CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Checklist for MAJOR PLANNING APPLICATIONS - Interim Procedures Guidance Document

Required Under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988

North East Lincolnshire Council is constantly trying to improve its Planning services and, as such, we are seeking to ensure that all planning applications for Major developments contain all the relevant information needed for the Council to make a decision from the point at which the application is registered.

In providing all necessary information the applicant/agent will ensure that the Council's consultees will receive information that provides a comprehensive picture of the scheme proposed by the development. Having a complete picture of the development will aid Planning Officers in dealing with any application efficiently and could help to obtain a speedier decision for the application.

North East Lincolnshire Council also encourages developers and their agents to enter into pre-application discussions regarding development proposals, to identify any issues that may be relevant.

Please note that the Council encourages the submission of applications and supporting documentation in an electronic format via the Planning Portal or in PDF format on CD, although may request paper copies of Environmental Impact Assessments where necessary.

Definition of MAJOR APPLICATIONS

Major applications are those defined in Article 8 of The Town and Country Planning (General Development Procedure) Order 1995 (as amended) as:

(a) the winning and working of minerals or the use of land for mineral-working deposits;

(b) waste development;

(c) the provision of dwellinghouses where;

(i) the number of dwellinghouses to be provided is 10 or more; or

(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within...
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

paragraph (c)(i);

(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

(e) development carried out on a site having an area of 1 hectare or more;

Note - With all applications that fall within the definition of a major application mentioned above, this Major Application Checklist MUST be completed and submitted. It must be signed and dated by the applicant or their agent, confirming that the relevant information has been provided with the application.

IMPORTANT: -

Should any Major application be submitted without all of the necessary information and fee, it will result in a delay in the validation of the application until all the necessary information required has been submitted.

The following information/plans MUST be submitted (Please tick as supplied):

FORMS

ONE original of the completed planning application form signed and dated. (Please note that all questions must be completed).

The relevant Ownership Certificates (A, B, C or D), which should be signed and dated, must be completed on the application form.

The applicant must complete the Council Employee question on the relevant application form.

ONE original of the completed Major Application Checklist

If you have sought pre-application advice from a planning officer regarding this application please give details of the officer’s name along with any dates relating to the correspondence. If possible attach copies of any correspondence you have sent or received about the proposal.

PLANS

ONE original in a metric scale of 1:1250 for Development Boundary Areas or 1:2500 elsewhere of the Location Plan with the application site edged in red, and any adjoining land owned or controlled by the applicant edged in blue. North MUST be clearly indicated on the plan.
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

ONE original in a metric scale of 1:500 of the Site/Block Plan. This must include the direction of north and the proposed development in relation to the site boundaries and any other existing buildings on site with written dimensions including those to the boundaries. This plan should also include the following unless these would NOT influence or be affected by the proposed development; (a) all buildings, roads and footpaths on land adjoining the site re access arrangements, (b) all public rights of way crossing or adjoining the site, (c) the position of all trees on the site and those on adjacent land, (d) the extent and type of any hard-surfacing and (e) boundary treatments including walls or fencing where this is proposed.

ONE original in a metric scale of 1:50 or 1:100 of the existing and proposed elevations showing all windows and doors

ONE original in a metric scale of 1:50 or 1:100 of the existing and proposed floor plans showing all windows and doors

ONE original of a plan in a metric scale of 1:50 or 1:100 of the existing and proposed sections and finished floor levels

ONE original of a site survey plan in a metric scale not less than 1:200 showing the existing features of the site e.g. walls, trees, buildings and other structures.

ONE original of a site survey plan in a metric scale not less than 1:200 showing the proposed features of the site e.g. landscaping.

PLEASE NOTE THAT ADDITIONAL SETS OF ALL DOCUMENTS MAY BE REQUIRED FOR CONSULTATION PURPOSES.

FEE

The correct fee (details available on Planning Homepage - www.nelincs.gov.uk)

Note - All MAJOR applications (whether full or outline) will require the submission, in addition to the usual plans, forms, fee etc., of the following supporting information (Please tick as supplied):

ONE copy of a Supporting Planning Statement including a Statement of Community Involvement/pre-application consultation

ONE copy of a Design Statement

ONE copy of an Access Statement

ONE copy of a Sustainability Statement

ONE copy of a Topographical Survey
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

ONE Complete set of all forms, documents, plans etc., submitted in electronic format (CD or PDF)

Additional Information for Outline Applications

With an application for outline planning permission detailed consideration will always be required on the proposed land use. As a minimum, therefore, all applications MUST include information on:

- **Use** - the use or uses proposed for the development.
- **Indicative access points** - an area or areas in which the access point or points to the site will be situated.

Where scale is not reserved, an indication of the upper and lower limits for height, width, and length of each building will be required.

Where layout is not reserved, the proposed block plan must also include the layout of proposed buildings including ground levels and finished floor levels.

Where appearance is not reserved, scaled elevations including all windows and doors, must be submitted to a metric scale of 1:50 or 1:100.

Where landscaping is not reserved, existing and proposed site plans showing all landscaping and any proposed works must be submitted.

This information should be provided in **both** written form and by the submission of plans. Further advice on this matter can be found in the Development Management Procedure Order 2012.
ADDITIONAL INFORMATION

In addition to the above requirements, applicants **MUST** also submit the following statements *where relevant* to the proposed development:

1) Document addressing previous reasons for refusal  
2) Environmental Impact Assessment  
3) Flood Risk Assessment  
4) Utilities Assessment  
5) Traffic Impact Assessment  
6) Draft Travel Plan and Parking Standards Assessment  
7) Retail Impact Assessment  
8) Needs and Sequential Test  
9) Affordable Homes Provision  
10) Heritage Assessment  
11) Archaeological Assessment  
12) Landscape Assessment  
13) Trees and Hedgerows Survey  
14) Ecological Survey/Protected Species Survey/Over-wintering of Birds Survey  
15) Contaminated Land Survey  
16) Piling Report  
17) Noise and/or Vibration Impact Assessment  
18) Air Quality Assessment  
19) Light Pollution Statement  
20) Sunlight/Daylight Testing Statement  
21) Matters relating to Section 106 Agreements.  
22) In the case of reserved matters application, clarify which conditions the application is seeking to discharge.

The Planning Homepage on the Council's website contains a range of information and guidance on planning and can be found at [www.nelincs.gov.uk](http://www.nelincs.gov.uk).

Other useful sites that contain general planning advice are [http://www.gov.uk/](http://www.gov.uk/) and [http://www.planningportal.co.uk/](http://www.planningportal.co.uk/)
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

SUPPORTING DOCUMENTS CHECKLIST FOR MAJOR APPLICATIONS
(Reasons for not providing any of the documents listed MUST be provided at the
time of submission of the application)

Supporting Planning Statement

Submitted ☐ Not Submitted ☐

Reason for not providing a Supporting Planning Statement

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Notes - Supporting Planning Statement

Planning applications should 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.
Document addressing previous reasons for refusal (if applicable)

Submitted ☐ Not Submitted ☐

Reason for not providing document

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Notes - Document addressing previous reasons for refusal (if applicable)

Any application that is a resubmission of a previous refusal or where the site has had a refusal for a similar proposal in the past should be accompanied by a statement that addresses the previous reasons of refusal and clearly shows how the new proposal overcomes them.
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Environmental Impact Assessment - Please note that applicants are encouraged to seek their own professional advice as to whether an Environmental Impact Assessment is required.

Submitted ☐ Not Submitted ☐ Screening Opinion sought Yes/No

Reason for not providing an Environmental Impact Assessment
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Notes - 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 1999 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.

Further information about these assessments can be found on the Department of Communities & Local Government website at https://www.gov.uk/
Flood Risk Assessment

Submitted ☐ Not Submitted ☐

Reason for not providing a Flood Risk Assessment

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Notes - Flood Risk Assessments

The Council has large areas that fall within a flood zone identified by the Environment Agency. These areas can be viewed on the Agency's website at http://www.environment-agency.gov.uk/homeandleisure/floods/. More detailed plans showing the flood zones in North East Lincolnshire can be found in the Strategic Flood Risk Assessment for North Lincolnshire and North East Lincolnshire (SFRA), copies of which can be obtained from the Council. A Flood Risk Assessment will be required if the development falls within the flood zones 1, 2 or 3 in the SFRA. Advice on the preparation and content of an FRA can be obtained from the Environment Agency's website.

It is also advisable that pre-application discussions are carried out with the Environment Agency before the FRA is submitted to the Council and that a letter of compliance is obtained.

With major applications where there is a potential for significant surface water run-off (e.g. development of Greenfield sites usually results in new large areas of impermeable surfaces such as roofs, roads and car parking) the use of a Sustainable Urban Drainage System (SUDS) is advised. Details of any SUDS should be incorporated in the FRA.

Further advice can be found in The National Planning Policy Framework (2012), of which is available at http://www.gov.uk/.
Utilities Assessment

Submitted ☐ Not Submitted ☐

Reason for not providing a Utilities Assessment

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Notes - Utilities Assessments

If there is a high water table on the site a drainage assessment may be required if the surface water is to drain into streams or rivers or if the proposal contains non-mains drainage. Any such assessment should also include assessments on the impact of the development on energy supplies to the site, water supplies and details of any sustainable waste management.
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Design Statement

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Reason for not providing a Design Statement

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Notes - Design Statements

The Design statement must include an explanation of the design principles and concepts that have been applied to the amount, layout, scale, landscaping and appearance of the development and to demonstrate the steps taken to appraise the context of the development and how its design takes account of that context. They should also take into account the need to design out crime and any requirements under the Disability and Discrimination Act.

Additional Information for Outline Applications

Applications for outline planning applications must be accompanied by some information relating to layout, scale and access even when these matters are reserved. Where layout is a reserved matter the outline application must state the approximate location of buildings, routes and open spaces included in the development proposed. Where scale is a reserved matter the application must state the upper and lower limit for the height, width and length of each building included in the development proposed and where access is a reserved matter the application must state the area or areas where access points to the development proposed will be situated.

The information requirements are explained in the Government's Guidance on Information Requirements and Validation (2010).

Further advice on this matter can be found in Circular 01/2006 - Guidance on Changes to the Development Control System, Planning and access for disabled people: a good practise guide and Safer places: the planning system and crime prevention all at https://www.gov.uk/

Further advice can also be found in Design and Access Statements - How to write, read and use them at https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them. Advice can also be found in Design and access statements for development frameworks at www.udg.org.uk. For more information please refer to the guidance notes for Design & Access Statements on North East Lincolnshire Council's planning web pages.
Access Statement

Submitted ☐ Not Submitted ☐

Reason for not providing an Access Statement

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Notes - Access Statements

The Access statement must explain the policy adopted as to access and how policies relating to access in relevant local development documents have been taken into account. It should state what consultations on access issues have been carried out and what account has been taken of the outcome of any such consultations. It should also explain how any specific access issues have been addressed, how prospective users will be able to gain access to the development from the existing transport network and why the main points of access and the layout of access routes within the site have been chosen. They should also take into account the need to design out crime and any requirements under the Disability and Discrimination Act.

The information requirements are explained in the Government's Guidance on Information Requirements and Validation (2010).

Further advice on this matter can be found in Circular 01/2006 - Guidance on Changes to the Development Control System, Planning and access for disabled people: a good practise guide and Safer places: the planning system and crime prevention all at https://www.gov.uk/

Further advice can also be found in Design and Access Statements - How to write, read and use them at https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them. Advice can also be found in Design and access statements for development frameworks at www.udg.org.uk. For more information please refer to the guidance notes for Design & Access Statements on North East Lincolnshire Council's planning web pages.
Traffic Impact Assessment

Submitted ☐ Not Submitted ☐

Reason for not providing a Traffic Impact Assessment

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Notes - Traffic Impact Assessment

The Council will require that most large developments should be the subject of a Traffic Impact Assessment regardless of the current local traffic conditions and the following criteria may be used as a guide:

- Residential development in excess of 200 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 6,000m²
- Retail (Food) Gross Floor Area in excess of 1,000m²
- 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 – 100 plus vehicle movements in/out combined in the peak hour
- Where there is an air quality management area.

If, however, the traffic impact of the proposed development is expected to be small and the road network surrounding the site has sufficient capacity, then in these circumstances the Council will only require a basic traffic analysis. It should be noted that the Council does reserve the right to request a Traffic Impact Assessment in other instances, especially where the location and/or the type of the development are particularly sensitive. The Council does encourage pre-application discussions with its officers. For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of Highway Developments Engineer, Highways & Transport.
Draft Travel Plan and Parking Standards Assessment

Submitted ☐ Not Submitted ☐

Reason for not providing a Draft Travel Plan and Parking Standards Assessment

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Notes - Draft Travel Plan/Mobility and Parking Standards Assessment

The Council will require a Travel Plan to be submitted with all applications that involve developments comprising jobs, shopping, leisure, services and school facilities. 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. Please note that if the parking provision on the application exceeds the maximum stated in the Council's Supplementary Guidance on Mobility and Parking Standards, then a statement justifying the provision and what mitigation measures will be included must be provided. The Council's adopted Supplementary Planning Guidance on Mobility and Parking Standards, which can be found on our website at: https://www.nelincs.gov.uk/planning-and-development/planning-policy/local-development-scheme/.

Further advice can also be found in 'Using the planning process to secure travel plans: Best Practice Guide' DCLG and DfT 2002 and at https://www.gov.uk/ For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of Highway Developments Engineer, Highways & Transport.
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Retail Impact Assessment

Submitted □ Not Submitted □

Reason for not providing a Retail Impact Assessment
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Notes - Retail Impact Assessment

For all retail applications where the gross floor area is in excess of 2,500 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.

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.

Further advice can be found in The National Planning Policy Framework (2012).
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Needs and Sequential Test

Submitted ☐  Not Submitted ☐

Reason for not providing details of any Needs and Sequential Test

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Notes - Needs and Sequential Test

Proposals for other key town centre uses (e.g. leisure uses such as hotels, bars, cinemas and restaurants) in edge of centre or out of centre locations must be accompanied by evidence demonstrating that there is a need for the proposal 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.

Further advice can be found in The National Planning Policy Framework (2012).
Sustainability Appraisal

Submitted ☐ Not Submitted ☐

Reason for not providing details of a Sustainability Appraisal

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Notes - Sustainability Appraisal

A Sustainability Appraisal should be submitted for all applications showing how sustainability measures have been incorporated into the proposal. A Sustainability Appraisal 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. The construction stage to minimise wastage.

Further advice can be found in The National Planning Policy Framework (2012).
Affordable Homes Provision

Submitted □ Not Submitted □

Reason for not providing details of any Affordable Housing Provision

Notes - Affordable Homes Provision

National planning policy relating to affordable housing is set out in The National Planning Policy Framework (2012). The Council applies minimum site size threshold of 15 units as a means to contribute to its targets on the provision of affordable housing. The appropriate scale of contribution is currently taken from the Regional Spatial Strategy, but will be superseded by new local policies in the Local Development Framework when these are formally adopted.

For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of the Council's Community Services Manager, Strategic Housing & Safer Communities.
Heritage Assessment

Submitted ☐ Not Submitted ☐

Reason for not providing a Heritage Assessment

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Notes – Heritage Assessment

The Heritage Assessment is in two parts and must include:

1. An Assessment of Significance for the affected assets (for example, an application to make alterations to a historic unlisted building in a conservation area would need to assess the significance of the affected building but also the significance of the conservation area around the affected building)

2. A Heritage Impact Assessment which must consider the above assessment of significance (this tells us what is important about the asset's and its context) and then needs to demonstrate whether the proposals impact positively or negatively on the asset or assets. If there is any negative (harmful) impact, this assessment must demonstrate what alternatives have been considered in order to mitigate any negative (harmful) impact.

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:
Non-scheduled monuments and archaeological areas
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 (2012) 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.
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<th>Type of Planning Application</th>
<th>Heritage Assessment Needed?</th>
<th>Likely form of Heritage Assessment</th>
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| Planning Application Affecting the setting of a listed building | Yes | Heritage Assessment to include:  
  a. Assessment of significance of the exterior of the listed building(s) and its setting where this would be affected (including any curtilage buildings or structures)  
  b. An assessment of impact stating how this significance would be affected by the proposal |
| External alterations to unlisted historic buildings in conservation areas | Yes | Heritage Assessment to include:  
  a. Assessment of significance related to the part of the building affected (i.e. front elevation)  
  b. Assessment of significance of any part of the conservation area that will be affected by the proposed development (such as the impact on adjacent historic buildings, group value, etc.)  
  c. Assessment of Impact (on the significance) |
| Demolition or partial demolition in a conservation area | Yes | Heritage Assessment to include:  
  a. Assessment of significance of the building affected  
  b. Assessment of significance of any part of the conservation area that will be affected by the proposed demolition  
  c. Assessment of Impact (on significance) |
| Applications for new buildings within the conservation area or its setting | Yes | Heritage Assessment to include:  
  a. Assessment of significance of any historic buildings (to include listed, locally listed and unlisted buildings) affected by the proposed development  
  b. Assessment of significance of any part of the conservation area that will be affected by the proposed development (such as the setting of other important buildings, key views into or out of the area, important trees or green spaces, etc).  
  c. Assessment of Impact on the conservation area as a result of the proposed development |
| Applications affecting the setting of the conservation area | Yes | Heritage Assessment to include:  
  a. Assessment of significance of any historic buildings affected by the proposed development (to include listed, locally listed and unlisted buildings)  
  b. Assessment of significance of any part of the conservation area that will be affected by the proposal (such as the setting of other important buildings, key views into or out of the area, important trees or green spaces, etc).  
  c. Assessment of Impact on the conservation area as a result of the proposed development |
| Applications | Yes | Heritage Assessment to include:  

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| within or affecting Registered Parks and Gardens | a. Assessment of significance of the area affected.  
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<th>b. Assessment of impact (on the significance)</th>
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| Yes | Heritage Assessment to include:  
| a. Assessment of significance of the area affected.  
| b. Assessment of impact (on the significance) including any archaeological impact |
| Applications within the Stallingborough Archaeological area of Very High Importance and Central Grimsby (Areas 1-7)* | Yes | Heritage Assessment to include:  
| a. Assessment of significance of the site affected.  
| b. Assessment of impact (on the significance) including any archaeological impact |


Note: Ensure that you consult the Historic Environment Record (HER) before preparing an assessment of significance where it is possible that valuable information regarding your heritage asset may be obtained. If you require any advice on the preparation of a Heritage Assessment for your site please e-mail [planning@nelincs.gov.uk](mailto:planning@nelincs.gov.uk).
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Archaeological Assessment

Submitted ☐ Not Submitted ☐

Reason for not providing details of an Archaeological Assessment
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Notes - Archaeological Assessment

An archaeological scheme of investigation and/or scheme for a watching brief may be required when a development is in an archaeologically important area, especially if it involves major earthworks.

Details of areas that are situated within an Archaeological Area can be found via the Planning website at www.nelincs.gov.uk

For further advice on this matter please contact planning@nelincs.gov.uk & mark for the attention of the Council's Archaeologist.

Further advice can be found in The National Planning Policy Framework (2012) which can be found at https://www.gov.uk/
**Landscape Assessment**

Submitted ☐  Not Submitted ☐

Reason for not providing details of a Landscape Assessment

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**Notes - Landscape Assessment**

Applications for full planning permission (other than change of use only) must be submitted with an accompanying landscape plan including drawings and a supporting written statement. The statement should include reference to the relationship of the proposals to the landscape character of the surrounding area. Reference should also be made to future management responsibilities for landscaped areas (e.g. any proposal to seek adoption of open space, etc., by the Council). Applications for outline planning permission, where landscaping is to be approved, will usually require the submission of a landscape plan as supporting information.

For further advice on this matter please contact planning@nelincs.gov.uk & mark for the attention of the Council's Trees & Woodlands Officers.
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Topographical Survey

Submitted □ Not Submitted □

Reason for not providing details of a Topographical Survey

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Notes - Topographical Survey

Any application for the erection of new buildings and/or engineering operations on land must take into account the difference in site levels. The applications have to include full details of the existing and proposed ground levels within the site and on any land adjoining the site by means of spot heights and cross sections. In the case of applications for the erection of new buildings the proposed siting and finished floor levels of all buildings and structures should also be submitted. The plans should also indicate the positions/dimensions of any buildings adjacent to the proposed site.
Trees and Hedgerows Survey

Submitted ☐ Not Submitted ☐

Reason for not providing a Trees and Hedgerows Survey

Notes - Trees and Hedgerows 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 - 2005. ‘Trees in relation to Construction – Recommendations’ will be used to inform the planning process and all documents submitted need to be to this standard. Pre-application consultation is advised in order to address relevant issues at an early stage.

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 not only details how the site will be developed in its constituent phases it will also give details of materials and construction processes in relation to trees.

Any **hedgerows** should be indicated on the drawings and details should include show 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’

For further advice on this matter please contact [planning@nelincs.gov.uk](mailto:planning@nelincs.gov.uk) & mark for the attention of the Council’s Trees and Woodlands Officer or go online at the British Standards Institute at [http://www.bsigroup.com](http://www.bsigroup.com).
**CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS**

**Ecological Survey (inc. Habitat Creation, Protected Species Survey and Over-wintering of Birds Survey)**

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Reason for not providing an Ecological Survey

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**Notes - Ecological Survey (inc. Habitat Creation, Protected Species Survey and Over-wintering of Birds 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 then an over-wintering of birds survey must be included. However the Council may also request an over-wintering of birds survey on any land that falls outside of this area.

For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of the Council's Ecology Officer.

Guidance on completing such an assessment can be found in the document *Template for Biodiversity and Geological Conservation: Validation Checklists* by the Association of Local Government Ecologists at [www.alge.org.uk/publications/](http://www.alge.org.uk/publications/).

CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Contaminated Land Survey

Submitted ☐ Not Submitted ☐

Reason for not providing a Contaminated Land Survey

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Notes - Contaminated Land Survey

If the application site has been previously developed then a survey of the site may be necessary to establish the degree and type of contamination and remedial measures may be required depending on the previous uses on the site. A contaminated land survey is more likely to be needed for sensitive uses (e.g. housing) when the site has been previously occupied by an industrial use.

For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of the Council's Environmental Health Department.

Further advice can be found in The National Planning Policy Framework (2012).
CHECKLIST FOR APPLICANTS: MAJOR APPLICATIONS

Piling Report

Submitted ☐ Not Submitted ☐

Reason for not providing a Piling Report

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Notes - 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 position of each pile and a geological plan of the site. For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of the Council's Environmental Health Department.
Noise and/or Vibration Impact Assessment

Submitted ☐ Not Submitted ☐

Reason for not providing details of any Noise and/or Vibration Impact Assessment

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Notes - 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).

Further advice can be found in The National Planning Policy Framework (2012). For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of the Council's Environmental Health Officer.
**Air Quality Assessment**

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Reason for not providing details of any Air Quality Assessment

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**Notes - Air Quality Assessment**

Any applications that include proposals that impact upon air quality or are potential pollutants should be supported by an Air Quality Assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. An Air Quality Assessment is more likely for development that is within or close to an Air Quality Management Area or for developments that result in significant pollution.

Details of Air Quality Assessments in this area can be found on the Council website under Environmental Health at [Air Quality - Contents Page](#).

For further advice on this matter please contact [customerrequests@nelincs.gov.uk](mailto:customerrequests@nelincs.gov.uk) & mark for the attention of the Council's Environmental Health Officer.

Further advice can be found in The National Planning Policy Framework (2012).
Light Pollution Statement

Submitted ☐ Not Submitted ☐

Reason for not providing details of any Light Pollution Statement

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Notes - Light Pollution Statement

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 and any effect on protected species such as bats.

For further advice on this matter please contact customerrequests@nelincs.gov.uk & mark for the attention of the Council's Environmental Health Officer.

Further advice can be found in the Institution of Lighting Engineers document - Guidance notes for the reduction of obtrusive light at www.ile.org.uk
Daylight and/or Sunlight Testing Statement

Submitted □ Not Submitted □

Reason for not providing details of a Daylight and/or Sunlight Statement

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Notes - Daylight and/or Sunlight Testing Statement

All applications must include where relevant a statement showing the effect of the development on neighbouring properties and land with regards to its effect 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 in accordance with the Building Research Establishment's Site layout planning for daylight and sunlight - A guide to good practice. Please note that for the North East Lincolnshire area the criteria for Manchester must be used as the two areas are on a similar latitude.
Matters Relating to Section 106 Agreements

Submitted ☐ Not Submitted ☐

Reason for not providing Matters Relating to Section 106 Agreements

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Notes - Matters Relating to Section 106 Agreements

The Council will require a draft Section 106 Agreement or a Unilateral Undertaking including Heads of Terms to be provided with the application. The applicant should have pre-application discussions with the Council and during these discussions should seek clarification of the Council's requirements and confirm any planning obligations that they would agree to when submitting the application. Agreements may relate to:

(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

but not exclusively.
CHECKLIST FOR APPLICANTS : MAJOR APPLICATIONS

Signed ........................................... Print Name ............................................

On Behalf of ............................................................... Date: .........................

Information can be obtained on the above points via our website at
http://www.nelincs.gov.uk/planning/