



PLANNING APPLICATION REQUIREMENTS

**Adopted 18th March 2019 for the following Councils until 31
March 2019**

**West Dorset District Council
East Dorset District Council
North Dorset District Council
Weymouth and Portland Borough Council
Purbeck District Council
Dorset County Council**

And for

Dorset Council from 1st April 2019

Dated 2nd April 2019*

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- Amendment April 2019 relates to Viability statements, Air Quality Assessments, scale bars and minor typing errors

INTRODUCTION

The current local planning authorities to whom this document will apply from 18th March 2019 comprise the following Councils:-

West Dorset District Council
East Dorset District Council
North Dorset District Council
Weymouth and Portland Borough Council
Purbeck District Council
Dorset County Council

From 1st April these 6 authorities will be replaced by a single local planning authority in the form of **Dorset Council**.

To apply for planning permission or consent from existing local planning authorities in Dorset or to the new Dorset Council you will need to submit an application. All applications are submitted on a standard form and must be accompanied by plans and documents that give details about the proposal and support the proposed development.

Different types of applications require different levels of information and supporting documentation before they can be registered as a valid application. These include: **National Requirements** which is mandatory information required before your application can be registered and matters which are included on the list of **Local Requirements**. Together these set out the minimum information necessary for an application to be deemed valid

1. **National Requirements**

[Go to explanation of National Requirements](#)

2. **Local Requirements Part 1** – these include information required by the local planning authority before an application can be deemed valid. Requirements will vary according to the application type.

[Go explanation of Local Requirements](#) Part 1

3. **Local Requirements Part 2** – these include additional information required by the Council to determine your application which is necessary prior to a decision being made but not necessarily prior to the application being made valid.

[Go to explanation of Local Requirements](#) Part 2

For mineral and waste applications please see separate validation checklists.

If you disagree with the reasons why the Council will not validate your application, you should contact us as soon as possible to see whether the matter can be resolved or alternatively to be advised of the formal procedure to be followed when in dispute.

You can find out more information about the validation of planning applications on line at the [planning portal](#) website.

Pre-submission check

At present Purbeck Council offers a 'pre-submission check' which will be extended to Dorset Council from 1st April 2019. For a fee a member of staff will go through your prepared application to check whether it is valid or give advice about what needs to be done to complete the initial documentation.

Pre application service

For any significant development proposal, applicants are recommended to ask about the council's planning service for pre-application advice (there is a charge for this service). Details of how you can apply for this and the relevant charges can be found online at the www.dorsetcouncil.go.uk website.

Local Development Orders

If you are submitting a Pre Development Notice in any area covered by a Local Development Order, you are advised to contact the local planning authority for further advice on validation requirements in the area.

CHECKLISTS

NATIONAL REQUIREMENTS

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires, as a minimum, that an application for planning permission must:

- a) be made in writing to the local planning authority on a form published by the Secretary of State (or a form to substantially the same effect); Forms [can be accessed or downloaded from the planning portal website](#).
- b) Include the particulars specified or referred to in the form;
- c) a plan which identifies the land to which the application relates ([Location Plan](#));
- d) any other plans, drawings and information necessary to describe the development which is the subject of the application – please refer to the [Local Requirements](#) list for further details;
- e) except where the application is made by electronic communications 1 copy of the form;
- f) except where the application is made by electronic communications 1 copy of any plans, drawings and information accompanying the application;
- g) any plans or drawings required to be provided shall be drawn to an identified scale, and in the case of plans, shall show the direction of North;
- h) be accompanied by the relevant [Certificate of Ownership](#) (either Certificate A, B, C or D);
- i) be accompanied by a [Design and Access statement](#), if required;
- j) the fee required to be paid in respect of the application. See the fees guidance on [Planning Portal website](#).

The following provides additional detail and explanation of these requirements with regard to plans, certificates and Design and Access Statements.

All plans

Wherever possible application plans should be scaled to fit onto A4 or A3 size paper. A2, A1 and A0 plan should be kept to a minimum. Each plan must be given a unique reference number and drawn using ink to a metric scale. Pencil drawings are not acceptable. Plans should identify the north point, relevation elevation directions and ideally show a scale bar.

Location Plan

A location plan must be based on an up to date map. The scale must be on a metric scale 1:1250 or 1:2500 / 1:5000 for rural area.

A location plan must identify sufficient roads (e.g. at least two named roads) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It must include all land necessary to carry out the proposed development including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line must be drawn around any other land owned by or within the control of the applicant, close to or adjoining the application site.

[Go to example location plan](#)

Other Plans / Drawings

Any other plans, drawings and information necessary to describe the development which is the subject of the application – please refer to the Local Requirements list for further details of what is required.

[Go to Local Requirements – Plans/Drawings](#)

Ownership Certificates and agricultural land declaration

An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate (either A, B C or D) has been completed. This certificate provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants) has been carried out to make them aware of the application. Only one of the certificate types will apply to an application.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Types of certificate on the application form and the requirement to serve notice on other people

Certificate A – Sole Ownership and no agricultural tenants

This must only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

Certificate B – Shared Ownership (all other owners / agricultural tenants known)

This must be completed if the applicant is not the sole owner, OR if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

Certificate C – Shared Ownership (some owners / agricultural tenants known)

This must be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

Certificate D – Shared Ownership (None of the other owners / agricultural tenants known)

This must be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

Agricultural land declaration

All agricultural tenants on a site must be notified prior to the submission of an application for planning permission. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This declaration is required whether or not the site includes an agricultural holding. It is incorporated into the ownership certificates on the standard application form.

Notice(s)

The applicant must serve notice on all owners of the application site including any agricultural tenants. Failure to serve the correct notice will invalidate the application.

Design and Access Statement

A Design and Access Statement is a short report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed

development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

Design and Access Statements can help decision-making by enabling local planning authorities and third parties to better understand the applicant's analysis that has led to the choice of design of a development proposal.

The level of detail in a Design and Access Statement needs to be proportionate to the complexity of the application, but not be overly long or complex.

Application Requirements for a Design and Access Statement

A Design and Access Statement must accompany the following:-

- An Outline or Full planning applications for development which is major development involving any one or more of the following:-
 - a. The provision of dwellings where –
 - i. The number of dwellings to be provided is 10 or more; or
 - ii. The development is to be carried out on a site having an area of 0.5 hectares or more and the number of dwellings is not known;
 - b. The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
 - c. Development carried out on a site having an area of 1 hectare or more;
- An Outline or Full planning application for development in a *designated area, where the proposed development consists of:-
 - a. One or more dwellings; or
 - b. A building or buildings with a floor space of 100 square metres or more;
- Applications for listed building consent.

*For the purposes of Design and Access Statements, a designated area means a Conservation Area or a World Heritage Site.

Applications for material change of use, engineering operations or applications to vary or remove conditions attached to a planning permission do not need to be accompanied by a Design and Access Statement.

For new build housing development the Design and Access Statement should indicate how the development meets the DCLG Technical Housing Standards, minimum technical standards required by Building Regulations for access and water. This would help to avoid an application for planning being granted which would then not meet the subsequent Building Regulations requirements.

You may find more information about Technical Housing Standards [here](#).

Environmental Impact Assessment/Environmental Statement (EIA)

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Infrastructure Planning (Environmental Impact Assessment) Regulation 2017 and The Town and Country Planning and Infrastructure Planning (Environmental Impact Assessment) (Amendment) Regulations 2018 set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Under the provisions of the Regulations, an Environmental Statement will be required to accompany planning applications for major developments over a certain size where the development would have significant impacts, or where smaller developments would have a local impact of significance. An EIA may obviate the need for other more specific assessments.

Where an EIA is required, Schedule 4 to the regulations (as sets out the information that must be included in an Environmental Statement. The information in the Statement has to be taken into consideration when the local planning authority decides to grant planning permission. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether an EIA is required) from the local planning authority before submitting a planning application.

A developer can also request a 'scoping opinion' from the local planning authority which sets out the scope and level of detail of the information that will need to be provided in the Environmental Statement. In cases where a full EIA is not required, the local planning authority may still require environmental information to be provided.

For more information on Environmental Impact Assessments please visit the www.gov.uk central Government website.

LOCAL REQUIREMENTS PART 1

This list sets out the additional information that may be required before your application can be registered as valid. The information required will depend on the type of application being submitted. A matrix of applications has been provided to assist but is for guidance only.

Plans and Drawings

Some or all of the following plans may be required – please check the relevant checklist according to the application type.

Wherever possible application plans should be scaled to fit onto A4 or A3 size paper. A2, A1 and A0 plan should be kept to a minimum. Each plan must be given a unique reference number and drawn using ink. Pencil drawings are not acceptable.

- **Site/Block Plan** – A detailed metric scale drawing, e.g. 1:500, 1:200 or 1:100 or most applications or 1:1250 or 1:2500 for major sites more than 1ha accurately showing the following :-
 - The direction of North;
 - The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

AND THE FOLLOWING UNLESS THESE WOULD NOT INFLUENCE OR BE AFFECTED BY THE PROPOSED DEVELOPMENT

- Existing and proposed access, parking and turning provisions;
- All the buildings, roads and footpaths;
- All public rights of way crossing or adjoining the site (e.g. footpath, bridleway, restricted byway or byway open to all traffic);
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing;
- Any boundary treatment including walls or fencing;
- Arrangements for storage and collection of waste;
- Any arrangements for cycle parking/storage.

[Go to example of Site/Block Plan](#)

Existing and Proposed Floor Plans (exceptionally for large buildings plans can be as 1:200)

- These must be drawn to a scale of 1:50 or 1:100. The plans must show details of the existing building(s) as well as those for the proposed development. Where existing buildings or walls are to be demolished these

must be clearly shown. New buildings should also be shown in context with adjoining buildings (including property numbers where applicable).

[Go to example of Floor Plans](#)

Existing and Proposed Elevations - These need to be drawn to a scale of 1:50 or 1:100 where possible and clearly show all sides of the proposals (including blank elevations) in relation to what is already there. Elevation plans must include details of the proposed building materials and the style, materials and finish of windows and doors.

Where a proposed elevation adjoins another building or is in close proximity, the drawings must clearly show the relationship between the buildings, and detail the positions of the openings on each property.

[Go to example of Elevations](#)

Existing and Proposed Site Sections and Finished Floor and Site Levels – Cross section plans need to be drawn to a scale of 1:50 or 1:100 where possible and show a cross section(s) through the proposed building(s).

In all cases where there is a difference in ground levels between the proposed site and surrounding land or across the site itself, drawings must be submitted to show both existing and proposed levels including finished floor levels if appropriate including relationships to adjoining and neighbouring developments (with levels related to a fixed datum point off site).

This information will be required for all applications involving new buildings and is needed to show how the proposal will sit within the site and the relative levels between new and existing buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Levels need to also be taken into account in preparing a Design and Access Statement.

[Go to example of Site Sections](#)

Existing and Proposed Roof Plans (e.g. at a scale of 1:50 or 1:100). A roof plan is used to show the shape of the roof and maybe drawn at a metric scale smaller than the scale used for the floor plans. Details such as dormer windows, rooflights, solar panels, the roofing material and their location must be shown on the roof plan.

[Go to example of Roof Plan](#)

Affordable Housing Statement

Where Local Plan policies or Supplementary Planning Document guidance requires the provision of affordable housing, the applicant must submit information concerning both the affordable housing and any market housing, e.g. 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 shall be clearly and fully explained. The affordable housing statement shall also include details of any Registered Social Landlords acting as partners in the development. In addition to the above if the application relates to an affordable housing exceptions site the local planning authority will require information to substantiate why the development proposed cannot be accommodated within an existing settlement. Evidence to identify the need for affordable housing must be provided and be no more than 2 years old.

It would be helpful, if the provision of affordable housing is known to be required, that draft heads of terms or a draft Section 106 Agreement or a unilateral undertaking accompanies the submitted application, together with an up to date copy of proof of land ownership.

In instances where an applicant states that they will not be able to comply with the Council's policy requirements and submits information on viability to support their case, or in instances where an applicant requests a reduced level of affordable housing contribution, the Council will seek independent advice on viability to make an assessment of this request and will levy a service charge for doing so. Full details of this process and charge can be obtained from the local planning authority.

For more information on affordable housing and developer contributions please see national and local policy.

Agricultural or other Essential Rural Workers Dwellings – Agricultural Assessment

Sometimes the need of an agricultural, forestry or other enterprise in a rural area depends upon a worker being resident on site to oversee the essential operation of the enterprise 24 hours a day. New housing for rural workers located outside the defined development boundaries will need to be carefully considered against policy to ensure that only essential new dwellings are built outside of existing settlements.

An application for an agricultural or other rural dwelling will require an appraisal demonstrating the essential need for such a dwelling. Such proposals therefore must be supported by an 'open book' business plan which demonstrates that the

proposed enterprise has a sound financial basis and has a clear prospect of remaining sound.

If the application is for a temporary dwelling to support a new activity or unit, then the Assessment must show –

- clear evidence of a firm intention and ability to develop the enterprise concerned;
- clear evidence that the proposed enterprise has been planned on a sound financial basis and that other normal planning requirements, e.g. on siting and access, are satisfied.

Air Quality Assessment (AQA)

For proposals that will generate dust, fumes, bio-aerosols, vapours, odours or any other emissions to the air or for sites within or adjoining an AQMA an air quality assessment will be required, undertaken by a qualified specialist. Any proposal which requires a Transport Assessment (see section on this below) will also require an AQA.

The air quality assessment must focus on the issues specific to the proposal e.g. dust, odour, traffic pollution, bio-aerosols and other pollutants. The assessment must include a description of base line conditions, likely impact of the development proposed, any modelling or assessment undertaken to determine impact and details of mitigation and management as a minimum.

Any application that has a potential to generate increased dust (including during construction) must include a dust suppression scheme and will need to indicate how the impact of dust on the surrounding area will be minimised.

Bio-aerosol Risk Assessment

Applications that involve the handling, storage or treatment of biodegradable waste material including composting applications and would be within 250m of residential properties or other sensitive workplaces e.g. work locations will need to be accompanied by a bio-aerosol risk assessment. This will be required to ascertain the potential impact on neighbouring properties or other sensitive locations. These risk assessments must identify sources, pathways and receptors, paying particular attention to sensitive receptors and include proposed mitigation measures.

Biodiversity/Ecological/Geodiversity Appraisal

Biodiversity is the term given to the variety of life on Earth, and the natural patterns formed as a result.

Ecology looks at plants and wildlife and how they interact with each other and their environment and is particularly important where protected species are involved.

Geodiversity underpins biodiversity and is the range of rocks, fossils, minerals, soils, landforms and natural processes that go to make up the Earth's landscape and structure.

Where a proposed development may have possible impacts on rock formations, underground strata, landforms, wildlife and its biodiversity or ecological systems, a full survey and assessment of impact must be provided to allow consideration of the impact as part of the planning process. All surveys and assessments must be undertaken and prepared by competent persons with suitable qualifications and experience and be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. At a minimum any survey must:

- Record which habitat, species and features are present on and, where appropriate, around the site;
- Identify the extent/area/length present;
- Map the distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The assessment must indicate any significant biodiversity, ecological or geological conservation interests and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc.) Regulations 1994 or other animals protected under their own legislation, for example the Protection of Badgers Act 1992.

Planning applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information may form part of an Environmental Statement, where one is necessary.

Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts on them and any mitigation proposals for such impacts.

Where the development proposal will result in significant harm to biodiversity and/or geological conservation interests, evidence must be supplied as to why the development cannot reasonably be located on any alternative sites that would result in less or no harm. Where no such alternatives are available, details of proposed mitigation measures should be given. Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed.

In some cases it may be possible to undertake a desktop survey only and in other cases full site survey may be required, advice on this matter can be gained from the Council or will be given as part of pre-application advice or EIA screening and scoping applications.

Advice on ecological and biodiversity surveys can be obtained from the [Council's Natural Environment Team](#).

A Biodiversity Appraisal accompanied by a standardised Biodiversity Mitigation Plan (BMP) is required to accompany planning applications relating to the following:-

- all development sites 0.1ha or greater in size,
- sites where there are known protected species or important habitats / habitat features,
- all greenfield or brownfield development sites over 0.1ha in size not currently used as existing residential or business premises,
- any sized site affecting a rural barn (to secure nesting or roosting opportunities for nationally protected species, e.g. barn owls).

A BMP covers habitat as well as protected species matters.

Bat Survey

A Bat Survey may be required on a site in a rural area or within a town location immediately adjacent to green infrastructure (e.g. open field, public open space, park, former railway line, woods/forest) if a development involves the following:-

- Any building or structure with an existing bat record or subject to a report of bat activity,
- Demolition of an existing house or some outbuildings (depending on type of construction),
- Conversion of house attic space, and/or installation of roof lights or dormer windows,
- House extensions that tie-in to an existing enclosed roof space,
- Renovation or conversion of derelict buildings (structures with roofs),
- Conversion or demolition of agricultural barns / farm buildings (structures with roofs).

If evidence of bats is discovered a standardised BMP will need to be completed, and submitted with a planning application. Please note that bat surveys and biodiversity mitigation plans will be time limited and may require renewal.

Please refer to the guidance at www.dorsetcouncil.gov.uk Biodiversity Appraisal in Dorset for further information. The [Bat Protocol](#) and [Biodiversity](#) flow charts may help in assessing whether a Bat Survey or Biodiversity Survey is required for your application.

All appraisals for wildlife or geological interests must be undertaken by a suitably qualified person.

The following developments are outside the scope of the Biodiversity Appraisal process:-

- Development requiring an Environmental Impact Assessment (EIA),
- Development affecting recognised wildlife sites:-
 - European / international sites (SAC, SPA, Ramsar),
 - Site of Special Scientific Interest (SSSI),
 - Sites of Nature Conservation Interest (SNCI),
 - Local Nature Reserves (LNR).

In these circumstances, the local planning authority will consult the statutory consultees.

The planning authority will usually condition a BMP as a means of clearly identifying and securing mitigation and enhancement measures for developments affecting recognised wildlife sites.

Flood Risk Assessment

When determining planning applications, the local planning authority must ensure flood risk is not increased elsewhere

A Flood Risk Assessment (FRA) will be required to accompany a planning application for the following development proposals:-

- Operational development on a site with an area of 1 hectare or more in a Flood Zone 1, 2 or 3,
- Operational development on a site with an area of less than 1 hectare in a Flood Zone 3 (exceptions apply to Weymouth Town Centre),
- Development that includes culverting or control of flow of any river or stream.
- Development (including boundary walls etc.) within 8 metres of the top of a bank of a Main River or Flood Defence Scheme,

- Any development other than minor development in a designated critical drainage area that has been notified to the local planning authority by the Environment Agency.

NOTE: Planning applications for other development within Flood Zones 1, 2 or 3, or within 8 – 20 metres of the top of a bank of a Main River or Flood Defence Scheme that do not require an FRA may need to include other additional information to comply with the Environment Agency's Standing Advice.

To check/clarify whether an FRA or other information is required to be submitted with your planning application, please click on the relevant link below:-

Further information regarding FRA's, Standing Advice and maps showing flood zones, can be found on the [Environment Agency's website](#).

For planning applications that require an FRA, the FRA must:-

- Identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account,
- Identify opportunities to reduce the probability and consequences of flooding,
- Include the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development areas at risk of flooding,
- Form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Heritage Statement

A Heritage Statement is required for applications which affect or may affect an historic asset. Historic assets include listed buildings, conservation areas, Scheduled Ancient Monument or a site of archaeological importance, including Historic Parks and Gardens and Registered Battlefields. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application and it is advisable to contact the planning authority for advice prior to submission to discuss the level of detail which would be required.

- A Heritage Statement shall, at a minimum, consist of:
- A written statement that includes a schedule of proposed works
- An analysis of the significance of the heritage asset concerned, e.g. archaeology, history and character of the building/structure.

- The principles of and justification for the proposed works and their impact on the heritage asset or its setting.
- Photographs of the affected areas of the land, building or structure.
- A structural survey may also be required in support of an application for listed building consent.

Statements submitted in support of planning applications shall include an assessment of potential impact of the development on the setting of any conservation area, nearby listed buildings or Scheduled Ancient Monuments (whichever is applicable).

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.

It is recommended that prior to preparing a Heritage Statement, the applicant consults the [Dorset Historic Environment Record \(HER\)](#), has regard to the listing description for the affected building or structure (see the [Historic England](#) Listing Search), and has regard to the requirements for Heritage Asset assessment as set out at the [NPPF](#).

Land Contamination Assessment

Applications on or near contaminated land may need to be accompanied by a land contamination assessment. Often (particularly for minor proposals) this will be requested during the course of the application, subject to consultation with relevant departments and external bodies. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination, for example:

- Where contamination is suspected, a desktop study may be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined.
- Where contamination is known to exist, in addition to a desktop study a site investigation survey may be required incorporating a site-specific human health and Environmental Risk Assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out.
- If the proposed development is situated within 250 metres of a former landfill site there may be a requirement for specific consideration of issues with ground gas.

Land/Ground Stability Report

This requirement relates to application sites within certain areas of the County where there are known land stability issues.

A ground stability report will be required for proposals on sites identified as having potential for coastal or land instability. A report may not be necessary if the development is unlikely to have the potential to trigger the occurrence of subsidence or land instability either by significantly altering groundwater conditions or by way of a significant change in magnitude of loads applied to the ground (as can reasonably be assessed). The proposed development would also need to meet the following tests:

- i. Surface water run-off is accommodated within existing, fully functioning, piped water disposal systems.
- ii. The combined dead, imposed and wind loads are sustained and transmitted by the development to the ground by use of suitably designed foundations (without requiring adaptation, underpinning, extension or replacement of these foundations at a later stage).
- iii. There is no significant filling or excavation of the ground.

If these tests are not met then the developer will be required to submit to a ground stability or coastal erosion vulnerability report. The report must be prepared by a suitably qualified and experienced geotechnical specialist, to provide sufficient evidence to demonstrate that the proposed development will not unacceptably adversely affect ground stability or that ground instability can be satisfactorily mitigated in the design of the development. The report must show whether the land / site is stable or could be made stable to support the loads imposed over the expected lifetime of the development, whether the development would threaten land stability in the wider local area, and whether any instability could be reduced to an acceptable level by mitigation and stabilisation measures. Any potential impacts on the character of the area, environmental designations, and public rights of way shall also be highlighted.

In areas of coastal instability or former mine/quarry workings or other known areas of land instability that are identified in Local Plans or national constraints development proposals will need to demonstrate proper investigation of ground conditions. The investigation will include an assessment of the impact of any development activities, including services provision, plus measures to ensure that any construction works will not result in a loss of ground stability on the site and adjoining land for the planned lifetime of the development.

For further information on land stability [British Geological Survey website](#).

Scheme Viability

The Council is committed to supporting sustainable growth with appropriate infrastructure to support this. Where there are viability issues which may prevent the delivery of proposed developments as a whole an 'open book' viability statement shall be submitted alongside any planning application.

Any viability assessment should be prepared by a mutually agreed independent assessor who is a suitably qualified practitioner and in accordance with national guidance. It needs to be submitted alongside the relevant planning application. The aim of any assessment is to be transparent, reducing areas of contention and aiming to reach an agreed position on viability. It will then be considered by the District Valuer or another independent assessor on behalf of the Council who will seek to recover the costs of doing this from the applicant.

Sustainable Urban Drainage Details/Drainage Strategy

Applicants are encouraged to consider the impacts of surface water run off at a very early stage in site appraisal and subsequent design.

Any development likely to contribute to surface water discharge (by means of hard surfacing, additional roof area etc) must provide details of how the discharge will be dealt with. Primarily this should be dealt with through a Sustainable Drainage System. In some coastal margin areas, as identified in Local Plans and other areas of land instability, applications will be expected to show that the disposal of surface water will not give rise to or exacerbate unstable ground conditions.

A full drainage assessment may be required and must include surface water management details, impacts on ground conditions and arrangements for foul water disposal. In areas with no mains sewerage, the application will need to show that non-mains sewerage systems are suitable for the development proposed and that there are no significant environmental and amenity problems.

The level of detail required is proportional to the scale and risk at the site. Further details of requirements can be found on the [Councils website](#). surface water planning.

Transport Assessment

The NPPF advises that a Transport Assessment (TA) shall be submitted as part of any planning application where the proposed development has significant transport implications. A TA will be required for major planning applications that are likely to have significant implications on transport.

[www.dorsetcouncil.gov.uk -travel-plans](http://www.dorsetcouncil.gov.uk-travel-plans)

The coverage and detail of the TA must reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for large scale proposals, the TA must:

- Illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.
- Take account of the opportunities for sustainable transport modes (such as public transport, walking and cycling) that have been taken up depending on the nature and location of the site, to reduce the need for parking and to major transport infrastructure.

These assessments enable the Council to evaluate the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development.

Travel Plan

A travel plan must be submitted alongside planning applications which are likely to have significant transport implications. A travel plan will need to outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.

Further advice is available in the Department for Transport's Transport Energy, Best Practice: [A guide on travel plans for developers](#) , on the central Government website.

Tree Survey/Arboricultural Impact

Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development a tree survey may be required to detail their removal, retention, or means of protection. The species, spread, roots and position of existing and proposed trees/hedgerows must be illustrated accurately on a scaled site plan.

This information must be prepared by a qualified arboriculturist and detail:

- The impact of the proposals, including ground works/drainage works, on existing trees.
- Measures to be taken to protect trees to be retained.
- Proposals for long term maintenance and management of retained and new planting.
- The timing of any works to remove trees/hedgerows to preclude damage or disturbance to wildlife/birds and their habitats.

Survey information must be provided using BS5837:2012 Trees in relations to design, demolition and construction or more recent best practice.

LOCAL REQUIREMENTS PART 2

The following information may not be necessary to register and validate an application; but may be necessary before a decision can be made depending on the constraints of the site and the type of development proposed.

Community Infrastructure Levy (CIL) Forms

All development that creates additional floor area and/or includes a change of use of buildings may be liable to pay a financial contribution towards the provision of infrastructure known as the Community Infrastructure Levy (CIL).

To enable the Council to determine whether a development is CIL liable, all applications (except for outline applications) need to be accompanied by an Additional CIL Information form. If this is not provided as part of the application submission process it must be provided within 21 days of the submission.

A development proposal may create the need to provide supporting infrastructure that is not included under the CIL charging schedule and such infrastructure may be secured by a planning obligation. This may include, for example, education, social and community facilities, public open space and affordable housing.

It is strongly recommended that the applicant clarifies the council's requirements in pre-application discussions and are aware of any planning obligations that they agree to provide

Daylight/Sunlight Assessment

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space, then applications may also need to be accompanied by a daylight/sunlight assessment. Guidance is provided in, for example, [BRE guidelines on daylight assessments](#). Planning permission does not confer any immunity on those applicants or developers whose works infringe another's property rights and which might be subject to action under the Rights of Light Act 1959.

Details in relation to Use of Land as a Gypsy or Travellers' Caravan Site

Planning applications relating to the use of land as a Gypsy or Travellers' Caravan Site may need to be supported by additional information on gypsy status, need for the proposal and proposed occupiers of the site.

Landscape and Visual Impact Assessment (LVIA)

Assessments are required for any scale of development that is likely to have a significant impact on the surrounding landscape and/or townscape character.

The assessment will need to show how these impacts have been assessed and how the development has been designed to address or mitigate these impacts.

Where development would be prominent in the wider landscape, a visual envelope study and photomontages shall be included in the application, and reference should also be made to the impact of the development on the local character.

Applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management where appropriate

Lighting scheme/Light Pollution Assessment

Proposals involving external lighting must be accompanied by details of the lighting and the proposed hours when it would be switched on. The details must include technical specifications such as a layout plan with beam orientation designed to ensure nuisance from the lighting is minimised or prevented, particularly for development in dark areas of open countryside and in Areas of Outstanding Natural Beauty (AONB), but this is also applicable to urban development within the vicinity of residential property, conservation areas or the setting of listed buildings. The assessment should also demonstrate how maximum energy efficiency is to be achieved.

[Lighting in the countryside: Towards good practice](#) is a valuable guide that demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting.

Examples of the standards required for an AONB can be found in the [Cranborne Chase AONB Position Statement 1: Light Pollution](#).

Marketing Report

Where an application for listed building consent and/or planning permission will lead to substantial harm to or total loss of a designated heritage asset, applicants will be expected to demonstrate that no appropriate and viable use of the heritage asset can be found. Applicants will need to provide evidence that other potential owners or users of the site have been sought through appropriate marketing and that reasonable endeavours have been made to seek grant funding for the heritage asset's conservation and to find charitable or public authorities willing to take on the heritage asset.

Noise Assessment

Applications for development that raises issues of disturbance by noise to the occupants of nearby existing buildings, or for development that is considered to be noise sensitive and which are close to existing sources of noise must be

supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in the [Noise Policy Statement for England \(2010\)](#).

Advice can be sought from the Council's [Environmental Health](#) Service for individual Council requirements for sound insulation in residential and commercial developments.

Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene or the wider landscape. Existing photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or listed building.

Planning Obligations/Heads of Terms

A development proposal may give rise to a requirement to provide supporting infrastructure either directly or by means of a financial contribution, which may be secured by a legal agreement known as a planning obligation. If a planning obligation is required applicants need to state that they will enter into an Agreement. Wherever possible either a draft Section 106 Agreement/Unilateral Undertaking or instructions for the Council's Solicitor to draft the Agreement should accompany a submitted application. An up to date copy of the Land Registry Title and Plan or Epitome of Title will need to be submitted as proof of land ownership.

Applicants should clarify the requirements in pre-application discussions and confirm any planning obligations as early as possible in the application process to avoid delays.

Planning Statement

A planning statement is not required to validate an application but is often used by the applicant to identify the context and need for a proposed development. The statement can include an assessment of how the proposed development accords with relevant national and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

Retail Impact Assessment and Sequential Test

Existing town centres should be the first priority when locations are being considered for new retail development (or for other town centre uses such as hotels, leisure, offices and the arts). Planning applications for main town centre uses will be considered through the sequential approach and applicants must carry out an assessment to explain how they have met with the sequential test requirements.

This will need to include reference to likely catchment area to be served by the proposal and identify nearby centres that represent suitable locations to accommodate the scale and form of development proposed. The appropriate area of search will vary and should be agreed by the council.

Where an assessment is required it must include the following information:

- a) the availability, suitability and viability of potential alternative town centre sites, and where appropriate, edge of centre sites;
- b) the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to 5 years from the time the application is made. For major schemes where the full impact will not be realised in 5 years, the impact must also be assessed up to 10 years from the time the application is made
- c) the impact of the proposal on existing, committed and planned public and private investments in the town centres within the identified catchment area of the proposal

Impact assessments may also be required for extensions, redevelopment or the variation of conditions where this would alter the effects of a development.

The current requirement for when an assessment is required is set out in the NPPF 2018.

Statement of Community Involvement

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation as set out in the Council's adopted Statement of Community Involvement. The statement must demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. This will particularly apply to:

- to 'Major' development;
 - development which is a 'Departure' from the Development Plan or which is otherwise contrary to policy;
 - and development which is likely to be controversial in terms of its scale or detail or the sensitivity of its location
- This category could also include 'Change of Use' proposals.

Statutory Declarations in Support of Certificate of Lawfulness Applications

Certificate of Lawfulness applications for an existing use or development evidence must be supported by at least one Statutory Declaration. This must be signed by persons with personal knowledge of the existing use, operation or development.

Structural Survey – if the proposal involves substantial demolition (for barn conversions etc.)

A structural survey and schedule of work is likely to be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications. This must include clear details of building fabric to be retained or lost and details of precautions to safeguard the integrity of buildings and will be required where development proposals include the proposed conversion or adaptation of historic buildings, or major adaptations of non-historic buildings.

Supplementary Information for Telecommunications Development

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications must also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the [International Commission on Non-Ionizing Radiation Protection](#) (ICNIRP) Further guidance on the information that may be required is set out in the [Code of Practice on Mobile Phone Network Development](#) (2002).

Ventilation/Extraction Statement

A statement will be required for all developments that involve the installation of external ventilation/extraction equipment attached to the outside of the building. These details must include information that will enable the assessment of noise and odour impacts on the amenity of the area including residential property. The statement must include:

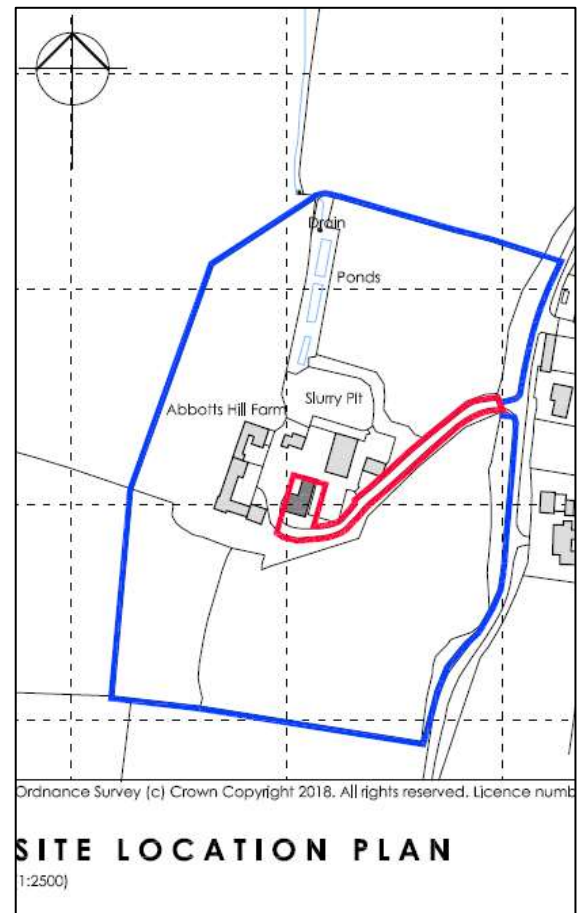
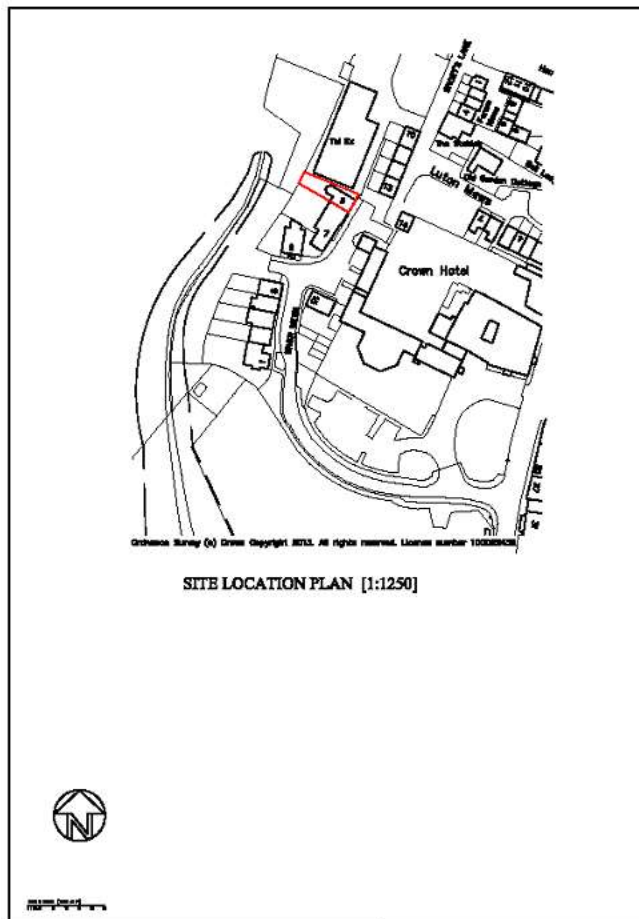
- Details of the position and design of ventilation and extraction equipment,
- An odour assessment and details of any required mitigation measures
- A noise assessment and details of any required mitigation measures

Advice can be sought from the Council's Environmental Health Department.

EXAMPLE PLANS AND DRAWINGS

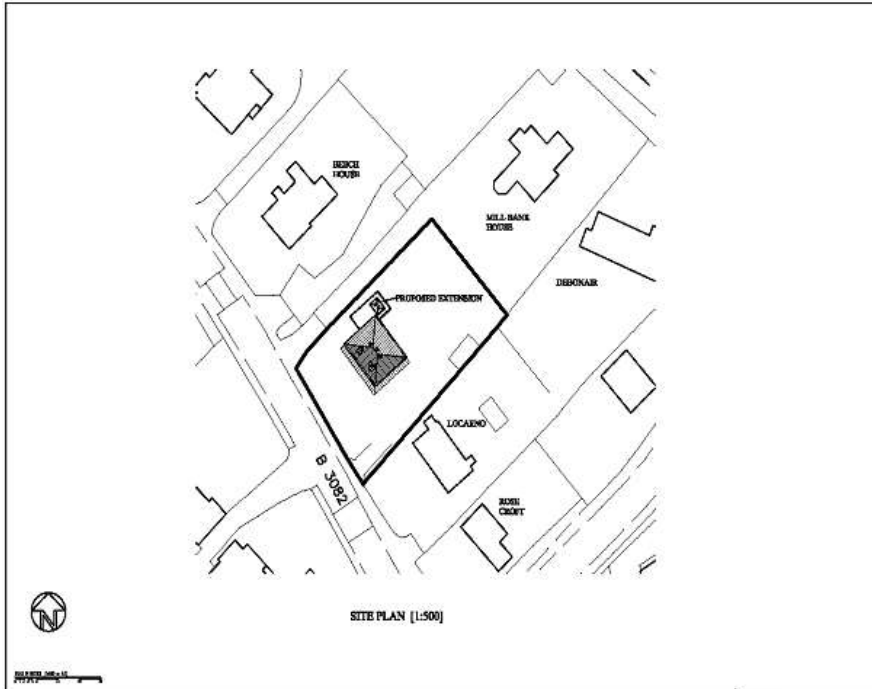
Location Plan

Examples of a location plan. If the development requires access from a highway you must include the access within the red line including visibility splays if required. See requirements for further details.



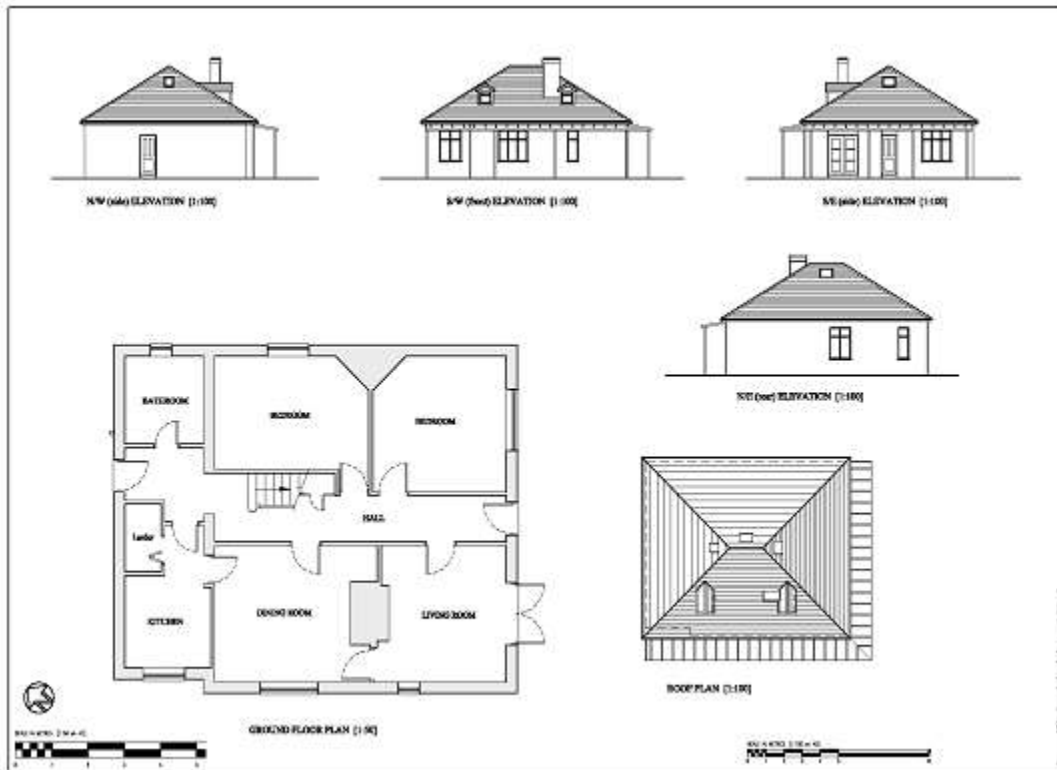
Site/Block Plan

Examples of a Site/Block Plan



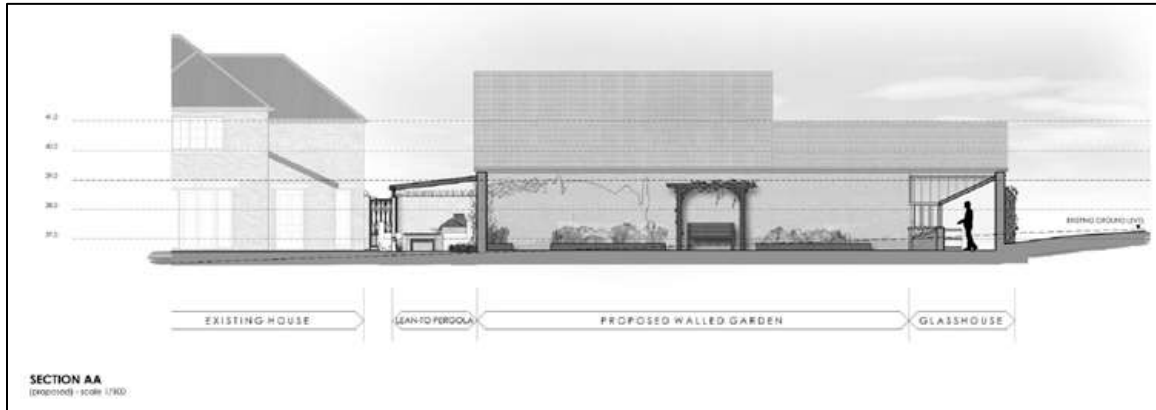
Floor Plans and Elevations

Examples of Floor Plans, Elevations and Roof Plan



Section Drawings

Example of Site Section



Example of building Sections

