it can be shown this is not feasible.
- Satisfactory Long term Maintenance proposals for drainage systems that will not be adopted must be confirmed

Foul Water Disposal

The following issues need to be addressed and the relevant information provided:-

- Is connection to a public sewer proposed - if so where?
- Has Southern Water confirmed there is adequate capacity.
 - Will any upsizing of existing pipes be required or other capacity improvements proposed?
- Will any third party land be involved in respect of construction of sewers?
 - If an existing private drain/sewer is to be re-used, confirmation should be provided that is in suitable condition, has adequate capacity to for this development and the applicant has a right to connect
- What time scale is envisaged for sewer connections?

Surface Water Disposal

The following issues need to be addressed and the relevant information provided:-

- How will surface water be disposed of for all buildings, roads and hard surfaced areas?
- If soakaways or Suds reliant on infiltration are proposed, independently-certified percolation tests shall be required in order to demonstrate adequate soakage rates in the local soil conditions.
- If disposal is to a Main River or critical ordinary watercourse, have the Environment Agency been contacted and has agreement been secured? Please provide written evidence if this is the case.

- If disposal is to an Ordinary Watercourse, has the riparian owner(s) been contacted and has agreement been secured - please provide written evidence if this is the case.
- In general, the surface water arrangements for site should be such that the volumes and peak flow rates of surface water leaving the developed site are no greater than the rates prior to the proposed development all in accordance with PPS25 and Environment Agency advice
- The developer will need to take all necessary measures to demonstrate that the development does not increase the extent of frequency of flooding or adversely affect land elsewhere. In some instances this may need measures being taken beyond the immediate development site.
- Where the on-site surface water drainage system is to be adopted by Southern Water and that company's stipulation is that it shall be designed to protect against flooding from a 1-in-30-year storm then the system shall also be checked to ensure that no properties on or adjacent to the site will be flooded by a 1-in-100-year storm plus the recommended allowance for climate change. Plans indicating suitable overland routes of flood flows will be required.
- Where an on-site storage facility is to be adopted by Southern Water to a 1-in-30-year design, additional storage facilities to cater for up to a 1 in 100 year storm design plus the recommended allowance for climate must be provided.
- Provision is to be made for dealing with surface water run off during development construction to ensure that there is no increase to flood risk to adjoining land.
- If ponds holding water are proposed a risk assessment must be carried out to identify and deal with safety, landscaping and future maintenance issues.
- If surface water disposal is to be to an adopted sewer, where will the connection be made and have Southern Water Services been contacted to determine any capacity issues? If so, please provide written evidence of this.

Contributions to Flood Defence & Alleviations Works

In certain circumstances Developer contributions in accordance with the guidelines set out in PPS 25 may be applicable.

Implementation

Where drainage systems are approved as part of the consideration of a planning application, conditions may well be imposed on the permission relating to dates for implementation or other detailed technical requirements. In order to discharge conditions, and particularly for unadoptable surface water drainage systems, the developer will be required to submit a statement from a chartered engineer that the measures have been adequately and satisfactorily implemented.

Planning and Building Control Service

Wealden District Council

March 2008

APPENDIX 4 - HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)

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 a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within **an Area of Archaeological Potential** as defined in the development plan **or in other areas** in the case of a major development proposal or significant **infrastructure works**, an

applicant may need to commission an assessment of existing **archaeological** information and submit the results as part of the Heritage Statement.

Where the proposals form part of the site, setting, or visual envelope of a Historic Park or garden of national or local importance there will be a requirement for a Heritage statement to include impacts on Registered Historic Parks and Gardens and those parks and gardens found, under the Wealden Historic Parks and Gardens Survey (WHiGS), to be of national or local importance. This is likely to be a requirement under the long-awaited Heritage review/white paper/act . There may be a case for a Heritage statement if the proposals would affect the remoteness, tranquillity of the Park or Garden but are not in the site, setting or visual envelope of the Park or Garden

For heritage assets, advice is provided in ***Planning Policy Guidance Note 15 Planning and the Historic Environment***, (September 1994). For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16: Archaeology and Planning*** (November 1990).

APPENDIX 5 - LAND CONTAMINATION ASSESSMENT

Applications may need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with ***Planning Policy Statement 23: Planning and Pollution Control (November 2004)***. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Planning legislation, policy and guidance places the responsibility on owners and developers to establish the extent of any potentially harmful materials on their sites. The Council's duty is to ensure that owners and developers carry out the necessary investigations and formulate proposals for dealing with any contamination in a responsible and effective manner.

For development on land that could be affected by contamination the applicant should provide, as a minimum, a desk study and site walkover report in support of their planning application. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

An extended assessment may be required in some circumstances, specifically where contamination is known or suspected, or the proposed use would be particularly vulnerable. Please refer to Planning Policy Statement 23: Planning and Pollution Control for guidance.

APPENDIX 6 - LANDSCAPING DETAILS

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development and to show how such details are an integral part of the design.

APPENDIX 8 – TREE SURVEY/ARBORICULTURAL IMPLICATIONS

Tree Survey, Arboricultural Implications Assessment & Arboricultural Method Statement to accord as a minimum standard with BS5837 (Latest edition).

WDC Design Guide and the Landscape & Arboriculture section guidance notes, particularly 'Trees First Help Kit for Planners & Developers' and guidance note no.13 'Protection of Trees' can help in advising as to the level of detail required.

With due reference to these documents surveys would be required where, development affects in any way trees and hedgerows & hedges.

NB: To accord with Wildlife legislation, ecological reports and special measures may be required if the development was to impact on habitat & commuting routes of species. This could include changes to the layout and design of the built form and proposed landscape works and retention of natural habitat which may otherwise be removed