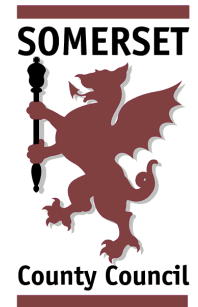


**SOMERSET COUNTY COUNCIL
PLANNING CONTROL
ENVIRONMENTAL MANAGEMENT GROUP**



**APPLYING FOR PLANNING PERMISSION:
INFORMATION REQUIREMENTS AND THE VALIDATION
OF PLANNING APPLICATIONS FOR
WASTE AND COUNTY COUNCIL DEVELOPMENTS**

2010

APPLYING FOR PLANNING PERMISSION TO SOMERSET COUNTY COUNCIL

Somerset County Council is committed to providing a professional and efficient Planning Control service. To provide a quality service it is essential that we receive quality applications, and this document is part of a suite of documents that will help all potential applicants to prepare their submissions to ensure that they can be dealt with promptly, and to make sure applications contain all the information that we require to efficiently process the application.

The Purpose of this Document

The purpose of providing guidance on the validation of planning applications is to:-

- help planning applicants to understand the type and extent of information that will be required of them;
- provide greater certainty;
- enable the County Council to have all the information it needs in order to determine the application, draft the planning permission and word any planning conditions required;
- minimise the risk that the County Council will have to go back to an applicant for more information and thus help us determine your application more efficiently;
- ensure more consistency when we register and validate applications, recognising the need for variation depending on the nature of your proposal.

The following guidance is provided in accordance with the Department for Communities and Local Government document Guidance on Information Requirements and Validation March 2010.

This document lists the minimum national and local information requirements for planning applications. In order to assist you as much as possible there are notes included which explain what we expect you to submit in each case. Applicants should note that in some cases additional information not contained within these lists may be required; however, the absence of such information will not impair the registration of the process and will be sought post-validation.

Pre-Application Advice

The Planning Control service recommends that applicants seek pre-application advice before submitting applications. The benefits include:

- It can guide the applicant to submit quality applications that take into account relevant policies, guidance, local circumstances, site and area characteristics;
- It can help identify problems at an early stage, thus saving the time and expense of making a formal application that is unlikely to succeed;
- It can ensure that any application submitted includes all required information to make sure it is dealt with more quickly and efficiently;
- It can mean that less conditions are imposed on planning permissions, meaning development can take place more efficiently post-determination;

To help understand how we can help you prepare your planning application please read the Planning Control Pre-Application Advice Protocol.

Invalid Applications

The County Council can decline to determine any invalid application. We will notify you if the application is invalid and will normally allow you the opportunity to rectify the situation by submitting the additional information. Applications which have been declared invalid will be returned if the required additional information has not been provided within 28 days of notification. In addition, if the initial check upon receipt suggests that an application is acceptable but is subsequently found to be invalid we can de-register the application in order to make sure it is corrected.

If you disagree with our reasons for invalidating the application, please contact a Planning Control Team Leader on 01823 358254 to discuss the issue. If the dispute cannot be resolved and more than 8 weeks have passed since the application was submitted for determination (or 13 weeks, for major applications), you may have the right to appeal against non-determination on the grounds of invalidity after 8 or 13 weeks (as applicable). Details on this are available from The Planning Inspectorate www.planning-inspectorate.gov.uk.

Planning Application Forms (1APP)

You are required to use the standard planning application forms ('1APP form') found on the Planning Portal on www.planningportal.gov.uk.

You are encouraged to submit your planning application online via the Planning Portal. Any supporting information not submitted through the portal can be provided on a CD or other electronic storage device.

REQUIREMENTS:

ONLINE APPLICATIONS: You are encouraged to submit applications online via the Planning Portal www.planningportal.gov.uk. Any supporting documents not submitted online can be provided in electronic form. For electronic applications, a typed signature is acceptable.

PAPER APPLICATIONS: You are asked to submit 1 original and 5 copies of the application form and accompanying information. For large scale / major applications you may be asked by Planning Control to provide additional copies.

FEES – A fee is payable for most applications. Please refer to www.planningportal.gov.uk/uploads/english_fees-feb_2010.pdf. This site also include a fee calculator. For SCC’s own applications: You may provide an internal charge code.

What’s needed:

FORM REQUIREMENTS	
Completed and signed application form	<ul style="list-style-type: none"> • Online & electronic submissions are encouraged. • Additional copies may be requested if needed for consultation. • Please make sure you complete all the relevant sections; • Paper copies - make sure that all copies are signed. • Online copies – typed signatures are accepted.
Certificate of Ownership and part 1 notice.	<ul style="list-style-type: none"> • All applications (except for approval of reserved matters, discharge or variation of conditions) must include the appropriate certificate of ownership. • There are four options namely Certificates A, B, C and D. Certificate A (the applicant/agent is the owner of the land) and Certificate B (the applicant/agent has informed the owner of the land) are the most commonly used. • Part 1 Notice - A Part 1 Notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate. • For all purposes above an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.
Article 7 (Agricultural	<ul style="list-style-type: none"> • This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified

Holdings) Certificate)	<p>prior to the submission of the application.</p> <ul style="list-style-type: none"> • This certificate is required for all applications apart from if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.
DRAWING REQUIREMENTS FOR FULL APPLICATIONS	
Site Location Plan	<ul style="list-style-type: none"> • All applications must include a location plan an up-to-date map (preferably from an Ordnance Survey base) ideally at a metric scale of 1:1250 or 1:2500. • Plans should show at least two named roads and any surrounding buildings. Any other public rights of way affected (if known) should also be shown. • The direction of North should be shown. • Any properties shown should be numbered or named to ensure that the exact location of the application site is clear. • The application site must be edged clearly with a red line. It should 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 the applicant, close to or adjoining the application site. • Plans should be clearly titled and given a unique reference number, signed and dated.
Site/Block Plan	<ul style="list-style-type: none"> • This should be drawn at a scale of at 1:200 or 1:500 (for larger sites it may be permissible for a 1:1000 scale) and should accurately show: <ul style="list-style-type: none"> ○ 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; ○ All the buildings, roads and footpaths on land adjoining the site including access arrangements; ○ Areas for parking and access to serve the site itself; ○ The species, position and spread of all trees within 12 metres of any proposed buildings or operations; ○ The extent and type of any hard surfacing; ○ Boundary treatment including walls or fencing where this proposed.
Elevations / floor plans of any building or	<ul style="list-style-type: none"> • Plans should show all relevant existing and proposed floor plans. • Elevation drawings should be submitted. These should be

<p>structure at a suitable metric scale</p>	<p>drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. The plans should show the relationship the proposal and any buildings nearby, including the position of any openings.</p> <ul style="list-style-type: none"> • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. • A roof plan, which shows the shape of the roof, its material, vents and other relevant details, will also be submitted. • Plans will be checked for consistency; any significant discrepancies will result in the application being invalid. Any plans marked with a disclaimer (such as “do not scale” or “not to scale”) will result in the application not being valid.
<p><u>Section/Levels Drawing</u></p>	<ul style="list-style-type: none"> • Plans drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s) should be submitted. • In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. These plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. • The drawings may take the form of contours, spot levels or cross or long sections as appropriate to the type of development proposed. • Development on sloping sites must be carefully considered and as such the respective levels are very important as part of a submission.
<p><u>Photos and photomontages</u></p>	<p>These can provide useful background information and can help to show how large developments can be satisfactorily integrated within the landscape or street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building. To provide a context to a proposal photomontages can</p>

	be useful for larger applications such as for mineral extraction or landfill-related proposals, including landscaping.
<u>Supporting Planning Statement</u>	<p>Information will include how the proposed development accords with policies in the development plan, supplementary planning document(s), masterplans or development briefs. It should also include details of any consultations with LPA and wider community/statutory consultees undertaken prior to submission. Importantly, the need for the development will be stated.</p> <p>Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.</p>
REQUIREMENTS FOR SECTION 73 APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION	
Section 73 Application for removal or variation of a condition following grant of planning permission.	You should complete the Section 73 1APP form on the planning portal and clearly identify the original permission number and conditions you are seeking to remove or vary. You should submit a location plan showing the original planning permission area outlined in red. You are not required to submit any additional drawings unless they are required to demonstrate the impact of the variation or removal of condition. A fee is payable. Please seek advice from Planning Control.
OUTLINE APPLICATIONS - INFORMATION TO BE SUBMITTED WITH AN OUTLINE APPLICATION	
Outline applications - Information to be Submitted with an Outline Application	<p>If you intend to submit an outline application you are required to fill in the appropriate 1APP form, provide a location plan, site plan and fee. Other plans should be provided to help demonstrate the nature of the proposals. With an application for outline planning permission detailed consideration will always be required on the use and amount of development. In addition, even if layout, scale and access are reserved, an application will still require a basic level of information on these issues in the application. As a minimum, therefore, applications should always include information on:</p> <ul style="list-style-type: none"> • Use – the use or uses proposed for the development and any distinct development zones within the site identified. • Amount of development – the amount of development proposed for each use. • Indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate. • Scale parameters – an indication of the upper and lower limits

	<p>for height, width and length of each building within the site boundary.</p> <p>Indicative access points – an area or areas in which the access point or points to the site will be situated.</p>
<p align="center">CERTIFICATE OF LAWFULNESS OF EXISTING USE OR DEVELOPMENT AND CERTIFICATE OF LAWFULNESS OF POPOSED USE OR DEVELOPMENT</p>	
	<p>We will require:</p> <p>One original and five copies of the Supporting Information to accompany the application;</p> <p>One original and five copies of a Site Location Plan at a suitable metric scale (1:1250, 1:2500);</p> <p>The Correct Fee</p> <p>These are certificates of lawfulness for either a proposed use or operation/development or an existing use or operation/development. This type of application can also be one where condition(s) on a planning consent have not been complied with and you are wishing to regularise the situation. The burden of proof is firmly with the applicant, and therefore sufficient and precise information should be provided.</p> <p>We will need information specifying the land in question, describing the use, operations or other matter in question and stating under which paragraph of either section 191(1) or 192(1) of the Town and Country Planning Act 1990 the application is being made. (You can access the Town and Country Planning Act 1990 at: http://www.opsi.gov.uk/ACTS/acts1990/Ukpga_19900008_en_1.htm)</p> <p>You will need to provide evidence to support your application so that, in the balance of probabilities, your application can be proven. It is important that you collate as much evidence as possible to support your application, and copies of any documents, affidavits etc. can be useful in such cases. You will need to tell us about the use of the land at the time of the application (or, when the land is not in use at the date, the purpose for which it was last used).</p> <p>You will need to provide a statement on your interest in the land, the name and address of any other person known to you to have an interest in the land and whether you have notified any such person.</p> <p>If your application relates to a certificate of lawfulness of an <u>existing</u> operation or use, you will need to tell us the date on which the use, operations or other matter in question began or, in the case of operations carried out without planning permission, the date on which operations were substantially completed.</p> <p>If you application is for a use, you will need to give reasons for why</p>

	<p>you believe the use as described in the application is lawful and should be granted a certificate.</p> <p>In the case of applying where a development has taken place without complying with any condition or limitation, you will need to provide sufficient details/evidence to support your claim.</p>
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Air Quality Impact Assessment

Policy driver	Planning Policy Statement No. 23: Planning and Pollution Control
Types of application that require this information	Proposals that have the potential to generate emissions / dust.
Locations where this information is required	Proposals that have the potential to generate emissions / dust or when the site is within or adjoining an Air Quality Management Area or
What information is required	Information to demonstrate potential impacts. Measures to minimise potential impacts.
Further information.	<p>All proposals that have the potential to have an adverse impact on air quality will require the submission of a scheme detailing how the application will limit its impact on the surrounding environment. Any application that has the potential to generate increased dust should include a dust suppression scheme will need to indicate how the applicant will minimise the impact of dust on the surrounding area.</p> <p>Where the development is proposed inside, or near to, an air quality management area (AQMA), where possible significant gaseous, dust or bio-aerosol emissions may be anticipated or the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a LA's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.</p> <p>Further advice is available in Planning Policy Statement No. 23: Planning and Pollution Control. Air Quality Management Areas are shown on http://www.airquality.co.uk/</p>

Biodiversity and geological conservation report

Policy driver	
Types of application that require this information	Where there is a potential impact on designated sites, protected species or habitats.
Locations where this information is required	Where Question 14 of the standard application form is answered "yes" a biodiversity report will be required unless

	<p>the following exceptions apply:</p> <ul style="list-style-type: none"> • where Natural England has confirmed in writing that the development will not affect any statutory site, or • where SCC's ecologist or an appointed ecological advisor has confirmed in writing that the development will not affect a locally designated nature conservation or geological site or priority habitat. • Or where SCC has stated in writing that a protected species survey is not required. • Or where evidence from a suitably qualified person is included to demonstrate that protected species are not present
<p>What information is required</p>	
<p>Further information</p>	<p>Somerset has a special and diverse landscape and habitats that require careful attention when development is proposed that could affect it. Applications should include the results of a survey indicating any existing significant biodiversity 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. Where pre-application discussion has identified the necessity for survey information on protected species or other biodiversity or geological conservation interests, this should accompany the application. 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, full details of proposed mitigation/compensation measures should be given.</p> <p>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 might form part of an Environmental Statement, where one is necessary.</p> <p>The Somerset Nature Officer's Group has produced a consultation draft (December 2007) titled "<i>Requirements for Information on Biodiversity and Geological Conservation to be submitted with applications for planning permission</i>", which includes criteria and indicative thresholds providing guidance on when a protected species survey is required. To obtain advice or a copy, please contact the Planning Control Team's Technical</p>

	<p>Advisor (Ecology), Tony Serjeant on afserjeant@somerset.gov.uk, telephone 01823 358143.</p> <p>In addition to the Somerset Nature Officer's Group (SNOG) guidance, on dealing with the impacts of development on biodiversity and/or geological conservation is given in Planning Policy Statement No.9 and its accompanying Government Circular and Good Practice Guide, see http://www.communities.gov.uk/index.asp?id=1143832. A link to the SNOG guidance will be included HERE when available.</p> <p>Applications for major development in the countryside that will affect areas designated at the national level in relation to landscape and scenic beauty will need supporting information to enable consideration of the issues set out in paragraphs 21-23 of PPS7 (see http://www.communities.gov.uk/index.asp?id=1143823).</p>
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<u>Design and Access Statement</u>	
Policy driver	Town and Country Planning (General Development Procedure) Amendment England Order 2010
Types of application that require this information	<p>A Design and Access Statement is required for most applications.</p> <p>A Design and Access Statement is NOT required for</p> <ul style="list-style-type: none"> (a) permission to develop land without compliance with conditions previously attached (section 73 application). (b) engineering or mining operations; (c) a material change in the use of land or buildings; (d) development of an existing dwellinghouse or flat, or development within the curtilage of such a dwellinghouse or flat for any purpose incidental to the enjoyment of the dwellinghouse or flat as such, where no part of that dwellinghouse, flat or curtilage is within a designated area (defined as a conservation area or a World Heritage Site).; (e) the extension of an existing building used for non-domestic purposes where the floor space created by the development does not exceed 100 square metres and where no part of the

building or the development is within a designated area;

(f) the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where—

- (i) as a result of the development, the height of the gate, fence, wall or means of enclosure does not exceed its former height, or two metres above ground level, whichever is the greater; and
- (ii) it does not involve development within the curtilage of, or to a gate, fence, wall or other means of enclosure surrounding, a listed building;

and where no part of the development is within a designated area;

(g) development on operational land consisting of the erection of a building where—

- (i) the cubic content of the development does not exceed 100 cubic metres; and
- (ii) as a result of the development, the height of the building does not exceed 15 metres above ground level, or its former height, whichever is the greater;

and where no part of the development is within a designated area;

(h) the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building is within a designated area;

(i) the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery does not exceed 15 metres above ground level, or its former height, whichever is the greater, and where no part of the development is within a designated area; or

(j) development that is the subject of an application referred to in article 10B(1)(b). (ie extensions to the time limits for

	implementing existing planning permissions).
Locations where this information is required	
What information is required	<p>The aim of your Design and Access Statement is to illustrate the process that has led to the development proposal, and justify your scheme in a structured way. There is no specific format for it (i.e. no special form you need to fill in), and short statements are acceptable for minor proposals as long as they address the following two elements:</p> <p>The Design</p> <p>The process - site investigation, context of the area, consultations carried out;</p> <p>Use - what buildings and spaces will be used for, and the relationship to surrounding uses;</p> <p>Amount - details of how much development is proposed (number of units or floorspace);</p> <p>Scale - how big the buildings and spaces will be, and how they have been influenced by the existing character of the local area;</p> <p>Layout - how the buildings and public and private spaces will be arranged on-site, and their relationship with the buildings and spaces adjoining the site;</p> <p>Landscaping - how spaces will be treated to enhance the character of a place;</p> <p>Appearance - what the buildings and spaces will look like.</p> <p>Access considerations</p> <p>Vehicle and transport links - why access points and routes have been chosen, and how the site responds to road layout and public transport provision;</p> <p>Inclusive access - how everyone can get to the place regardless of age or disability.</p> <p>Statements for Listed Building applications should also explain: the special architectural or historic importance of the building and its setting;</p> <p>how the approach ensures that the special architectural or historic importance of the building is preserved or enhanced, and;</p> <p>what measures have been taken to minimise the impact of the application.</p>
Where to look for further assistance	<p><i>DCLG Circular 01/2006</i></p> <p>CABE: Design and access statements</p>

How to write, read and use them

Draft Planning Obligations

Policy driver	Various including Section 106 of the Town and Country Planning Act 1990
Types of application that require this information	<ul style="list-style-type: none"> • Where a proposal that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, a statement with proposed Heads of Terms for an agreement may be submitted as part of the application. • Where Local Development Framework or Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application.
Explanation	<p>Planning obligations (or “section 106 agreements”) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>This could include brief draft heads of terms for an agreement, or even a draft section 106 Agreement or unilateral undertaking. Applicants should clarify the County Council’s potential requirements in pre-application discussions and confirm any planning obligations that they might need to meet. Further advice is available in Circular 5/05: Planning Obligations, see http://www.communities.gov.uk/index.asp?id=1500145. The Department of Communities and Local Government site also includes a model Section 106 Agreement.</p>
Where to look for further assistance	Contact the Planning Control Team for advice

Environmental Impact Assessment

Policy driver	Town and Country Planning (Environmental Impact Assessment) Regulations 1999
Types of application that require this information	<ul style="list-style-type: none"> • Where the development is one which is prescribed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999. • Where the development is one which is prescribed in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 and the need for an EIA has been established between applicant and Planning Control.

<p>Explanation & what information is required.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No.293) require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects as stated in the Regulations) to enable the Authority to give proper consideration to the likely environmental effects of a proposed development. A “screening opinion” can be obtained from the Council as to whether the development proposed comprises development falling within the scope of the regulations. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. You are strongly advised to seek Planning Officer advice on this issue prior to making your application. You can view the Regulations at http://www.opsi.gov.uk/si/si1999/19990293.htm.</p> <p>If the site is within an aerodrome safeguarding zone or protection area, this Statement should include details of how the proposal will not constitute a hazard to air traffic, with (if possible) mitigation measures proposed.</p> <p>If the proposal is on or adjoining land which is known or suspected to be unstable or potentially unstable this Statement should include reference to this issue. This may include the effects of both natural and manmade underground cavities; unstable slopes; and ground compression. The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.</p> <p>The assessment should include the physical capability of the land to be developed; possible adverse effects of instability on the development; possible adverse effects of the development on the stability of adjoining land; possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed. Further advice is contained within PPG 14 “Development on Unstable Land”.</p> <p>Where dewatering is proposed, applicants are strongly advised to consult the Environment Agency at an early stage and to involve a qualified Hydrogeologist. Technical information, including the calculation of the extent and volumes of dewatering will be required in order for the</p>
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Agency and the County Council to assess further investigations. This may include monitoring of the existing water regime for at least 12 months prior to submission of the application in order to ensure that surface and ground water can be safeguarded.

Applicants should indicate natural water table including its depth, source catchment areas and characteristics. The statement must show that third parties will not be affected by the dewatering. Where investigations show that dewatering will have an impact on public and private water supplies or water bodies or watercourses details of mitigating measures must be included in the application e.g. recharging reservoirs etc.

Details of proposed methods of dewatering and proposed methods of water disposal must be given.

Applicants should include proposed measures to control potential Pollution to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

For **Waste recycling** proposals the maximum, annual capacity, type and quantities of waste and sources should be identified with sufficient detail for analysis. Details of any new buildings should be shown on the proposed plans, including floor plans and elevations, where existing buildings are to be retained these should also be shown. Details of type and colour of external materials to be used should be given. Where external stockpiles are proposed the height and construction of storage bays and maximum heights of stockpiles should be shown. Locations of skips should be shown. All proposed plant should be located on the site where its impact is minimised. Plant should be designed and coloured to blend with its surroundings and screened where appropriate.

For Household Waste Recycling Centres applications, details of the site layout should, include access arrangements and proposed vehicular movements within the site for householder traffic.

Where **Waste Water Treatment** is involved the Statement

should reflect the following potential impacts (and show details on a layout plan at a suitable metric scale).

Proposed surface and above ground equipment/structures; Surfacing details; Means of enclosure; Contractors compound (if applicable); Screening; Landscaping proposals; for new or extended treatment facilities please submit the proposed maximum annual capacity of the plant (in litres); and any other proposed works such as kiosks.

For **Composting proposals** the statement should include details of the layout of site on a proposed Plan (including surfacing/drainage details and control of surface run-off); the type and quantities of waste and identified sources of waste; details of plant/equipment to be installed or used on site (e.g. shredders, mulchers etc); details of site management procedures for in-vessel or for open windrow composting (including details of monitoring incoming wastes/storage/pretreatment/method of turning/controls over odours/uses for composted material).

For proposals involving **Waste Incineration** the statement should show that the scale of the proposal will not compromise waste recovery operations higher in the waste hierarchy (i.e. recycling and composting).

For proposals involving **Pollution Control** the statement should detail the proposed methods for controlling and suppressing dust and other potential pollutants arising from activities at the site. This will include spread of mud/waste onto public highway; odours from the waste and any landfill gas; surface & ground water pollution and drainage/flood control; spillage/seepage of fuel oils during delivery/storage and handling; birds/flies/vermin/litter (where applicable). The statement may also include details of airborne particles which may be detrimental to public health. Given the nature of these issues you are advised to contact the Environment Agency for advice when preparing your application.

The Environment Agency should be contacted if your application involves **hazardous materials/substances**, or if you are unsure whether the materials in your proposal are hazardous.

Restoration is an important issue for the County Council to take into account when determining an application's impacts, and for applicants to demonstrate that they have considered

	<p>the future of the site. Applications involving waste disposal will need to include details of how it is proposed to restore the site to a condition that will allow a specific after-use to occur. Restoration proposals should be designed to create a landscape that is in character with its surroundings. Consideration should be given to site layout, landscape structure, other uses and the principles of restoration. Site layout, slopes and materials should be designed at the time of the application to suit a specific after-use. Works should be phased, so that restoration and the establishment of planting are achieved during working. Details of proposed access arrangements should be provided together with confirmation of areas to be restored for agriculture, landscaping or other uses including details of planting.</p> <p>Applicants are reminded that any after uses other than agriculture, forestry, nature conservation or amenity, will require a separate application. The Planning Control Team can provide advice on these matters.</p>
Where to look for further assistance	Contact the Planning Control Team for advice

<u>Flood Risk Assessment</u>	
Policy driver	Planning Policy Statement 25: Development and Flood Risk
Types of application that require this information	Most applications. See environment-agency.gov.uk . This contains guidance for planning applicants and their agents .
Locations where this information is required	http://www.environment-agency.gov.uk/research/planning/93498.aspx
What information is required	http://www.environment-agency.gov.uk/research/planning/93498.aspx
Where to look for further assistance	The Environment Agency

<u>Foul Sewage and Utilities Statement</u>	
Types of application that require this information	<ul style="list-style-type: none"> • If the proposed development results in any changes or replacement to an existing system, or the creation of a new system. • Where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.
What information is required	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 of all types and quantities of waste or effluent. 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

	<p>would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. The information will need to detail how the development could affect overhead lines and relative distance(s) to any substations in the vicinity. The greater the scale of the development, and therefore the greater the need for electricity, should be addressed by consultation at pre-application stage, and the applicant should submit details of these discussions (written copies would be ideal).</p> <p>The applicant should demonstrate that :-</p> <ul style="list-style-type: none"> (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.
Where to look for further assistance	DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297

Heritage Statement	
Policy driver	Planning Policy Guidance : 15 Planning and The Historic Environment and <i>Planning Policy Guidance Note 16: Archaeology and Planning</i> (November 1990).
Types of application that require this information	<ul style="list-style-type: none"> • For all major applications. • Applications within a Conservation Area. • Where a proposal is likely to affect or impact on a nationally designated site including Scheduled Ancient Monument; Registered Historic Park or Garden; Listed Building or its setting. • Where known archaeological features or remains; historic buildings or structures or historic

	<p>landscapes are either on or adjacent to the application site, or their setting may be affected, as may be specified in pre-application advice.</p> <ul style="list-style-type: none"> • Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre-application advice. • Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice. • Where a hedge is to be removed or moved or would be affected by the proposal. • Where a proposal involves substantial demolition of an existing building.
<p>What information is required</p>	<p>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.</p> <p>Where a listed building is affected 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.</p> <p>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</p>

	<p>adjacent listed buildings may be required.</p> <p>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.</p> <p>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.</p> <p>Development proposals could have an impact upon the surrounding environs and/or setting of important sites, and the Statement should set out how this impact is mitigated against.</p> <p>For heritage assets, advice is provided in Circular 08/2005 and 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).</p>
Where to look for further assistance	Planning Control and SCC Historic Environment Service.
Policy driver	
Types of application that require this information	
What information is required	
Where to look for further assistance	

Policy driver	Planning Policy Statement 23: Planning and Pollution Control
Types of application that require this information	Where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.
What information is required	Applications may need to be accompanied by a land

	contamination assessment that should include an extended assessment of contamination in line with Planning Policy Statement 23: Planning and Pollution Control). 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.
Where to look for further assistance	Planning Policy Statement 23: Planning and Pollution Control

<u>Landfill Applications</u>	
Policy driver	Planning Policy Statement 23: Planning and Pollution Control & Planning Policy Statement 10: Planning for Sustainable Waste Management
Types of application that require this information	For all Landfill or land raising proposals; reworking or reclamation of former landfill sites
Locations where this information is required	
What information is required	<p>Applicants should provide sufficient information to enable the County Council to fulfil its requirements under the Landfill (England and Wales) Regulations 2002 (see http://www.opsi.gov.uk/si/si2002/20021559.htm). This information may be provided as part of the Environmental Impact Assessment. It is important that sufficient detail is provided in order to allow the County Council to properly assess the proposal. Proposals for landfill or reworking or reclamation of former sites should include the following:-</p> <p>Details of the capacity of the site (i.e. the total amount of material that it is intended to deposit) and the rate at which infill will take place (in cubic metres/per week); the type of waste to be deposited and its source, expected levels of settlement and methods of compaction.</p> <p>A site plan normally at a scale of 1:2,500 (although larger scale plans may be appropriate in some cases) showing:-</p> <ul style="list-style-type: none"> • the land to which the application relates, edged red. <p>Please note that the access route between the site and the</p>

public highway, any landscaping works, amenity bunds and landfill gas monitoring boreholes etc. should be included within the red line and any gas monitoring boreholes falling outside the main site should also be shown;

- any other adjoining land under the applicant's control, edged in blue;
- any land within or adjoining the site which has been used for mineral working, waste disposal or associated development, including the position of working/tipping faces, areas restored etc and any planning permission references;
- the position of any existing buildings, underground services, overhead lines, roads, public rights of way on, or adjacent to the site;
- the position of walls, hedges and trees within the adjacent to the site;
- existing contours at appropriate levels within and normally for a distance of at least 250 metres outside the site to illustrate the relationship of the site to the surrounding topography;
- the position of any existing watercourse, culverts, drainage ditches or ponds within or bounding the site showing, where appropriate, the direction of flow;
- the positions of trial pits and boreholes.

Aerial photographs of the site and its surroundings are helpful but are not essential for inclusion with your submission.

Working Plan(s) should also be submitted. These should be at the same scale as the site plan and include the following information:

- Any areas to be filled shown diagonally hatched. Such boundaries should allow a
- sufficient safety margin to protect rights of way, railway lines, watercourses, services, buildings, trees etc which are to remain undisturbed;
- Proposals for the storage of topsoil, subsoil and overburden (other than screening bunds);
- Proposals for screening and landscaping the operations, including details of screening bunds (if temporary, include date of removal) and advance tree planting (include type, size, spacing and maintenance);
- The location of processing and other plant, stockpiles, buildings, offices, weighbridges, wheel cleaners etc. (Note: the maximum height of stockpiles should be

	<p>indicated and detailed on drawings for plant and buildings – see below);</p> <ul style="list-style-type: none"> • Details of fencing and other security arrangements; • The method, direction and phasing of working, and filling (Note: the estimated duration of each phase should be given); • The position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply, means of drainage and the position of any water discharges going to existing watercourses; • The position of landfill gas monitoring and control facilities, if relevant; • Full details of the vehicular access route from the site to the public highway. The detailed design of the access junction with the public highway should be submitted on a separate on a separate plan at a scale of 1:100 or a similar appropriate scale. This should show the width of the road, its means of construction, the turning radii and sight lines; • Details of proposed measures to divert, remove or avoid overhead lines and other services; • Any public rights of way affected and any proposals to close or divert them.
Where to look for further assistance	

<u>Landscaping Scheme</u>	
Policy driver	Various including Planning Policy Statement 1: Delivering Sustainable Development, Planning Policy Statement 5: Planning for the Historic Environment and Planning Policy Statement 7: Sustainable Development in Rural Areas.
Types of application that require this information	Where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types.
Locations where this information is required	
What information is required	The impact your proposal has on the locality is an important consideration for the County Council when determining planning applications. Applications are to be accompanied by landscaping details and include proposals for long term maintenance and landscape management. It will assist your proposal greatly if the

	<p>Scheme is clear and specific, and makes reference to suitable methods of ameliorating any potential negative impacts. Landscaping schemes should include:</p> <p>(a) proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse bins, lighting columns etc);</p> <p>(b) planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed numbers/planting densities where appropriate;</p> <p>(d) show existing vegetation to be retained together with measures for its protection during the course of construction. Applications for full planning permission (apart from change of use) should preferably be accompanied by a fully detailed scheme, as above; there is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the design and access statement.</p>
Where to look for further assistance	Planning Control

<u>Lighting Scheme (including light pollution assessment)</u>	
Policy driver	
Types of application that require this information	Where proposals involve the provision of external lighting, or where it will be necessary due to the nature of the development, and where it may have an impact upon the locality. Examples include publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside
Locations where this information is required	
What information is required	Proposals involving the provision of publicly accessible 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. These

	details shall include a layout plan with beam orientation and a schedule of the equipment in the design. The intention is to allow for the County Council to assess the potential light spill and therefore the impact of the proposed development on the locality. <i>'Lighting in the countryside: Towards good practice (1997)</i> is a valuable guide on this issue, and demonstrates what can be done to lessen the effects of external lighting. The advice is applicable in towns as well as the countryside.
Where to look for further assistance	http://www.communities.gov.uk/archived/publications/planningandbuilding/lighting

<u>Noise Impact Assessment</u>	
Policy driver	PPG 24: <i>Planning and Noise</i>
Types of application that require this information	Applications likely give rise to new levels of noise in an area, <ul style="list-style-type: none"> possibly including development on school sites. All land-filling and land raising applications; reworking or reclamation of former landfill sites; recycling of inert waste; where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property. .
What information is required	Application proposals that raise issues of disturbance to the locality due to the noise they will generate, or are considered to be a noise sensitive development that need protection themselves, should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. The statement should normally include the existing ambient noise climate and a survey of both pedestrian and vehicular numbers in and around the premises; assessment of the existing and future noise climate due to the proposed development, indicating any increase in predicted noise levels; assessment of the existing and predicted number of events and their size and scale and finally details of management procedures to reduce the impact of the premises' operation on the locality, including noise from incoming and outgoing vehicles. Developments that may require sound insulation of a building to contain the noise generated within it need to be accompanied by these details. Proper sound insulation can assist to minimise the disturbance experienced by other properties in the area of a proposal. Further guidance is provided in PPG 24: <i>Planning and Noise</i> (see http://www.communities.gov.uk/index.asp?id=1144097).
Where to look for	

further assistance	
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Open Space Assessment

Policy driver	Planning Policy Guidance note 17: Planning for open space, sport and recreation
Types of application that require this information	Where the site is within or adjoining an area of designated or proposed open space.
Locations where this information is required	
What information is required	Proposals for development on existing open spaces can be contentious. For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application. Government planning policy is set out in Planning Policy Guidance note 17: Planning for open space, sport and recreation (July 2002.)
Where to look for further assistance	

Site Waste Management Plan

Policy driver	Planning Policy Statement 10: Planning for Sustainable Waste Management
Types of application that require this information	<ul style="list-style-type: none"> • Where excavations are proposed as part of or as a consequence of the development and will be transported off site. • Where demolition/removal of existing permanent or temporary buildings is proposed and will be transported from the site.
Locations where this information is required	
What information is required	Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004 'Site Waste Management Plans: guidance for construction contractors and clients'. These do not require formal approval by planning authorities, but are encouraged to identify the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-

	site disposal of waste will be minimised and managed. (see http://www.constructingexcellence.org.uk//resources/publications/view.jsp?id=2568)
Where to look for further assistance	

Transport Assessment (which includes Parking provision)	
Policy driver	
Types of application that require this information	Where developments are likely to have significant transport implications. Therefore applications for Waste Transfer Stations, Household Waste Recycling Centres, and Thermal Treatment (including Material Reclamation Facilities /Scrap yards/ Vehicle Dismantling) will require a Transport Assessment
Locations where this information is required	
What information is required	Planning Policy Guidance 13: Transport advises that where developments (during and after their construction) will have significant transport implications, Transport Assessments should be prepared. The coverage and detail of the Transport Assessment should reflect the scale of development and the extent of the transport implications of the proposal. For small schemes, the Transport Assessment should simply outline the transport aspects of the application. For major proposals, the assessment should illustrate accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. These assessments enable local planning authorities better to assess 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. The Department for Transport and the Department for Communities and Local Government are in the

	<p>process of preparing guidance on the preparation of Transport Assessments. Assessments should be accompanied by a Travel Plan which will include clear and measurable targets, monitoring arrangements, and means of enforcement. The County Council's Transport Development Team should be contact prior to any planning application is submitted to ensure that the contents of the Assessment are suitable. All raw data used in the production of the Assessment should be included along with any transport models used.</p> <p>If proposals have an impact on the Strategic Road Network the Highways Agency should be involved in the preparation of an Assessment.</p>
Where to look for further assistance	

Policy driver	Travel Plan
Types of application that require this information	All applications that have the potential for significant traffic and travel-related implications (refer to the thresholds in the Department for Transport Travel Plan Guidance). A travel plan should be submitted alongside planning applications which are likely to have significant transport implications and related environmental impacts, as advised by Planning Policy Guidance Note 13: Transport (DETR, 2001), paragraphs 87-91.
Locations where this information is required	
What information is required	A draft travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts, and a strategy for implementation. The Plan will need to include clear and measurable targets, monitoring arrangements, and means of enforcement. For example, in terms of a school it could indicate that any new pupil levels generated by the new proposal will be brought on to the site either by public transport or by hired coaches. In terms of a minerals and waste application this will vary as the applicant will have to indicate the amount of traffic movements that will occur during operating hours. The draft should identify a plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy could also include activities for marketing and promoting the plan to occupiers, users, visitors and

	<p>residents of the site. By the time of application there should be consultation with the County Council's Workplace Travel Plan Coordinator.</p> <p>If proposals have an impact on the Strategic Road Network the Highways Agency should be involved in the preparation of a Travel Plan.</p> <p>Further advice is available in "Using the planning process to secure travel Plans: Best practice guide" at http://www.dft.gov.uk/pgr/sustainable/travelplans/work/publications; "Making residential travel plans work: Good practice guidelines for new development" (DfT); "The Essential Guide to Travel Planning" (DfT); "A Travel Plan Resources Pack for Employers" (DfT); "Making travel plans work: Lessons from UK case studies" (DfT); "Manual for Travel Plans" (Somerset County Council, forthcoming).</p>
Where to look for further assistance	

<u>Tree survey/Arboricultural Statement</u>	
Policy driver	
Types of application that require this information	Where there are trees within, on the boundary or in close proximity that could be affected by the proposed development
Locations where this information is required	
What information is required	The potential impact of your development on existing trees both on the site or adjacent to it needs to be taken into account. Survey information should be provided using BS5837:2005 <i>A guide for trees in relation to construction</i> . A tree survey should be provided (see Part 4 of BS5837:2005), and it should include the positions of all trees of 75mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries; the canopy spread of such trees; all shrub masses and hedges; annotation of any trees/shrubs that are to be removed; and any other relevant features of the site such as banks, slopes, walls and fences and water features. Details of the trees should be recorded and the trees should be categorised in accordance with the tree categorisation method set out in BS 5837:2005.

	Constraints, implications of the development in terms of impact on trees/shrubs, tree protection plan and method statement should all be included. An up to date aerial photograph can be useful, and may even be acceptable on its own if the development has a very minor impact upon existing trees.
Where to look for further assistance	

Ventilation/Extraction Statement

Policy driver	
Types of application that require this information	Where the proposal could have adverse impacts upon the locality in terms of odour
Locations where this information is required	
What information is required	
Where to look for further assistance	

SOMERSET COUNTY COUNCIL VALIDATION CHECKLIST



This sheet is to be printed and submitted with your application.
The number of copies referred to relate to applications submitted on paper only. In these cases this sheet is to be printed and submitted with your application.

PRE-APPLICATION ADVICE

It is strongly advisable that you seek advice from a planning officer prior to submitting your application. Please tick if you have received any advice; please include copies of any correspondence, dates of any meetings/discussions, and name of Council Officer(s) with your application.

Your application **MUST** include the following:-

Requirement	Please tick if to be submitted
One Original and 5 copies of the completed planning application forms, signed and dated	<input type="checkbox"/>
One Original and 5 copies of the completed signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
One Original and 5 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated	<input type="checkbox"/>
The correct fee (if required)	<input type="checkbox"/>
One Original and 5 copies of a Site Location Plan at a suitable Metric scale (1:1250, 1:2500), showing the application site outlined in Red and the land owned by the applicant in Blue. The Plan should show at least two nearby highways, surrounding buildings and the direction of North.	<input type="checkbox"/>
One Original and 5 copies of an existing and proposed Site Plan (1:200, 1:500) showing proposed features such as landscaping, trees to be retained, etc.	<input type="checkbox"/>

FOR BUILDINGS/STRUCTURES

One original and 5 copies of floor plans and elevations at a suitable Metric scale (1:50, 1:100)

Section Drawing at a suitable Metric Scale (1:50, 1:100), including showing finished surface and floor levels

FOR CERTIFICATES OF LAWFULNESS (CLEUD OR CLOPUD) APPLICATIONS

One original and five copies of the Supporting Information to accompany the application

One original and five copies of a Site Location Plan at a suitable metric scale (1:1250, 1:2500)

The Correct Fee

Contact Planning Control for advice on Section 73 applications.

**SOMERSET COUNTY COUNCIL
VALIDATION CHECKLIST – THE LOCAL LIST**



APPLICATION TYPE* – COUNTY COUNCIL / WASTE

**Delete as applicable*

This sheet is to be printed and submitted with your application.

Requirement	Please tick if to be submitted	Requirement	Please tick if to be submitted
Design and Access Statement	<input type="checkbox"/>	Biodiversity and geological conservation report	<input type="checkbox"/>
Section Drawing	<input type="checkbox"/>	Noise Impact Assessment	<input type="checkbox"/>
Environmental Impact Assessment/Environmental Statement	<input type="checkbox"/>	Ventilation/Extraction Statement	<input type="checkbox"/>
Supporting Planning Statement	<input type="checkbox"/>	Air Quality Impact Assessment	<input type="checkbox"/>
Transport Assessment (incl. parking provision details)	<input type="checkbox"/>	Photographs/Photomontages	<input type="checkbox"/>
Draft Travel Plan	<input type="checkbox"/>	Site Waste Management Plan	<input type="checkbox"/>
Draft Planning Obligations	<input type="checkbox"/>	Land Contamination Survey	<input type="checkbox"/>
Flood Risk Assessment	<input type="checkbox"/>	Foul Sewage and Utilities Statement	<input type="checkbox"/>
Listed Building or Conservation Area Appraisal	<input type="checkbox"/>	Statement of Community Involvement	<input type="checkbox"/>
Landscaping Scheme	<input type="checkbox"/>	Lighting Scheme	<input type="checkbox"/>
Tree Survey/Arboricultural Statement	<input type="checkbox"/>	Landfill applications details	<input type="checkbox"/>
Heritage Statement	<input type="checkbox"/>		
Open Space Assessment	<input type="checkbox"/>		

Contact Information

Planning Control	Planning Control, Somerset County Council, County Hall, Taunton, TA1 4DY.
Planning Control email address	Planning@somerset.gov.uk
Planning Control telephone number	01823 358254

In addition to seeking pre-application advice applicants and agents can obtain some information, policies and guidance from the County and District Council websites, the addresses of which are as follows:-

Somerset County Council	www.somerset.gov.uk
Mendip District Council	www.mendip.gov.uk
Sedgemoor District Council	www.sedgemoor.gov.uk
South Somerset District Council	www.southsomerset.gov.uk
Taunton Deane District Council	www.tauntondeane.gov.uk/
West Somerset District Council	www.westsomersetonline.gov.uk

There are numerous websites available which give more information on the planning system, the following being the most notable:-

The Planning Portal <http://www.planningportal.gov.uk/>

**Planning Control, Regulation Group, Somerset County Council
February 2008**

[↑](#) *back to top*