



Memorandum

To: Councillor B E Harker, Councillor J Stilts, Councillor Miss S White, Richard Holmes, Paul Dodson, Tina Stankley, Devan Hearnah, Matt Leigh

From: Tara Bird

Date: 2 April 2020

Re: **COVID-19 Interim Measures Group – 3 April 2020**

Please find enclosed an update in relation to the following agenda item due to be considered at the COVID-19 Group meeting tomorrow morning.

- Agenda Item 1 – Amendments to the Local Information Requirements for the Validation of Planning Applications (Local List)

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**CIRCULATED PRIOR
TO THE MEETING**



REPORT of DIRECTOR OF SERVICE DELIVERY

**to
COVID-19 INTERIM MEASURES GROUP
3 APRIL 2020**

MEMBERS' UPDATE

AGENDA ITEM NO. 1 AMENDMENTS TO THE LOCAL INFORMATION REQUIREMENTS FOR THE VALIDATION OF PLANNING APPLICATIONS (LOCAL LIST)

1. PURPOSE OF THE REPORT

- 1.1 To adopt the revised local information requirements for the validation of planning applications list (local list), following the ~~competition~~ completion of the six-week consultation on the draft document and the associated revisions.

2. RECOMMEDATION

That the Maldon District Council Planning Validation Requirements List – Update April 2020 (**APPENDIX 2**) be adopted, subject to the recommended revisions, at the end of the consultation period (3 April 2020 at 5pm) and subject to no further consultations being received that raise new material considerations.

3. SUMMARY OF KEY ISSUES

- 3.2 The six-week consultation on the proposed revised list is due to end on 3 April 2020 at 5pm. Since the publication of the report one further letter responding to the consultation has been received from the Councils Environmental Health Department. The response suggests that a Foul Drainage Assessment is included within the Councils Local List.
- 3.3 The consultation responses received to date, including the response made by the Environmental Health Team, have been considered and as a result the following further amendments are recommended to the Local List, above what has been proposed at paragraph 3.3 of the published Committee Report:
- A Foul Drainage Assessment is required for any development (other than householder extensions) which involves the disposal of foul sewage, effluent or trade waste other than via a mains connection to a public sewer.

- 3.6 The recommended Foul Drainage Assessment has been designed by the Environment Agency in order to help ensure that development meets the requirements of The National Planning Practice Guidance in respect of the hierarchy of drainage options and to identify concerns that might lead to pollution or nuisance arising from a non-mains drainage system. The inclusion of such an assessment on an application should reduce the need for pre-commencement conditions to be attached to permissions, in accordance with Government guidance, which in turn will reduce the need for additional applications to discharge conditions being received as well as reducing the risk of pollution and nuisance in the future. The requirement would appear within the Local List as follows:

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Foul Drainage Assessment	Any development (other than householder extensions) which involves the disposal of foul sewage, effluent or trade waste other than via a mains connection to a public sewer.	<p>A completed Foul Drainage Assessment Form (FDA1) or equivalent to include:</p> <p>Details of</p> <ul style="list-style-type: none"> • Method of wastewater storage • Method of wastewater treatment • Method of wastewater disposal • Specification of system including scale plans • Responsibility means of operation and management for the life time of the plant • Reasons why not connecting to public sewer • In the case of proposed septic tanks: why a package sewerage treatment plant is not being proposed 	https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1	National Planning Policy Framework (Paragraphs 170 & 180)

- 3.7 The Planning Practice Guidance states that the information requested with a particular planning application must be:
- reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - about a matter which it is reasonable to think will be a material consideration in the determination of the application.

3.8 Drainage is a material consideration when assessing and determining a planning application and the information requested is considered reasonable given that it is only being requested for developments (other than householders) which involves the disposal of foul sewage, effluent or trade waste other than via a mains connection to a public sewer, and is therefore, wholly relevant to the development it is being requested for.

~~3.6~~3.9 The Council seeks to provide a high standard of service to its customers. It is considered that the proposed revised list will improve our customer's experience by providing clearer guidance as to what information is required which will streamline the process and make it more cost effective.

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UPDATED Maldon District Council Planning Validation Requirements List

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Completed application form	All applications (except applications for hazardous substance consent)	It is recommended that applications are submitted through the Planning Portal For applications submitted on paper 3 complete sets of documents should be submitted as required by The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	Planning application forms	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
Relevant planning fee	Please see the Guide to the Fees for Planning Applications in England for the relevant fee	Cheques should be made payable to Maldon District Council. Card payments can be made by calling 01621 854477	Planning Fee Calculator Guide to the Fees for Planning Applications in England	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)

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Notice(s) of ownership	All applications where there are owners of the application site other than the applicant	Should be served in accordance with The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	National Planning Practice Guidance The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)

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Design and Access Statement	<p>All major planning applications</p> <p>Applications for one or more dwellinghouses in a Conservation Area</p> <p>Applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</p> <p>All Listed Building Consent applications</p>	<p>Report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should cover:</p> <ul style="list-style-type: none"> the design principles and concepts that have been applied to the development how the proposed development's context has influenced the design the approach to access and how relevant Local Plan policies have been taken into account any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development how any specific issues which might affect access to the proposed development have been addressed 	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Practice Guidance</p> <p>Commission for Architecture and the Built Environment – Design and access statements: How to write, read and use them</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Listed Building Regulations</p>

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Location Plan	All applications	<ul style="list-style-type: none"> Scale 1:1250 or 1:2500 (metric) which is up to date and includes the direction of north and a scale bar or written scale Sufficient named roads to identify the exact location of the site (wherever possible at least two) All the surrounding buildings, roads and footpaths on land adjoining the site A red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) A blue line around all other land owned by the applicant close to or adjoining the application site Unique Drawing Number 	National Planning Practice Guidance The Town and Country (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)

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Block Plan	All applications	<ul style="list-style-type: none"> • Scale 1:200 or 1:500 (metric) • The direction of north • Written scale and/or a scale bar • Unique drawing number • 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 buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site and adjacent land • The extent and type of any hard surfacing • Existing and proposed ground levels and finished floor levels • The type and height of boundary treatment (e.g. walls, fences etc.) 	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)

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Full Elevations: Existing and proposed, or original and existing where permission is sought for a development which is already complete or has begun.	Applications proposing operational development including Listed Building Consent	<ul style="list-style-type: none"> Scale 1:50 or 1:100 (metric) and should clearly show the proposed works in relation to what is already there A written scale and/or a scale bar and written dimensions to show overall size of any new buildings or extensions A unique drawing number. All sides of the proposal Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship between the buildings and detail positions of the openings on each property 	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
Full Floor Plans: Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun.	Applications proposing new or amended floor space and/or proposals to alter existing buildings	<ul style="list-style-type: none"> Scale 1:50 or 1:100 (metric) A written scale and/or a scale bar and written dimensions to show overall size of any new buildings or extensions. A unique drawing number. Where existing buildings or walls are to be demolished (if applicable) Details of the layout of existing building(s) as well as those for the proposed development. 	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)

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Site Sections: Existing and Proposed and finished floor and site levels or original and existing where permission is sought for a development which is already complete or has begun	Applications which involve a change in ground levels or are on sloping sites or where ground levels are a critical issue in terms of the design	<ul style="list-style-type: none"> Scale 1:50 or 1:100 (metric), with a unique drawing number and written scale and/or a scale bar, Full information should be submitted to demonstrate: How proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site) Details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided 	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
Roof Plans: Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun	Applications for development where a roof would be created or altered	<p>Scale 1:50 or 1:100 (metric).</p> <p>Roof Plan to show shape of the roof, its location, and any features such as chimney positions or windows.</p> <p>The plan should include a written scale and/or a scale bar, and a unique drawing number.</p>	Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)

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Street Scene Elevation	Applications for operational development fronting a highway	<ul style="list-style-type: none"> At a recognised scale (e.g. 1:100 or 1:200 (metric)) with a minimum of 30 metres, or two dwellings either side of the proposed development, whichever is less . The plan should include a written scale, and/or a scale bar and a unique reference number. 	Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
Planning Obligations - Draft Heads of Terms	<p>All major developments unless otherwise agreed</p> <p>If Heads of Terms are not going to be submitted, or the contributions do not meet the requirements set out in the Maldon District Local Development Plan 2014-2029 and the Infrastructure Delivery Plan, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p>	<p>The draft heads of terms agreement should include contributions which are:</p> <ul style="list-style-type: none"> Necessary to make the development acceptable in planning terms; Directly related to the development, and Fairly and reasonably related in scale and kind to the development <p>An undertaking shall also be provided that the that the applicant will meet the reasonable Section 106 legal costs on behalf of the Council.</p> <p>At validation stage it is not necessary for exact figures to be provided. The Local Planning Authority would however expect to see what type of contributions will be proposed, i.e. highways, affordable housing, education etc.</p>	Maldon District Local Development Plan 2014-2029	The Town and Country Planning Act 1990 and the Planning and Compensation Act 1991

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Affordable Housing Statement	<p>Where an element of affordable housing is required as part of the scheme, i.e where more than 10 dwellings are proposed or 1000sqm or greater of residential floor space is proposed.</p> <p>If Affordable Housing is not going to be provided, or the contributions do not meet the requirements set out in the Maldon District Local Development Plan 2014-2029, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p>	<p>The statement should set out:</p> <ul style="list-style-type: none"> • The number, size (number of bedrooms) and type and their proposed location • Details of size of each type (square metre) • Details of future management and tenure • Contact details for the chosen Registered Provider <p>or</p> <ul style="list-style-type: none"> • Confirmation of the agreement for the financial contribution when requested 		National Planning Policy Framework
Agricultural Appraisal	Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings	<p>Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality</p> <p>For removal of condition applications evidence should be submitted to show there is no long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been publicised for sale and let to other relevant interests in the locality.</p>	Maldon District Local Development Plan 2014-2029	Maldon District Local Development Plan 2014-2029

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Air Quality Impact Assessment	<p>Any developments within a designated Air Quality Management Areas that generate additional traffic movements or introduce new receptors</p> <p>Developments that may introduce a significant impact on air quality i.e. >50 dwellings, industrial emissions, bio mass burners or major construction projects</p>	<p>An assessment of potential impacts of the development on local air quality</p> <p>Should outline the proposed mitigation measures where necessary</p>	<p>.</p> <p>Planning Practice Guidance – Air Quality</p>	<p>National Planning Policy Framework</p>
Amendment Statement	Revised applications following the approval, refusal or withdrawal of a previous scheme	A statement which details and explains the changes to the previously submitted plans. This can be part of the Design and Access Statement if one is required		

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Biodiversity Check List (Once published)	All Major Applications –	<ul style="list-style-type: none"> Steps 1-4 and 6 of the Biodiversity Checklist for all Major Applications. Step 5 (Biodiversity Statement and Mitigation Plan) where any answers in the Sites and Habitats Evaluation section (2.2) or Species Evaluation Tables (3.2) within the checklist have been answered 'yes'. 	Natural England's Standing Advice for Protected Species Biodiversity Check List guidance notes.	National Planning Policy Framework Maldon District Local Development Plan 2017-2029
Biodiversity Survey and Report	<p>All applications where the proposal may have an impact on wildlife and biodiversity.</p> <p>Where the development additionally affects international sites (Special Areas of Conservation, Special Protection Areas and RAMSAR Sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.</p>	<p>As a minimum a Preliminary Ecological Appraisal survey and report should provide an assessment of the impact of the proposed development on wildlife with proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.</p> <p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>On some minor applications and Listed Buildings Consents, protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations</p>	www.communities.gov.uk The Conservation of Habitats and Species (Amendment) Regulations Natural England BS 42020:2013 Biodiversity. Code of practice for planning and development Essex Biodiversity Action plan	National Planning Policy Framework National Planning Practice Guidance Maldon Local Development Plan 2014-2029

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Daylight/Sunlight Assessment	All applications for tall buildings and proposals that break the established building grain and street pattern or there will be an effect on light sensitive buildings	Should include diagrams of how the shadows of the building will impact on neighbours for all four quarters of the year. Both diagrammatic and technical information may be required		National Planning Policy Framework
Economic Statement	Where the proposal involves regeneration i.e. job creation and other community benefits	<p>Should include information on the regeneration benefits of the proposal including:</p> <ul style="list-style-type: none"> • New jobs created • Relative floor space for each use • Community benefits • Links to known regeneration strategies 	Maldon District Council Economic Prosperity Strategy 2013-2029	National Planning Policy Framework
Environmental Impact Statement	Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement</p> <p>Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided</p>	The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015	The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015 National Planning Policy Framework

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Flood Risk Assessment	<p>Sites of more than one hectare in Flood Zone 1</p> <p>All new development within Flood Zone 2 and 3</p> <p>Sites situated within a Critical Drainage Area</p>	<p>The FRA should:</p> <ul style="list-style-type: none"> Assess the existing situation Assess whether the proposal is likely to be affected by current or future flooding from any source Satisfy the LPA that the development is safe and where possible reduces flood risk overall State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account <p>The FRA should include the design of surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met.</p> <p>Householder applications in flood zone 2 or 3 should complete the Environment Agencies Householder and other minor extensions in Flood Zones 2 and 3 matrix.</p>	<p>Environment Agency</p> <p>Lead Local Flood Authority Essex County Council</p> <p>DEFRA: Flood risk assessment in flood zone 1 and critical drainage areas</p>	<p>National Planning Policy Framework</p>

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Foul Drainage Assessment	Any development (other than householder extensions) which involves the disposal of foul sewage, effluent or trade waste other than via a mains connection to a public sewer.	<p>A completed Foul Drainage Assessment Form (FDA1) or equivalent to include:</p> <p>Details of</p> <ul style="list-style-type: none"> • Method of wastewater storage • Method of wastewater treatment • Method of wastewater disposal • Specification of system including scale plans • Responsibility, means of operation and management for the life time of the plant • Reasons why not connecting to public sewer <p>In the case of proposed septic tanks: why a package sewerage treatment plant is not being proposed</p>	https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1	National Planning Policy Framework (Paragraphs 170 & 180)
Health Impact Assessment	Required for all residential developments of 50 or more units and non-residential development in excess of 1000 square metres	<p>Health Impact Assessment should:</p> <ul style="list-style-type: none"> • Identify the potential health consequences of the proposed development • Identify measures proposed to encourage healthy activities such as walking and cycling • Identify how the positive health benefits have been maximised and potential adverse impacts on health have been minimised <p>It should also connect with other statements such as the Environmental Impact Assessment and Transport Assessment where appropriate</p>	<p>Mid Essex CCG</p> <p>East of England NHS</p> <p>Health Impact Assessment Guidance Document</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011</p> <p>National Planning Policy Framework</p>

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Heritage Statement	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> Designated heritage assets Non-designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value Applications for Listed Building Consent 	<p>Should:</p> <ul style="list-style-type: none"> Identify the significance of the archaeology, history and character of the building/structure or area Justify and outline the principles of the proposed works and their impact on its special character Include a detailed schedule of the proposed work Include a structural survey, if required 	<p>Historic Environment Practice Guide</p> <p>Heritage Gateway</p> <p>Heritage Statement Guidance</p>	<p>National Planning Policy Framework</p>
Land Contamination Assessment	<p>Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial/commercial/agricultural</p> <p>If the applicant does not consider a Contaminated Land Assessment is necessary for the site a full justification of reasons should be submitted i.e. site has only ever been a residential garden</p>	<p>A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person in accordance with relevant guidance including:</p> <ul style="list-style-type: none"> BS10175:2011 Code of Practice for the Investigation of Potentially Contaminated Sites Essex Contaminated Land Consortium Guidance for applicants and developers CLR111 Model Procedures for the Management of Land Contamination 	<p>See the Contaminated Land Register for assistance.</p> <p>Essex Contaminated Land Consortium Guidance for applicants and developers</p>	<p>National Planning Policy Framework</p>

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Landscape and visual appraisal	<p>All applications that would impact on the character and visual amenity of the undeveloped coast, countryside or rural fringe.</p> <p>When outside the settlement boundary, all such applications will need to undertake a landscape baseline assessment incorporated into a Design and Access or Planning Statement.</p> <p>Where the impact is judged to need a more rigorous assessment, for instance where the proposal is for major residential development of 10 or more units or where the floor space to be created is greater than 1000m², the application may require instead a formal Landscape and Visual Impact Assessment.</p>	<p>Baseline assessment – This is a factual description of the existing character, features and context of the site which can be used to inform the design of the proposal so that, for instance, the proposals conserve the onsite landscape features or ensure the development does not impact visually on the open countryside. The baseline assessment should consider existing designations, national and local landscape character assessments, topography, landscape features, land uses, views and local materials.</p> <p>Landscape and Visual Impact Assessments are more detailed and technical studies and should be carried out by a suitably qualified landscape professional, in line with current guidelines.</p>	<p>Guidelines for landscape and Visual Impact assessment, 3rd Edition; Landscape Institute and I.E.M.A.</p> <p>Braintree, Brentwood, Chelmsford, Maldon and Uttlesford Landscape Character Assessments</p> <p>Natural England National Character Area profiles: data for local decision making</p>	<p>National Planning Policy Framework</p> <p>Maldon District Local Development Plan 2014-2029</p>
Landscape Strategy	<ul style="list-style-type: none"> Hard and soft landscape strategies are required for: All applications for major residential development Major commercial developments 	<p>The landscape strategy shall cover all public and private spaces including open space, sports pitches and play facilities, green infrastructure, biodiversity habitats, water bodies and landscape buffers, and refer to hard surfaces, boundary treatment and all soft landscaping proposed. The strategy should build on principles set out in a Design and Access Statement (where relevant).</p>	<p>Landscape Institute: Green Infrastructure – connected and multifunctional landscapes</p> <p>Landscape Institute: Making it Home – the power of landscape to create good housing</p>	<p>Maldon District Local Development Plan 2014-2029</p>

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Lighting Assessment	All applications where it is proposed to incorporate external flood lighting	The assessment should include a layout plan with beam orientation and lighting spill	Guidance Notes for The Reduction Of Obtrusive Light CLG Guidance – Lighting in the Countryside	National Planning Policy Framework
Loss of Employment Land Justification	Applications where the development proposes the loss of an existing commercial or employment use	<ul style="list-style-type: none"> • An explanation as to why the existing employment use or an alternative employment use is no longer viable • Details of the number of jobs lost or relocated • Evidence that the site has been actively marketed for an employment use for a substantial period of time 	Maldon District Council Economic Prosperity Strategy 2013-2029	National Planning Policy Framework
Noise Impact Assessment / Acoustic Report	<p>Where noise nuisance on residential amenity may be a consideration i.e.</p> <ul style="list-style-type: none"> • Where it is proposed to introduce residential development to a noisy environment • Where it is proposed to introduce noisy uses/processes which are likely to impact on existing residential development 	A Noise Impact Assessment prepared by a suitably qualified acoustician	For further information speak to Maldon District Council's Environmental Health Department on 01621 854477.	National Planning Policy Framework

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Parking and Access Arrangements	All applications likely to result in a loss or gain in parking provision	<p>Existing and proposed arrangements for:</p> <ul style="list-style-type: none"> • parking and cycle storage • access and turning arrangements for vehicles and pedestrians <p>May be shown on the Block Plan</p>	Maldon District Vehicle Parking Standards SPD	National Planning Policy Framework Maldon District Local Development Plan 2014-2029
<div style="writing-mode: vertical-rl; transform: rotate(180deg); position: absolute; left: -40px; top: 50%; font-weight: bold;">Page 24</div> Renewable Energy Statement* (*see separate requirements for wind turbines below)	<p>All applications for:</p> <ul style="list-style-type: none"> • Air source heat pumps • Solar photovoltaic or solar thermal panels • Biomass plants, district/community heating and CHP plants <p>(Note: An Environmental Impact Assessment may be required for biomass plants, district/community heating and CHP plants. Please seek advice from Planning Services)</p>	<p>Specification including noise levels and total capacity</p> <p>A Landscape and Visual Impact Assessment may also be required</p>	Guidelines for landscape and Visual Impact assessment, 3 rd Edition; Landscape Institute and I.E.M.A.	National Planning Policy Framework

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Retail or Leisure Impact Assessment	<p>Retail and leisure developments over 2500 square metres.</p> <p>Smaller retail and leisure developments likely to have a significant impact on smaller centres.</p> <p>Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with the Development Plan</p>	Should include details of the sequential test process that supports the chosen site location.	Maldon District Council Economic Prosperity Strategy 2013-2029	National Planning Policy Framework
Recycling / Waste Strategy	New residential developments for flats or Houses in Multiple Occupation (HMOs)	<p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> How refuse and recycling will be stored and collected That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs 	Maldon District Design Guide	National Planning Policy Framework
Structural Survey	<p>Applications involving barn conversions or re-use of existing rural buildings</p> <p>Applications where it proposed to demolish part of any heritage building due to its condition</p>	<p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		Maldon District Local Development Plan 2014-2029

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Supporting Planning Statement	<p>Applications for 10 or more dwellings, or 0.5 hectares if it is not known how many dwellings are proposed</p> <p>Applications for a building or buildings where the floor space to be created by the development is 1,000 square metres</p> <p>Application on a site having an area of 1 hectare or more</p>	<p>Statements should:</p> <ul style="list-style-type: none"> • Include a full explanation of the proposal including any relevant background or site history • Identify the context and need for the proposed development including justifications for proposed change of use where appropriate • Include an overview of how the proposal accords with the Local Plan and other relevant documents • Details of any consultation undertaken with statutory consultees and the local community 		<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>

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Sustainable Urban Drainage Systems Checklist	Major planning applications and applications for development in a critical drainage area	The <u>checklist</u> should be completed by the applicant and submitted as part of the relevant planning application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 103 and 109 of the National Planning Policy Framework (NPPF)	Checklist available on the Lead Local Flood Authority's website Maldon and Heybridge Surface Water Management Plan ECC Sustainable Drainage Systems Design Guide For further information speak to the Lead Local Flood Authority	National Planning Policy Framework
Telecommunications Development	Prior approval and planning applications for telecommunication development	The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection	Code of Best Practice on Mobile Phone Network Development	National Planning Policy Framework

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Transport Assessment	All developments which are likely to generate significant amount of vehicle movement i.e. major developments	<p>Should include details as set out in the Guidance on Transport Assessments. Likely to include:</p> <ul style="list-style-type: none"> the existing conditions development details predicted person trip generation and mode splits predicted residual vehicular trip generation based on proposed travel plan measures distribution of residual vehicular trips junction capacity assessments merge / diverge assessments at opening year and ten years after registration of application details of the proposed mitigation measures 	Essex Highways	National Planning Policy Framework
Travel Plan	All non-residential proposals involving 50 employees or more	The Travel Plan should set out how the reliance on the private motor car will be reduced	Essex County Council Travel Plans	National Planning Policy Framework

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Arboricultural / Tree Survey	<p>Where there are trees or hedges, within or adjacent to the application site that could influence or be affected by proposed development.</p> <p>For major development sites</p> <p>Applications for works to a tree protected by a Tree Preservation Order</p>	<p>The level of detail required will depend on the scale of the proposed development and potential conflicts between the development and trees and hedges. It should contain:</p> <ul style="list-style-type: none"> • Details of the protected tree • A comprehensive survey of all the existing trees and hedges • Details of proposed works to existing trees and hedges • Details of replacements where applicable • Details of how retained trees and hedges are to be protected during development <p>Where an application is for works to a tree protected by a Tree Preservation Order due to their condition or it is alleged that they are causing structural damage, a report from an appropriate expert will be required</p>	BS5837:2012 is - Trees in relation to design, demolition and construction - Recommendations	National Planning Policy Framework
Ventilation/Extraction System	A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system	Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics	For further information speak to Maldon District Council's Environmental Health Department on 01621 854477	National Planning Policy Framework

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Wind Turbine Statement	<p>All applications for wind turbines</p> <p>(Note: An Environmental Impact Assessment may be required if the application is for more than two turbines or the hub height will exceed 15m. In such cases the applicant should seek a screening opinion from the Council)</p>	<p>Statement should include the following:</p> <ul style="list-style-type: none"> • Specification, including dimensions, maximum capacity and noise assessment at different wind speeds • Background noise readings at different times of the day and week • Landscape and visual impact assessment • Ecological survey 	<p>Guidelines for landscape and Visual Impact assessment, 3rd Edition; Landscape Institute and I.E.M.A.</p>	<p>National Planning Policy Framework</p>