

Tewkesbury Borough Council
National and Local List
Validation Requirements for Planning Applications

Dated: January 2025

Please read this document carefully, together with the summary checklists, before submitting your application. It will help you to make sure you give us all the information we need. Failure to provide all the requisite mandatory and local requirements will result in the application not being registered and processed. Please note that if your application is found to be invalid, you will be given 28 days in which to make it valid, after that it may be returned and subject to our charges for handling invalid planning applications, further information can be found [here](#).

Please be aware that we will publish documentation submitted in support of an application on our website to facilitate the planning process. This will include applicant name and address and where an agent is acting, the name and address of that agent. We will redact personal data in accordance with our data protection policies. Please see our [Privacy Policy](#) for further information.

This list is in three parts:

[Part A](#) sets out the statutory national requirements for all applications. Planning applications submitted without any one of the listed items are likely to be invalidated. Plans marked “not to scale” or “do not scale” will not be registered. Applicants will be informed in writing of where the application is deficient and the timescale within which it should be provided.

[Part B](#) provides a list of additional local requirements. These requirements will need to be met in particular circumstances and will be dependent on factors such as site location, characteristics of the site, the scale and nature of the development and national and local policy requirements. They will not necessarily be required in every case. Indicative thresholds are therefore included to guide applicants where appropriate.

[Part C](#) contains a link to the summary checklists for the main application types e.g. householder (works or extensions to a dwelling) and full applications (for residential and commercial development).

Contents

Part A - National Requirements

Part B - Local Validation requirements

1. [Affordable housing statement](#)
2. [Agricultural, Forestry or Occupational Worker Dwelling Justification](#)
3. [Agricultural building justification](#)
4. [Air quality assessment](#)
5. [Bin Storage](#)
6. [Biodiversity Survey and Report](#)
7. [Condition Survey](#)
8. [Community Infrastructure Levy Additional Information Requirement Form](#)
9. [Daylight/Sunlight assessment](#)
10. [Drainage Strategy Including SuDS \(Sustainable Urban Drainage Systems\)](#)
11. [Energy statement](#)
12. [Environmental Impact Assessment](#)
13. [Flood Risk Assessment](#)
14. [Flood Risk sequential test and Exception test](#)
15. [Foul sewerage assessment](#)
16. [Historic environment statement](#)
17. [Land contamination assessment](#)
18. [Landscape and visual Impact Assessment](#)
19. [Lighting assessment](#)
20. [Listed building drawings](#)
21. [Noise impact Assessment](#)
22. [Open space assessment](#)
23. [Planning Obligation/Legal Agreement \(S106 or Unilateral Undertaking\)](#)
24. [Social and Community Infrastructure Justification statement](#)
25. [Structural survey/report](#)
26. [Town centre impact assessment](#)
27. [Transport statement/assessment](#)
28. [Travel plan](#)
29. [Telecommunications supporting statement](#)
30. [Tree Survey / Arboricultural Report](#)
31. [Ventilation/extraction statement](#)
32. [Viability assessment](#)
33. [Waste minimisation statement](#)
34. [Water management statement](#)

Part C – Individual summary checklists

Part A Information Required –Statutory National Requirements

A list of national mandatory documents can be found on the [Planning Portal](#) website and the [National Planning Practice Guidance](#). More detailed requirements are set out in the checklist for each application type. National requirements are summarised as follows:-

- The standard application form
- A location plan:
 - based on an up to date ordnance survey plan (not title or registry plans due to copyright),
 - to a scale of 1:1250 or 1:2500
 - showing the direction of North
 - showing the site area and its surrounding context including at least two named roads
 - A red line around all land required for the development (including access to the public highway where relevant)
 - Location plans can be purchased online from one of the Planning Portal's [accredited suppliers](#) either as part of the application process, or separately, and then attached to the application.
- Site Plan (sometimes known as a block plan) to a scale of 1:200 or 1:500 – which shows the proposed development in detail and can be purchased from one of the Planning Portal's [accredited suppliers](#).
- Any plans required to comply with Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The summary checklist for each application type provides further information on required plans.
- An ownership certificate A, B, C or D must be completed stating the ownership of the property.
- Agricultural holdings certificate – this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.
- A Design and Access statement (if required) – this should outline the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. Refer to JCS Policy SD4 for further details on information requirements. Find out more about design and access statements [here](#).
- Fire statement, required for buildings that are 18 metres or higher or buildings that comprise 7 or more storeys, and the building contains 2 or more dwellings or educational accommodation. Further information is available [here](#).
- The correct application fee. You can calculate the correct fee for your application by using the Planning Portal's [fee calculator](#).
- Biodiversity Net Gain (BNG):
All development which would be subject to the general biodiversity gain condition introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environmental Act 2021). This includes the following:

Major developments:

- 10 dwellings or ≥ 0.5ha residential developments (where number not known)
- 1,000 sqm or ≥ 1ha non-residential developments (including change of use)
- All full applications for minerals extraction and waste development

Small sites:

- 1-9 dwellings or < 0.5ha residential developments (where number not known)
- 1,000 sqm or < 1ha non-residential developments

Outline applications

- Check whether the development is listed as exempt by the regulations:
- [Biodiversity net gain: exempt developments - GOV.UK](#)
- [The Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#)

Minimum information requirements:

- *Biodiversity statement* as to whether the applicant believes that planning permission, if granted, would be subject to the general biodiversity gain condition (ie whether the application is considered exempt or not). Please see our [website](#) to download form.
- *Statutory Metric* or *Small Sites Metric* - Excel spreadsheet (.xlsx or xls format). The completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;. Choice of biodiversity metric must be guided by the following: [Statutory biodiversity metric tools and guides - GOV.UK \(www.gov.uk\)](#).
- *Biodiversity Net Gain Assessment* – note, maybe included within ecology report, Preliminary Ecological Appraisal (PEA), Ecological Impact Assessment (EclA), Ecological Assessment including condition assessments.
- *On-site Baseline Map*, maybe included in BNG Assessment or ecology reports. Digital format drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).
- a description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date).

Reserved Matter Applications

Phased developments (where the original outline application was subject to BNG) are required by condition to submit for approval an Overall Gain Plan as a pre commencement condition to set a clear upfront framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. Subsequent Phase Gain Plans setting out a phase's contribution to BNG and track progress towards the overall biodiversity gain objective for the development, must then be submitted and approved before commencement of each phase. It may be beneficial for the relevant Phase Gain Plan to be prepared alongside the application for reserved matter approvals for a phase.

Section 73 Applications (S73) for removal or variation of a condition

S73 Applications have special arrangements for BNG, including transitional arrangements which clarify that BNG does not apply where the original permission to 122 which it applies was not subject to the national deemed biodiversity gain condition (i.e. it was submitted or approved prior to the implementation of national requirements).

Where the original permission was subject to BNG, then it will apply to the S73 application also, but only to the extent that the application will alter the post-development biodiversity value. As such, the normal validation requirements do not apply to S73 applications, but where liable, such applications should provide a S73 BNG Statement clarifying how the application is expected to affect the post development biodiversity value and the overall approach to BNG as set out in any previously submitted / approved BNG Statement and/or Biodiversity Gain Plan for the site.

Part B Information Required – Local Validation Requirements

These requirements are set by the Local Planning Authority i.e. Tewkesbury Borough Council. The documents you will need to provide will vary, depending on your proposal and the site location. In addition to the local requirements below, applicants will need to identify if there is a “made” neighbourhood plan for the area and whether there are any information requirements for planning applications see [Neighbourhood planning - Tewkesbury Borough Council](#)

	Information Required	Policy Drivers	When Required and Detailed Guidance
1	Affordable Housing Statement	<p>NPPF paras 20, 35, 61-65</p> <p>Joint Core Strategy Policies SD11 and SD12</p> <p>Tewkesbury Borough Plan Policies RES6, RES12, RES13</p>	<p>Required for residential developments in the Designated Rural Areas, (as defined in the NPPF) that provide a net increase of 6 – 9 dwellings and developments of 10 or more dwellings or sites with an area of 0.5 hectares or more.</p> <p>The information submitted with the application shall include details of the number, type, mix, size (including the number of bedrooms and bedspaces) and tenure of affordable residential units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should demonstrate how the proposal addresses the requirements of JCS Policy SD12 and include draft heads of terms for the provision of affordable housing to be secured by a S106 legal agreement (see also point 23).</p> <p>If the application does not provide for the full affordable housing requirement, a viability assessment will be required.</p>
2	Agricultural, Forestry or Occupational Worker Dwelling Justification	<p>NPPF para 84</p> <p>Joint Core Strategy Policy SD10</p> <p>Tewkesbury Borough Plan Policy RES3, AGR3</p>	<p>Required for any application proposing new agricultural, forestry or other occupational workers dwellings in open countryside or to remove existing occupancy conditions or to extend an existing dwelling subject to an occupancy condition. All applications to be accompanied by a completed Development for agricultural purposes questionnaire (sections A and B).</p> <p>Appraisals for new and/or extensions to existing agricultural workers dwellings should include functional and financial evidence to demonstrate that there is a need for a permanent dwelling or extension and that there are no suitable dwellings available in the locality. Such appraisal is to be carried out by a suitably qualified person.</p> <p>Removal of condition applications require evidence to show that there is no long term need for an agricultural workers dwelling in the locality. It is anticipated that this would include evidence that the dwelling has been appropriately marketed for at least 12 months.</p>

3	Agricultural Building Justification	<p>NPPF para 88</p> <p>Joint Core Strategy Policies SD5, SD6, SD7</p> <p>Tewkesbury Borough Plan Policy AGR1</p>	<p>Required for any application for a new agricultural building. All applications to be accompanied by a completed Development for agricultural purposes questionnaire (sections A and C), to explain why the proposed development is required.</p>
4	Air Quality Assessment	<p>NPPF paras 187, 199</p> <p>Joint Core Strategy Policy SD14</p> <p>Tewkesbury Borough Plan Policies TEW3, RET9</p>	<p>Likely to be required for:</p> <ul style="list-style-type: none"> • Within or adjoining an Air Quality Management Area (AQMA) if the proposal is for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare • Proposals that would lead to an increase in congestion or HGV movements, include significant amounts of car parking, emit dust • Proposals that introduce “sensitive receptors” e.g. dwellings, schools, hospitals, into an area of poor air quality <p>Further information is available in the National Planning Practice Guidance NPPG Air Quality.</p> <p>For information on whether an Air Quality Assessment should be submitted with your proposal you are advised to seek pre-planning application advice.</p>
5	Bin Store	<p>NPPF para 131</p> <p>Joint Core Strategy Policy SD4, SD14</p> <p>Tewkesbury Borough Plan Policies RES5, EMP5</p>	<p>All proposals involving development that would require bin storage, e.g. all new dwellings, retail and business developments.</p> <p>Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify collection points. Drawings should be at a scale of 1:100, 1:200 or 1:500 depending on size of development and context.</p> <p>Further guidance is available on: Waste Minimisation Supplementary Planning Document Tewkesbury Borough Waste and Recycling Requirements for New Developments</p>

6	Biodiversity/Ecology Survey and Report	<p>NPPF paras 44, 187-188, 192-195</p> <p>Joint Core Strategy Policies SD9, INF4</p> <p>Tewkesbury Borough Plan Policy NAT1</p> <p>Joint Core Strategy Policy SD9</p>	<p>Required if an important wildlife site, habitat, natural feature or species could be affected by the proposal. This includes statutory and locally designated sites of ecological interest, areas of priority habitat or other habitat of potentially significant value and protected or notable species and other species referred to in the NPPF. A Preliminary Ecological Appraisal (PEA) report is only acceptable where no further surveys or only precautionary mitigation measures are required. Otherwise, an Ecological Impact Assessment (EclA) is required. The assessment should demonstrate how the proposals will protect or where possible, enhance biodiversity and provide mitigation and enhancement both during and post construction.</p> <p>Any biodiversity survey and assessments should be undertaken and prepared by competent persons with suitable qualifications and experience and protected species licences, if appropriate and must be carried out at the appropriate time and month of year for the affected species, using nationally recognised survey guidelines/methods where appropriate. The survey must be to an appropriate level of scope and detail and should ordinarily be no more than 12 months old unless stated otherwise within the record.</p> <p>Ecology reports must include all the information required in order for the LPA to determine the application and include all survey information, potential impacts, demonstrate how the mitigation hierarchy has been followed and present proposals for proportionate mitigation and enhancement for protected and priority species and designated sites.</p> <p>Where a European Protected Species Licence is required, this is to be clearly presented with full mitigation proposals to be submitted on the Natural England Protected Species licence application. See <u>Standing Advice for Protected Species</u>. In accordance with best practice guidance, please do not submit your application until you have received all the surveys required to validate your application.</p> <p>Habitat Regulations Assessment (HRA) Proposed development within the zone of influence of any European/Internationally designated Site (i.e. Wetlands of International Importance (Ramsar Site), Special Areas of Conservation, Special Protection Areas as well as sites with candidate status) should undertake a Habitats Regulations Assessment (HRA). If a Likely Significant Effect is anticipated as a result of the proposed development, a HRA Mitigation Strategy must be applied, or a bespoke mitigation strategy detailed.</p>
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7	Condition Survey	<p>NPPF paras 207, 209, 214</p> <p>Joint Core Strategy Policy SD8</p> <p>Tewkesbury Borough Plan Policy HER2</p>	<p>Applications for listed building consent where partial or total demolition is proposed.</p> <p>A detailed condition survey will be required, together with, details of efforts to retain the asset in use e.g. marketing information. The survey/report should be prepared by an appropriately qualified specialist familiar with heritage assets.</p>
8	Community Infrastructure Levy Additional Information Requirement Form	<p>Council implementation of CIL on 1 January 2019</p>	<p>Developments creating new residential floor space.</p> <p>This includes applications for full planning permission, including householder applications and reserved matters following an outline planning permission, and applications for lawful development certificates</p> <p>Residential extensions under 100sqm and annexes not creating an independent living unit are not CIL liable, however, you may be requested to submit the CIL Information form during the application stage. The form can be downloaded here: CIL Additional Information Requirement Form</p> <p>More information on CIL is available here: Community infrastructure levy (CIL) - Tewkesbury Borough Council.</p>
9	Daylight/Sunlight Assessment	<p>NPPF para 135</p> <p>Joint Core Strategy Policies SD4, SD14</p> <p>Tewkesbury Borough Plan Policy RES10</p>	<p>Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space.</p> <p>Any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development.</p> <p>Further information can be found in the BRE guidance, "Site Planning for Daylight and Sunlight: a guide to good practice". BRE Guidance</p>

10	Drainage Strategy Including SuDS (Sustainable Urban Drainage Systems)	<p>NPPF paras 44, 162, 171, 180-182</p> <p>Joint Core Strategy Policies SD4, SD14, INF2, INF3, INF6, INF7</p> <p>Tewkesbury Borough Plan Policy ENV2</p> <p>Flood Risk & Water Management SPD</p>	See item 33, Water Management Statement, for requirements.
11	Energy Statement	<p>NPPF paras 8, 161, 164-168</p> <p>Tewkesbury Borough Plan Policy INF5</p> <p>Joint Core Strategy Policy SD3</p>	<p>Required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more.</p> <p>The Energy Statement shall indicate the methods used to calculate predicted annual energy demand and associated annual Carbon Dioxide (CO₂) emissions.</p>
12	Environmental Impact Assessment	<p>NPPF para 43</p> <p>Town & Country Planning (EIA) Regulations 2017</p>	<p>Required for any proposal that is a 'Schedule 1' or some proposals that are 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.</p> <p>Prior to making an application for a development in Schedule 2, applicants are strongly advised to apply for a Screening Opinion to determine whether the proposal requires an environmental impact assessment.</p>

13	Flood Risk Assessment	<p>NPPF paras 44, 125, 161, 164, 170-182</p> <p>Joint Core Strategy Policies SD4, SD14, INF2, INF3, INF6, INF7</p> <p>Tewkesbury Borough Plan Policies INF2, ENV2</p> <p>Flood Risk & Water Management SPD</p>	<p>A Flood risk assessment (FRA) is required for planning applications for:</p> <ul style="list-style-type: none"> • Any development of 1 hectare or greater in Flood Zone 1. • All proposals for Development in Flood Zones 2 and 3 • Areas within flood zone 1 which are affected other sources of flooding, e.g. critical drainage problems, reservoirs etc. <p>Information on Flood Zones within Tewkesbury may be found on the Environment Agency's web site: Environment Agency Flood Maps</p> <p>Information on the implications flood zones and flood risk vulnerability classifications: Environment Agency Flood Zone & Flood Risk Tables</p> <p>Information on permissible in each flood zone (and where the exception test is required): Flood Risk Vulnerability And Flood Zone 'Compatibility'</p> <p>FRAs should assess the risks of fluvial, surface water and other sources of flooding. For sites of strategic scale, the cumulative impact of the proposed development on flood risk in relation to existing settlements, communities or allocated sites must be assessed and measures for mitigation identified.</p> <p>The Environment Agency's standing advice_for FRA's can be followed for certain classes of development: Flood Risk Assessment: Standing Advice</p> <p>Guidance for producing FRAs where standing advice is not applicable can be found here: Flood Risk Assessment Guidance</p> <p>The FRA should be based on the most up-to-date climate change guidance from the EA (last updated in February 2016). In many cases this will involve modifying the fluvial flood levels that are provided by the EA, by means of additional hydraulic modelling, or the inclusion of nominal allowances.</p> <p>If required, evidence of both Sequential and Exception tests should be included in a FRA.</p>
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14	Flood Risk Sequential Test and Exception Test	<p>NPPF paras 44, 125, 161, 164, 170-182</p> <p>Joint Core Strategy Policies SD4, SD14, INF2, INF3, INF6, INF7</p> <p>Tewkesbury Borough Plan Policies INF2, ENV2</p>	<p>Sequential Test: Required for all development in flood zones 2 and 3 unless any of the following apply:</p> <ol style="list-style-type: none"> 1) The development is classified as minor development for flood risk. 2) The development involves a change of use (unless the proposed development is a caravan, camping chalet, mobile home or park home site) 3) A sequential test has already been completed as part of the local authority's Strategic Flood Risk Assessment (SFRA), or Local Plan. <p>The sequential test must demonstrate that there are no alternative sites for the development proposal in locations outside flood zones 2 and 3.</p> <p>The area of search for assessing the availability of alternative sites would normally be the whole of the Tewkesbury Borough unless it can be demonstrated that there is a specific need in a specific area. Further guidance is available in the NPPG: Sequential Test Guidance</p> <p>Exception Test: The exception test is required for a development that is:</p> <ul style="list-style-type: none"> • highly vulnerable in flood zone 2 • essential infrastructure in flood zone 3a or 3b • more vulnerable development in flood zone 3a <p>To pass the exception test it must be demonstrated that the development:</p> <ul style="list-style-type: none"> • provides wider sustainability benefits to the community that outweigh flood risk • will be safe for its lifetime without increasing flood risk elsewhere and, where possible, reduce flood risk overall.
15	Foul Sewerage Assessment	<p>NPPF paras 180, 187</p> <p>Joint Core Strategy Policies SD4, SD14, INF2,</p> <p>Tewkesbury Borough Plan Policy ENV2</p>	<p>Required for any application proposing:</p> <ul style="list-style-type: none"> • Over 200 residential units or 10,000 m² of new floor space or; • Non-mains drainage <p>Where non-mains drainage is proposed a foul drainage assessment form (FDA1) should be submitted with the planning application. A copy of this form can be found here: Foul Drainage Assessment Form (FDA1)</p>

16	Historic Environment Statement	<p>Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>NPPF para 214</p> <p>Joint Core Strategy Policies SD4 and SD8</p> <p>Tewkesbury Borough Plan Policies HER1, HER2, HER3, HER4, HER5, HER6</p>	<p>Required for planning applications where heritage assets are affected. Heritage assets include:</p> <ul style="list-style-type: none"> • Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields. • Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites. • Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation. <p>The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impact of the proposals on the significance of the heritage asset(s) affected. The historic environment statement should include:</p> <ul style="list-style-type: none"> • Identification of all designated and undesignated heritage assets affected by the proposal, including their settings. • A description of the significance of these assets, proportionate to their importance. • An assessment of the potential impact of the proposed development on the significance of the identified assets/areas. • Reference to any relevant desk-based assessments, field evaluations, or other supporting documentation. • Justification for the proposed works and their impact on the significance of the asset or its setting. <p>As a minimum the Historic Environment Record should be consulted.</p> <p>Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation.</p> <p>Applicants are strongly advised to submit a pre-application for guidance on the extent of the information required. Further guidance on Historic Environment Statement is available at: Guidance on the preparation of historic environment statements.</p>
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17	Land Contamination Assessment	<p>NPPF paras 196-198</p> <p>Joint Core Strategy Policy SD14</p>	<p>Required for applications on any sites where risks from land contamination may be reasonably suspected, including:</p> <ul style="list-style-type: none"> • Known contaminated sites (for example landfill, petrol station or some agricultural uses) • Sites previously used for industrial purposes <p>If there is a reason to believe contamination could be an issue, developers should provide sufficient risk assessment information to determine the existence or otherwise of contamination, its nature and extent, the risks it may pose and to whom/what (the 'receptors') so that these risks can be assessed and mitigated to ensure the site is suitable for its proposed end use. The risk assessment should be undertaken by competent persons experienced in undertaking Geo-environmental investigations and risk assessment in line with current guidance and best practice including Defra and Environment Agency CLR11 Model procedures for the Management of Land Contamination and BS10175: Code of Practice for Investigation of Contaminated Land</p> <p>Where land contamination is suspected, a Phase 1 assessment should be provided that identifies and assesses the sources, pathways and receptors of ground pollution. If an unacceptable risk of contamination is identified, further site investigations and appropriate reporting will be required.</p> <p>For further information please refer to:</p> <p>https://www.gov.uk/guidance/land-contamination-risk-management</p> <p>https://www.gov.uk/guidance/land-affected-by-contamination</p>
18	Landscape and Visual Impact Assessment	<p>NPPF Paras 135, 187, 116, 117</p> <p>Joint Core Strategy Policies SD4, SD6 Tewkesbury Borough Plan Policy LAN2</p>	<p>Required where the development will impact on the landscape, particularly protected landscapes, e.g. Areas of Outstanding Natural Beauty, Special Landscape Areas. Further information on sensitive landscape areas are available in the Joint Core Strategy Landscape Characterisation Assessment and Sensitivity Analysis: JCS Landscape Characterisation Assessment and Sensitivity Analysis.</p> <p>The assessment must be undertaken by an appropriately qualified person. It should provide sufficient information to demonstrate the impact the development will have on the surrounding landscape and from visual receptors such as public rights of way, public open spaces, dwellings, sensitive locations and other important landscape features/views.</p>

19	Lighting Assessment	<p>NPPF para 198</p> <p>Joint Core Strategy Policy SD14</p> <p>Tewkesbury Borough Plan Policies RCN2, EMP5, AGR1</p>	<p>Required for all development within the National Landscape Area where external lighting is proposed and proposals for floodlighting, e.g. for playing pitches, maneges, etc.</p> <p>Details should include, but not limited to the following:</p> <ul style="list-style-type: none"> • Reference to Institution of Lighting Professionals guidance for the reduction of obtrusive light: Reducing Obtrusive light • Technical specification, including light intensity • Layout plan with beam orientation • A schedule of equipment • Intended hours of illumination • Possible impacts on ecology and dark skies • Non-technical summary • Reference should also be made to additional lighting which may impact upon living conditions of existing residents • Further light pollution national guidance is available.
20	Listed Building Drawings	<p>NPPF para 207</p> <p>Joint Core Strategy Policies SD4 and SD8</p> <p>Tewkesbury Borough Plan Policy RES8, DES4, HER2</p>	<p>Applications for listed building consent that include new architectural features e.g. new /replacement windows, doors, mouldings, glazing bars, shopfronts, signs, panelling, staircases, fireplaces, railings are proposed.</p> <p>Detailed elevational drawings at a minimum scale of 1:20 and sections at a minimum scale of 1:5 should be provided.</p>
21	Noise Impact Assessment	<p>NPPF paras 187, 198</p> <p>Joint Core Strategy Policy SD14</p> <p>Tewkesbury Borough Plan Policy EMP5, AGR1, RET6</p>	<p>Required for any proposal:</p> <ul style="list-style-type: none"> • Where the proposed development involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties. • Proposed noise sensitive developments that adjoin or are likely to be affected by an existing source of noise e.g. residential development close to a commercial/industrial use or trunk road/railway line where the proposed residential development may be impacted upon by unacceptable levels of noise. <p>The noise impact assessment should be prepared by a suitably qualified acoustic consultant, and, where required, include a scheme of noise mitigation measures. See further guidance: planning practice guidance NPPG Noise.</p>

22	Open Space Assessment	<p>NPPF paras 96, 98, 103-104</p> <p>Joint Core Strategy Policy INF4</p> <p>Tewkesbury Borough Plan Policy LAN4</p>	<p>Required for applications which involve the loss or partial loss of existing open space as defined in Annex 2 of the National Planning Policy Framework.</p> <p>The Assessment should quantify the amount, quality and type of open space that would be lost as a result of the proposal and assess the quantitative and qualitative impact on the overall supply in the local area. The assessment must provide evidence to demonstrate, including evidence of engagement with relevant local community groups and partner organisations, why the facility is no longer required and, as appropriate, how, when and where suitable local replacement facilities will be provided. For playing pitches, Sport England provide advice on the information required in Annex B Sport England Playing Fields Policy and Guidance March 2018.</p>
23	Planning Obligation/Legal Agreement (S106 or Unilateral Undertaking)	<p>JCS Policies SD12, INF4, INF6 and INF7 and TBLP Policy RCN1</p>	<p>Required for any major residential housing applications or other proposals that require a legal agreement or for variation of an existing legal agreement, or where one is offered, including those where the Council has given written confirmation in pre-application discussions that an agreement will be required.</p> <p>Information required in order to draft a Legal Agreement includes:</p> <ul style="list-style-type: none"> • Draft Head(s) of Terms or Deed of Variation • Costs undertaking • Full Solicitor contact details • Proof of title and plan <p>The deed should be in draft form only, ie not completed and signed by the parties. The Council accepts that numerous details required to be contained within the deed will be unknown at the time of the submission of the application.</p>
24	Social and Community Infrastructure Justification statement	<p>NPPF paras 96-98, 103-104</p> <p>Joint Core Strategy Policy INF4</p> <p>Tewkesbury Borough Plan Policies COM1, RCN3,</p>	<p>Required for proposals to develop land or buildings currently or previously in use as a community facility. The statement must provide evidence to demonstrate, including evidence of engagement with relevant local community groups and partner organisations, why the facility is no longer required and, as appropriate, how, when and where suitable local replacement facilities will be provided.</p>

25	Structural Survey/report	<p>NPPF para 207</p> <p>Joint Core Strategy Policies SD4 and SD8</p> <p>Tewkesbury Borough Plan Policy RES7, TOR1, TOR2, EMP4</p>	<p>Applications for listed building consent or conversion of rural buildings outside a settlement boundary where the proposed works have implications for the structural integrity of the building or where the proposed works are to address structural issues associated with the building.</p> <p>The survey/report should be prepared by an appropriately qualified engineer.</p>
26	Town Centre Impact Assessment	<p>NPPF para 91-95</p> <p>Joint Core Strategy Policy SD2</p> <p>Tewkesbury Borough Plan Policies RET1, RET4, EMP4</p>	<p>Applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, are required to provide an impact assessment where the development has a floorspace of 2,500 square metres or more and demonstrate that they would not harm the vitality and viability of centres or planned investment in centres (in accordance with the NPPF). The NPPG provides further guidance.</p> <p>Developments for town centre uses (as defined in the NPPF) located outside town and local centres must comply with the sequential test.</p>
27	Transport Assessment or Statement	<p>NPPF paras 109-118</p> <p>Joint Core Strategy Policies SD4, INF1</p> <p>Gloucestershire Manual for Streets</p>	<p>Required for applications likely to that generate significant amounts of transport movement. A judgment as to whether a development proposal would generate significant amounts of movement will be considered on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility).</p> <p>Detailed guidance for all development types is available in: Gloucestershire Manual for Streets 2020 (see pages 22-24)</p> <p>For developments creating new dwellings:</p> <ul style="list-style-type: none"> • 50-79 dwellings require a transport statement (TS) • 80+ dwellings require a transport assessment (TA) <p>There may be circumstances where developments with lower dwelling numbers require a TS/TA, Gloucestershire Manual for Streets provides further information.</p>

			<p>For developments creating:</p> <ul style="list-style-type: none"> • 150 dwellings or more • floorspace of 7,500m² or more of non-residential uses, or • the overall area of the development is 5 hectares or more <p>as part of the TS/TA, site assessments are to be submitted using Active Travel England's Planning Application Assessment toolkit. Detailed guidance is available:</p> <p>Active Travel England Standing Advice Note: Active travel and sustainable development (publishing.service.gov.uk) https://assets.publishing.service.gov.uk/media/667ad5ab4ae39c5e45fe4c12/ate-planning-application-assessment-toolkit.xlsx</p>
28	Travel Plan	<p>NPPF paras 122</p> <p>Joint Core Strategy Policies SD4, INF1, INF6, INF7</p>	<p>Required for applications likely to that generate significant amounts of transport movement. A judgment as to whether a development proposal would generate significant amounts of movement will be considered on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility).</p>
29	Telecommunications Supporting Statement	<p>NPPF para 122</p> <p>JCS Policy SD14</p> <p>Tewkesbury Borough Plan Policy COM3</p>	<p>All applications proposing telecommunications development, including applications for prior approval under the Town and Country Planning (General Permitted Development) Order.</p> <p>The statement shall provide the necessary evidence to justify the proposed development. This should include:</p> <ul style="list-style-type: none"> • the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site • for an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines • for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.

30	Tree Survey / Arboricultural Report	<p>Town and Country Planning Act 1990, Sections 197 and 198</p> <p>Joint Core Strategy Policies SD4, SD9, INF3</p> <p>Tewkesbury Borough Plan Policy NAT1</p> <p>BS5837:2012 “Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions</p>	<p>Required for:</p> <ul style="list-style-type: none"> Proposals affecting trees covered by a tree preservation order Proposals involving development (including new buildings/extensions, hard surfacing, site set up, utilities, excavations or changes in ground level) which could affect trees or hedges within or adjoining a site. <p>For householder applications, as a minimum, the application plans should indicate the species, position, canopy spread and of the tree(s) and the implications for the tree(s) of the development proposed.</p> <p>All other applications with implications for trees shall provide a tree survey drawing and schedule. The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. The tree survey should be undertaken by a competent arboriculturist and should follow the guidelines set out in BS5837:2012 “Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions.</p> <p>Following an assessment of the tree survey, and depending upon the size and scale of the proposals, further assessment of the implications for trees maybe required. This is likely to include the following:</p> <p>Arboricultural Constraints Plan (ACP) – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below- ground RPA constraints posed by the trees.</p> <p>Tree Protection Plan – scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.</p> <p>Arboricultural Method Statement (AMS) – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. I also detail the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.</p>
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31	Ventilation/Extraction Statement	<p>NPPF paras 135, 191</p> <p>Joint Core Strategy Policy SD14</p> <p>Tewkesbury Borough Plan Policy RET6</p>	<p>Required for applications for restaurants, cafes, takeaways, premises selling / serving hot food and any proposals which include a ventilation or extraction system (except householder development).</p> <p>The statement should include:</p> <ul style="list-style-type: none"> • Details of the position and design of ventilation and extraction equipment. • Details of the odour abatement techniques and acoustic noise characteristics. <p>The applicant should take into account the guidance contained in “Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust” (DEFRA 2011) and submit a completed “risk assessment” based on this guidance.</p> <p>The applicant should also include details of the calculated noise outputs from the proposed extraction and odour control schemes and an assessment of the likelihood of adjacent residential properties being adversely impacted by noise. This assessment should be undertaken in accordance with BS4142:2014 Method for rating industrial and commercial sound). Once the noise is rated a mitigation design plan shall be provided to address the impact.</p> <p>Further guidance can also be found here:</p> <ul style="list-style-type: none"> • HVCA (Heating and Ventilation Control Association) ‘DW/172 For Kitchen Ventilation Systems Guidance’. • ‘Association of Noise Consultants’ www.association-of-noise-consultants.co.uk hold register of qualified (Institute of Acoustics) consultant engineers. (ANC is the trade association for acoustic, noise and vibration consultancy practices in UK).
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32	Viability Assessment	<p>NPPF paras 62</p> <p>JCS Policies SD11, SD12, INF6, INF7</p> <p>Tewkesbury Borough Plan Policies RES6, RES12</p>	<p>Required for applications where the proposal does not provide planning policy requirements for affordable housing and infrastructure.</p> <p>A full, un-redacted viability assessment is required and will be published in full in the same manner as other documents that form part of the application, except in exceptional circumstances where the publication of certain specific information would harm the commercial confidentiality of the developer to no public benefit. Applicants making a case for exceptional circumstances must provide a full justification as to the extent to which disclosure of a specific piece of information would cause an ‘adverse effect’ and harm to the public interest that is not outweighed by the benefits of disclosure.</p> <p>The viability assessment should follow the government’s recommended approach to viability assessment for planning as set out in the national planning practice guidance: PPG Viability.</p> <p>The Council is likely to arrange for any viability assessment submitted to be independently appraised at the expense of the applicant.</p>
33	Waste Minimisation Statement	<p>JCS Policy SD3</p> <p>Adopted Gloucestershire Waste Core Strategy, Policy WCS2</p> <p>Tewkesbury Borough Plan Policies EMP5, RES5</p> <p>Waste Minimisation in Development Projects SPD</p>	<p>Required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more.</p> <p>The strategy needs to demonstrate how any waste arising during the demolition, construction and subsequent occupation of the development will be minimised and sustainably managed. Further guidance is available in Waste minimisation SPD Minor Development waste minimisation leaflet</p>

34	Water Management Statement	<p>NPPF paras 43, 158, 166, 172-174</p> <p>Joint Core Strategy Policies SD4, SD14, INF2, INF3, INF6, INF7</p> <p>Tewkesbury Borough Plan Policy ENV2</p> <p>Flood Risk & Water Management SPD</p>	<p>Required for all applications for full or outline planning permission except:</p> <ul style="list-style-type: none"> • non-residential extensions with a footprint less than 250 square metres. • alterations that do not increase the size of buildings e.g. alterations to external appearance. • householder development <p>The Water Management Statement (WMS) shall comprise:</p> <ul style="list-style-type: none"> • a report, proportionate to the scale and nature of development proposed, outlining the water cycle issues relevant to the development proposal and suitable means of providing for the sustainable drainage of the site in the long term. • specification of how foul and storm water sewage from the development will be addressed. • details of existing drainage systems and problems, infiltration, groundwater, surface water flow, foul and storm water disposal and any other drainage related flooding issues that may relate to the development. <p>Further guidance is available on:</p> <p>Water Management Statements (pages 56 to 57 of the Flood and Water Management SPD)</p> <p>Tewkesbury Borough Council: Flood and Water Management SPD</p> <p>Gloucestershire SuDS Design & Maintenance Guide</p> <p>CIRIA SuDS Manual (C753)</p>
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Part C	Individual summary checklists available
	<ul style="list-style-type: none"> • BNG Statement Form • Householder planning permission for works or extension to a dwelling • Householder planning permission and listed building consent • Householder planning permission and conservation area consent • Planning permission • Planning permission and listed building consent • Planning permission and consent for demolition in a conservation area • Planning permission and advertisement consent • Listed building consent for alterations, extension or demolition • Listed building consent and advertisement consent • Consent for demolition in a conservation area • Advertisement consent • Outline planning permission with some matters reserved • Outline planning permission with all matters reserved • Approval of reserved matters following outline approval • Removal or variation of a condition following grant of planning permission • Approval of details reserved by condition • Non-material amendment following the grant of planning permission • Lawful development certificate for a proposed use or operation • Lawful development certificate for an existing use or operation including breach of planning condition • Application works to tree preservation order trees • Notification for tree works to conservation area trees • Hedgerow removal notice • Prior notification by telecommunications code operator