



Working in partnership

Major Planning Checklist

Major Application for Planning Permission

We encourage documents to be submitted electronically through the Planning Portal or via email to planning@nelincs.gov.uk. Plans should be submitted on plain paper with all drawing titles, drawing numbers and scales clearly labelled.

Fee

Submitted

For fee information, please call 01472 326289 selecting option 1

You can pay by card via the link below and by selecting planning.

<https://www.nelincs.gov.uk/pay-it>

Cheques are also accepted and must be made payable to North East Lincolnshire Council. Cash is NOT accepted

In exceptional circumstances, electronic payment details and instructions can be requested by calling 01472 326289 and selecting option 1 for planning.

Please note all fees for applications submitted through the planning portal need to be paid directly through their website.

Application Form

One copy of the completed relevant application form.

Site Plans

Base Ordnance Survey site plans can be purchased by calling 01472 326289 selecting option 1. You will then need to add the relevant information as detailed below.

Site Location Plan

A site plan to a scale of 1:1250 or 1:2500 with the application site edged clearly with a continuous red line adjoining the adopted highway. It must outline all land required for the works to be carried out. Any adjoining owned land must be outlined in blue. A north point must be clearly shown and sufficient road names and/or buildings on land adjoining the site must be shown in order to clearly identify the site.

Block Plan

A site plan to a scale of 1:500 or 1:200 clearly showing the proposed works to scale, a north point, all adjoining land and/or buildings and named roads. It must show an accurate representation of the proposed site including all trees (identifying any covered by a TPO), boundary treatments and outbuildings.

We require finished floor levels and existing and proposed ground levels for new dwellings or buildings.

Note: If your application is for or includes a new access, car park or dwelling, you will require an existing block plan to the same specifications as above showing the site as existing.

Topographical Survey

A topographical survey should be drawn to a reasonable scale. Partial plans should be accompanied by a key to identify it's location in relation to the site.



Drawings

All plans should be on a plain white background in black ink. The scale and the title of the plan (ie, existing elevations) should be clearly stated on the plan.

Floor Plan

Existing and proposed floor plans must be at a scale of 1:100 or 1:50. All windows and doors must be shown, room uses labelled and all affected floors must be supplied. Walls must be double lined to show thickness. They must correspond with the elevations.



Exceptions: Existing floor plans are not required for new structures. No floor plans are required for boundary treatments and new access or car park applications although these must be clearly identified on the block plan.

Elevations

Existing and proposed elevations should be at a scale of 1:100 or 1:50. All windows and doors must be shown which should correspond with the floor plan (if required) and must be supplied for all affected elevations.



Existing elevations are required if alterations or extensions are being made to an existing building/structure or boundary treatment.

Proposed elevations are required when erecting a new building/structure, erecting extensions and new, replacement or altered boundary treatments.

Existing and proposed sections will be required to a recognised scale for applications which include shop fronts and roller shutters.

Mandatory Documents

Flood Risk Assessment

Required for all major applications regardless of whether the site falls within a flood risk area. A sequential and exceptions test will be required in specific instances.



Drainage Strategy

Required for major developments. The strategy must follow the sustainable drainage hierarchy including calculations and discharge rates with details of future management responsibilities.



Design & Access Statement

Required for major all developments.

Planning Statement

Planning applications must include a statement indicating how the proposal accords with national planning guidance and any relevant parts of the Development Plan and Supplementary Planning Guidance. The statement should also include details of consultations with the local planning authority and wider statutory consultees. Please also provide a statement detailing the steps taken to ensure that the application complies with the Council's Statement of Community Involvement. This statement should identify the steps undertaken to promote public involvement, details of any public meetings and/or exhibitions held and a summary of (copy of) all correspondence with anyone affected by the proposed development.

For all applications for proposals on previously developed land and/or buildings (Brownfield Sites) any Supporting Planning Statement must include a regeneration section. This section must include details of how the proposal will benefit the economic and social regeneration of the application site and the surrounding locality.

Sustainability Statement

A Sustainability Statement must be submitted for all applications showing how sustainability measures have been incorporated into the proposal. A Sustainability Statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications for both present and future generations. It should include details of any water management during the construction stage and after use, and construction stage to minimise wastage.

Site Specific Documents

The requirement for the following documents should be scoped out with a planning officer before submission by way of a pre application enquiry. Please call 01472 326289 selecting option 1 for more information.

Please note further documents may be requested during the validation or application process.

- Trees and Hedgerows Survey
- Transport Statement / Traffic Impact Assessment
- Framework Travel Plan
- Parking Standards Assessment
- Environmental Impact Assessment
- Landscape Impact Assessment
- Contaminated Land Survey
- Piling Report
- Noise and/or Vibration Impact Assessment
- Air Quality Assessment
- Light Pollution Statement/Assessment
- Sunlight and Daylight Statement/Assessment
- Utilities Assessment
- Relevant Ecology Survey
- Retail Impact Assessment
- Needs and Sequential Tests
- Sustainable Drainage
- Heritage Assessment
- Archaeology Assessment
- Section 106 Heads of Terms

Trees and Landscaping

Tree and Hedgerow Survey

For any proposal that affects trees that are within the application site or that are overhanging or in close proximity of the application site (e.g. within half their height of the boundary of a site), the British Standards Institute document BS5837 – 2012. '*Trees in relation to Construction – Recommendations*' will be used to inform the planning process and all documents submitted must be to this standard.

The application should include;

- **Tree survey:** This will detail species, height, stem diameter, age class, condition and category grading among the other details set out within BS5837.
- **Tree constraints plan (TCP):** This will detail both the below ground constraints and the above ground constraints, the accurate plotting of all tree stems, crown spreads and root protection areas (RPA). This document will be used to inform site layout.
- **Arboricultural method statement (AMS):** This document must not only detail how the site will be developed in its constituent phases it will also give details of materials and construction processes in relation to trees. This document must include the tree protection plan (TPP) which sets out the form and location of the tree protection fencing informed by BS5837 – 2012.

Any **hedgerows** must be indicated on the drawings and details should include their relationship to the proposed development and details must also include number and types of species found within each hedgerow as set out within '*The Hedgerow Regulations 1997*'.

Landscape schemes must include details of future management regimes and management responsibilities.

Further information can be found at the British Standards Institute at <http://www.bsigroup.com>.

Highways and Transport

Traffic Impact Assessment/ Transport Statement

The Council will require major developments to provide a Transport Impact Assessment in the following circumstances regardless of the current local traffic conditions:

- Residential development in excess of 80 units
- Office (B1) Gross Floor Area in excess of 2,500m².
- Higher and Further Education in excess of 2,500m².
- Industry (B2/B8) Gross Floor Area in excess of 2500m²/ 6,000m²
- Retail (Food) Gross Floor Area in excess of 800m²
- Non Food Retail Gross Floor Area in excess of 1,000m²
- Cinemas & Conference Facilities with Gross Floor Area in excess of 1,000m²
- D2 Uses (Other than Cinemas, Conference Facilities and Stadia) with Gross Floor Area in excess of 1,000m²
- Stadia in excess of 1500 seats
- Other – 30 plus vehicle movements in/out combined in the peak hour
- Where there is an air quality management area.

In all other cases, a Transport Statement will suffice.

Framework Travel Plan

The Council will require a Travel Plan to be submitted with all applications that involve developments comprising jobs, shopping, leisure, services and school facilities along with residential developments. Most developments for these facilities will require a Travel Plan to be submitted as part of any Transport Assessment or in general support of a planning application. Travel Plans should be submitted in line with the NELC: Travel Planning Guidance found on our website at: <https://www.nelincs.gov.uk/wp-content/uploads/2015/11/Travel-Plan-Guidance.pdf>

Further advice can also be found at Good Practice Guidelines: Delivering Travel Plans through the Planning Process Best Practice Guide' DfT 2009 via <https://www.dft.gov.uk/>

This can be included as part of the Transport Assessment.

Parking Standards Assessment

A parking statement justifying the provision that is included must be provided.

This can be included within other accompanying documents.

Environmental Requirements

Environmental Impact Assessment

An Environmental Impact Assessment will be required for all applications as defined in Schedule 1 of the Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations and for major applications over a certain size (these are defined under Schedule 2 of the above-mentioned regulations) where the development would impact on a sensitive area such as a SSSI or where there are likely to be significant impacts on the environment.

Prior to your application being submitted you may wish to request a Screening Opinion from the Council as to whether an Environmental Statement will be required for the proposal. To obtain such an opinion, you should write to the Council giving a description of the nature and purpose of the development and its possible effects on the environment including a plan to identify the site and photographs where necessary.

Landscape Impact Assessment

Where potential landscape impacts have been highlighted by a planning officer, the Landscape Impact Assessment will be required. The planning officer will detail the extent of key views which require including within the assessment.

Contaminated Land Survey

If the application site has been previously developed or lies adjacent to land that may have been impacted by contamination then a survey of the application site will be necessary to establish the degree and type of contamination present. Remedial measures may be required. A Contaminated Land Survey is more likely to be needed when introducing a vulnerable end use (e.g. a residential development) to land, or a significant change of use of land/buildings which could be impacted by contamination.

For further advice on this matter please contact environmentteam@nelincs.gov.uk & mark for the attention of the Environmental Protection Team.

Piling Report

If the proposed development includes any piling a Piling Report must be submitted. This report should include an assessment of any possible pollution of the aquifer and advice should be sought from the Environment Agency prior to any submission. The report must also include the geology below the site, the depth and type of piling and the areas of contaminated land on the site. The report must also include a piling plan showing the position of each pile and a geological plan of the site.

For further advice on this matter please contact environmentteam@nelincs.gov.uk & mark for the attention of the Environmental Protection Team.

Noise and/or Vibration Impact Assessment

For noise sensitive development and applications that have the potential to be noise producing developments and uses (e.g. Stadia, industry and driven piles etc) a Noise Assessment may be required. Such an assessment should include information and measurement of existing and proposed noise levels where relevant and should make recommendations for a scheme of measures to mitigate against noise impact. It should be noted that Noise Assessments might also be required for applications on sites adjacent to noise producing sites i.e. residential development adjacent to an industrial use or where the development is adjacent to an environmentally sensitive site such as an SSSI. A Vibration Impact Assessment may also be required for developments that could be affected by vibration (e.g. residential development next to a railway line or road).

For further advice on this matter please contact environmentteam@nelincs.gov.uk & mark for the attention of the Environmental Protection Team.

Air Quality Assessment

Any applications which include proposals that may impact upon air quality will require an Air Quality Assessment. The assessment will identify the magnitude of change in air quality resulting from the proposed development, during both construction and operational phases. Mitigation measures should be identified and modelled.

For further advice on this matter please contact environmentteam@nelincs.gov.uk & mark for the attention of the Environmental Protection Team

Light Pollution Statement/ Assessment

A Light Pollution Statement should support any applications that include proposals that involve the increasing of light pollution by means of new lighting such as floodlighting. This statement should indicate the measures taken to reduce the impact of any such proposals on the neighbouring properties and on any open land. It shall also be accompanied by details of light luminance levels, technical specifications and lighting pools.

Sunlight and Daylight Statement/Assessment

All applications must include where relevant a statement showing the impact of the development on neighbouring properties and land with regards to its impact on the daylight and/or sunlight that these adjacent properties receive. The statement must include a written statement and plans showing the existing levels and proposed levels of daylight and/or sunlight. The tests shall be carried out to a recognised standard.

Utilities

Utilities Assessment

The assessment should include details on the impact of the development on energy supplies to the site, water supplies and details of any sustainable waste management.

Ecology

Relevant Ecology Survey

An ecological survey will be required wherever there are features of wildlife interest either on or adjacent to the application site. Wildlife features can include the following: grassland, woodland or individual trees, water bodies or wet areas, scrub, hedges, buildings or old underground features such as wells. A survey report, prepared by a professional ecological surveyor should advise of any wildlife interest present, the likely impact of the development on any wildlife interest, and provide a mitigation scheme to ensure that interests are protected. Government guidance states that the development should also enhance the potential for wildlife. The survey should also establish the presence of any protected species, such as bats or great crested newts, within or adjacent to the site. If any protected species are found or where they are known to exist the application should contain details of any proposed works that will mitigate any harm that may be caused by the development. If the site is on open land within 2km of the Humber Estuary SSSI (Site of Special Scientific Interest), SPA (Special Protection Areas), SAC (Special Area of Conservation), and Ramsar site, or within the designated boundaries, then a Habitat Regulations Assessment will be required and a wintering birds survey must be included. However the Council may also request a Habitat Regulations Assessment and a wintering birds survey on any land that falls outside of this area.

Retail

Retail Impact Assessment/ Sequential Test

For all retail applications where the gross floor area is in excess of 200 square metres a Retail Impact Assessment must be submitted. The document should provide an assessment of the development's impact on existing centres; it should take into account any recently completed developments and any outstanding permissions. It should include as part of the Retail Impact Assessment both quantitative and qualitative information relating to the need for the development. Retail applications in edge of centre or out of centre locations must be accompanied by evidence demonstrating that there is a need for the development and that a sequential approach to site selection has been followed. The sequential test should demonstrate that all town centre options have been thoroughly assessed before less central locations have been considered.

It should be noted that smaller schemes for retail applications may also be required to provide similar information if it is considered that the development would have a significant impact on the smaller district and local centres within its catchment area.

Flood Risk and Drainage

Needs and Sequential Test

A sequential test is required for all major applications that falls within a flood risk zone.

If it is not possible for development to be located in zones with a lower risk of flooding (taking into account wider sustainable development objectives), the exception test may have to be applied. The need for the exception test will depend on the potential vulnerability of the site and of the development proposed, in line with the Flood Risk Vulnerability Classification set out in national planning guidance.

Where planning applications come forward on sites allocated in the development plan through the sequential test, applicants need not apply the sequential test again. However, the exception test may need to be reapplied if relevant aspects of the proposal had not been considered when the test was applied at the plan making stage, or if more recent information about existing or potential flood risk should be taken into account.

Sustainable Drainage

Major developments should incorporate sustainable drainage systems unless there is clear evidence that this would be inappropriate. The systems used should: a) take account of advice from the lead local flood authority; b) have appropriate proposed minimum operational standards; c) have maintenance arrangements in place to ensure an acceptable standard of operation for the lifetime of the development; and d) where possible, provide multifunctional benefits.

Heritage

Heritage Assessment

The Heritage Assessment is in two parts and must include:

An Assessment of Significance for the impacted asset.

For example, an application to make alterations to a historic unlisted building in a conservation area would need to assess the significance of not only the impacted building but also the significance on the conservation area, its setting and any other relevant heritage assets including archaeology.

A Heritage Impact Assessment.

This must consider the above assessment of significance (this tells us what is important about the asset and its context) and then needs to demonstrate the positive or negative impacts on the heritage assets and their setting. If there are any negative impacts this assessment must demonstrate what alternatives have been considered in order to mitigate any negative impacts.

Please see the table included with this checklist where some additional guidance is given on the nature of the Heritage Assessment and when this is required.

*Designated heritage assets include:

Listed Buildings Conservation Areas

Registered Parks and Gardens

Scheduled Monuments

**Undesignated heritage assets include:

Known archaeological sites and archaeological areas (the potential for archaeology on a site should also be assessed)

Locally listed buildings

Unlisted historic buildings (not within a conservation area)

Historic farm buildings and complexes

Historic shop fronts

Note: The National Planning Policy Framework includes any heritage asset which may have heritage merit. The above list gives an indication of the types of asset that are likely to be considered. However, it means that it will sometimes not be possible to identify a heritage asset until an application has been validated.

Archaeological Assessment

In addition to the Heritage Assessment further archaeological information may be required to support a planning application, such as non-intrusive surveys and/or archaeological evaluation. As soon as the applicant is aware that their site could contain archaeology they should contact the Council's Heritage Officer in order to discuss the requirements for archaeological work. This can be done by emailing planning@nelincs.gov.uk or calling 01472 326289 and selecting option 1 for planning.

Details of Archaeological Areas within village envelopes that are archaeologically sensitive can be found via the Planning website at www.nelincs.gov.uk.

Section 106

Section 106 Heads of Terms

The Section 106 Heads of Terms should accompany the application. This may include but is not limited to the following:

- a. Provision of affordable housing
- b. Provision of public open spaces and maintenance of such open spaces
- c. Education contributions
- d. Community benefits
- e. Children's play areas
- f. Public art
- g. Highway improvements/infrastructure improvement provisions
- h. Provision of drainage works and maintenance