

Information required when submitting a Planning Application



General advice

It is recommended that you submit your application to the Council electronically via the Planning Portal <https://www.planningportal.co.uk/> if you are unable to do so you may send it by post to the Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.

When making electronic submission of documents, individual files should be:

- No larger than 5 megabytes (MB) – if a document is larger it should be split into smaller files;
- We would also recommend only using colour where necessary as this can greatly increase file sizes.

Most file types can be accepted, below is an example of the most commonly used files types submitted for on line applications:

- Images/Plans – pdf, gif, jpg, jpeg, tiff;
- Documents – pdf, rtf, and Microsoft Office formats.

Your application will be invalid if it does not meet the National Information Requirements i.e. these requirements are a minimum level of information to be provided in order to make an application valid. Local authorities may have additional requirements, if they are set out on such a list and this document includes the adopted Local List.

Application documents are made available online and applicants should supply documents in a form that can be uploaded to public access without modification, for example without signatures or personal information.

National Information Requirement

The Policy drivers for the National Requirements can be viewed under The Town and Country (Development Management Procedure) (England) Order 2015.

<http://www.legislation.gov.uk/ukxi/2015/595/contents/made>

Please click the links below to view the National Planning Practice Guidance web pages, for more details regarding the National Information Requirements:

- a) A [completed application form](#);
- b) Compliance with national information requirements;
[Plans and drawings](#)
[Ownership Certificate and Agricultural Land Declaration](#)
[Design and access statement](#) (for some applications)
- c) The correct application fee; (Click the following link to view the current fee regulations <http://www.legislation.gov.uk/ukxi/2012/2920/contents/made>)
- d) [Provision of Local Information Requirements](#) (See below).

If you do not make the application electronically but in a paper format, you should provide the original, plus 2 copies (3 in total) of the application form, any plans, drawings and supporting information submitted.

Local Information Requirement

[The National Planning Policy Framework Paragraph 44](#), quotes the following:

“Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.”

Local Information Requirements do not cover the following applications: Advertisements; Certificate of Lawfulness existing and proposed; Non material amendments; Prior approvals and works to preserved trees (TPO's).

Delays in processing your application

There are a number of reasons why an application may be delayed. The most common ones are:

- Not adding a scale bar to a drawing;
- Plans that do not have key dimensions or a North point added;
- Supporting documents not having the relevant information stated;
- Differences between elevations and the floor plans;
- Description of the development being wrong;
- Plans not being drawn to a recognised scale.
- Documents that contain personal information that needs redaction.

Plans, drawings and supporting information

Please refer to the list below of the types of plans, drawings and supporting information that may be required. You must provide enough information in order to describe your proposal.

PLANS AND DRAWINGS

All plans and drawings must include the following:

- Identify the original paper size and scale (e.g. 1:200 at A3).
- A linear scale bar;
- Any key dimensions;
- Be clearly drawn (hand drawn is not preferred);

Location Plan – Requirement: All applications

Site location plan must be based on an up to date map, at a scale of 1:1250 or 1:2500, include the direction of North and fill an A4 or A3 size paper. The plan should identify sufficient roads and/or buildings on land adjoining the application site. The application site clearly outlined in red (including all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).

A blue line should be drawn around any other land owned by the applicant. For prior notifications under Part 3 Classes Q, R and S or under Part 6 of the General Permitted Development Order 2015 (as amended) this should include all land within the established holding. For other applications it should be other land owned close to or adjoining the site as relevant to the application.

Block Plan - Requirement: All applications, only if the proposal will alter an existing building footprint, create a new building/operational development or alterations to the highway

Block Plan shall be based on an up to date map, at a scale 1:200 or 1:500, include the direction of North and show the proposed development in relation to the existing buildings on the site, with written dimensions including those to the boundaries. Should include any public rights of way crossing or adjoining the site, position of all trees on the site and adjacent land, parking layout (existing and proposed if relevant), the extent and type of any hard surfacing, the type and height of boundary treatment (e.g walls, fences etc.).

Floor Plans – Requirement: All applications, proposing new or amended floorspace and or proposals to alter existing buildings

Existing and proposed floor plans at a scale of 1:50 or 1:100, with written dimensions to show overall size of any new buildings or extensions. If applicable, to show any existing walls to be demolished. Details of the layout of existing building(s) as well as those for the proposed development.

Elevation Plans – Requirement: All applications, proposing new buildings or alterations to the exterior of existing buildings

Existing and proposed elevations plans at a scale of 1:50 or 1:100, with written dimensions to show overall size of any new buildings or extensions. All sides of the proposal and where possible, the proposed building materials and proposed style, materials and finish of windows and doors. Where the proposed elevation adjoins or is in close proximity to another building, drawings must clearly show the relationship between the buildings and detail positions of the openings on each property.

Site Levels and Sections – Requirement: All applications, which involve a change in the ground levels or where development is proposed next to changing ground levels

Existing and proposed site levels and sections at a scale of 1:50 or 1:100. Drawings must show both existing and finished levels. Drawings must include details of floor levels, building height and relationship to site boundaries. Full information should also be submitted to demonstrate:

- a) How proposed buildings relate to existing site levels and neighbouring development;
- b) Plans showing existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings.

Roof plans – Requirement: All applications, which involve where a roof would be created or altered by the proposed development

Existing and proposed roof plan at a scale of 1:100 or 1:200 showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.

Street Scene – Requirement: May be required for applications which involve the creation of a new dwelling(s) and/or construction of new buildings which are visible from the highway

Existing and proposed street Scenes at a scale of 1:100 or 1:200 may be required. If requested, this would not invalidate your planning application and could be submitted during the life of the application.

ADVISORY

Amendment Statement – Requirement: All applications, which are revisions to approved applications, including variations or removal of conditions

A titled/referenced and dated statement which details and explains the entirety of all changes to the previously approved plans and/or conditions. This can take the form of a covering letter, appended table, bullet point list etc. as appropriate, provided it is clear and precise.

SUPPORTING INFORMATION

The following supporting statements may be necessary to enable your application to be assessed efficiently. If such information is not submitted the Council may decide to refuse your application due to a lack of supporting information.

Affordable housing statement – Requirement: Residential units, see below for fuller explanation

Where local plan policies require the provision of affordable housing, the local planning authority will require information concerning both the affordable housing and any market housing. This should include the number of market and affordable units proposed, the type and proportion of affordable tenure proposed eg social rent, shared ownership, the size including number of bedrooms of the different tenures. Where affordable housing is part of a detailed application the affordable units should be identified on a plan. Where affordable housing is proposed as part of an outline application the concept of distribution and size of groups should be known. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development, discussions with the Housing department and the involvement of these two bodies prior to the application. Should an applicant consider that the policies relating to site thresholds and levels of provision of affordable housing should not apply to a relevant development or be reduced, the complete justification case should also be presented in an Affordable Housing Statement, including a proper viability appraisal, completed by a suitable qualified person, with supporting evidence. In these situations, the Council will have to appoint its own consultant to validate the viability assessment. Though the assessor will report direct to the Council, the cost of the assessor must be paid for by the applicant.

Air Quality Assessment – Requirement: All applications, where any developments within the Air Quality Management Areas that would generate additional traffic movements or introduce new receptors

Where development is proposed inside, or adjacent to an Air Quality Management Area (AQMA), or could lead to significant impact on an AQMA, or where the development could in itself result in the designation of an AQMA. Applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.

For further advice, please refer to:

The National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/11-conserving-and-enhancing-the-natural-environment/>

Brentwood Council's website, Air Pollution pages at <http://www.brentwood.gov.uk/index.php?cid=399>

The Local Air Quality Management Policy Guidance (PG09) at <https://www.gov.uk/government/publications/local-air-quality-management-policy-guidance-pg09>. Large developments within an AQMA or in such close proximity as to affect the air quality within an AQMA would be expected to carry out an environmental assessment of the likely air quality effects of the development.

Biodiversity Survey and Report and Protected Species Guidance – Requirement: All applications, where there is a likelihood that a proposed development will have an impact on a protected species, wildlife in general and biodiversity or a piece of land or building, where it has not been used for a period of time

Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. This will include proposals that include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses and will need to provide information on them, any potential impacts for them, any mitigation proposals for such impacts and any enhancements proposed, a site ecological management plan and supporting ecological information. Surveys should be carried out by qualified specialists and at the point of submission should be carried out by qualified specialists and at the point of submission should be recent enough to be considered to be up to date.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. This information might form part of an Environmental Statement, where one is necessary.

Natural England also now provide 'standing advice' on protected species, which is available via the following link:

<http://www.naturalengland.org.uk/ourwork/planningtransportlocalgov/spatialplanning/standingadvice/default.aspx>

For further advice, please refer to the National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/11-conserving-and-enhancing-the-natural-environment/>

Contaminated Land Investigation – Requirement: All applications, major applications on Brownfield sites, applications subject to Environmental Impact Assessments regulations and small scale extensions and development if there are known contamination issues associated with the site

Sufficient investigation should be carried out to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. The results and conclusion of this survey work should be provided with an application. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

When is contamination likely to be present?

Contamination is more likely to arise in former industrial sites but cannot be ruled out in other locations including in the countryside (e.g. use or storage of chemicals by inappropriate spreading of materials such as sludges, or as a result of contamination being moved from its original source). In addition, some areas may be affected by the natural or background occurrence of potentially hazardous substances, such as radon, methane or elevated concentrations of metallic elements. If the development involves bringing materials on to the site, for example to change levels or act as piling pads, the materials should be assessed for contamination unless from a known clean source.

Only a specific investigation can establish whether there is contamination at a particular site, but the possibility should always be considered particularly when the development proposed involves a sensitive use such as housing with gardens, schools or nurseries. There are various sources of information that can be drawn on to help indicate whether land could be contaminated.

For further advice, please refer to:

The National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>

Brentwood Council's website, Contaminated Land pages at <http://www.brentwood.gov.uk/index.php?cid=718>

Design and Access Statement – Requirement: With a few exceptions (detailed below), all applications for Planning Permission and Listed Building Consent

The 'Design and Access Statement' needs to explain:

- The design principles and concepts that have been applied to the development - i.e. relating to the amount, layout, scale, landscaping and appearance of the development, and how the design of the development takes into account its context.
- How issues relating to access to the development have been dealt with - i.e. the policy adopted relating to access and how relevant development plan policies have been taken into account, whether any consultation has been undertaken, how any issues which might affect access have been addressed, how prospective users will be able to gain access to the development from the existing transport network, reasons for choosing the main points of access to the site and the layout of internal routes, and how features which ensure access will be maintained.
- In relation to all applications for listed building consent, the design principles and concepts that have been applied to the scale, layout and appearance of the works, and how these and the adopted policy relating to access take account of the special architectural or historic importance of the building, any important physical features of the building, and the building's setting.

Applications which need to be accompanied by a Design and Access Statement but are submitted without one will not be validated until the Statement has been received. Four copies of the statement are required.

The exceptions to the need to submit a Design and Access Statement are:

- Engineering or mining operations;
- Material changes of use of land or buildings
- Householder planning applications, unless any part of the site lies within a Conservation Area or AONB.

Guidance on design and access statements can be found on the https://www.gov.uk/guidance/making-an-application#paragraph_029 website.

The Design Council, which incorporates CABI, have published a useful guide entitled 'Design and access statements: how to write, read and use them' (June 2006). A copy of this Guide can be downloaded from the <https://www.designcouncil.org.uk/>

Draft Planning Obligation/Section 106 Statement – Requirement where a Planning Obligation is reasonably likely to be required

Planning obligations (or "Section 106 Agreements") are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land (or
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"developers") and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a Local Planning Authority may require a draft Section 106 Agreement to be submitted with the application.

For further advice, please refer to the National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/guidance/planning-obligations/planning-obligations-guidance/>

The need for a planning obligation will depend upon the type of development proposed. Typically an agreement will be required for the provision of community and highway infrastructure. This may include items such as affordable housing provision, education, library, youth and community and off site highway improvements, in accordance with Local Plan Policies.

Flood Risk Assessment – Requirement: All applications, if the application site is in within a Flood Zone 1 (site of more than 1ha). All new development within Flood Zone 2 and 3 or areas which are potentially vulnerable to surface water flooding

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. An FRA will also be required for any development other than minor development in a designated critical drainage area, which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

For further information, please refer to the Surface Water Management Plan for Brentwood <http://www.brentwood.gov.uk/pdf/29052015103139u.pdf>

For further advice, please refer to the National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment/what-further-advice-is-available-on-the-preparation-of-a-site-specific-flood-risk-assessment/>

Heritage Statement – Requirement: All applications, affecting heritage assets or their settings

A heritage statement is required by Brentwood Council to validate an application for listed building consent or planning permission. This reflects the requirement in the National Planning Policy Framework for authorities to make evidence based decisions,

assessing the significance of a listed building or heritage asset, and the impact of the proposed works on that significance. The heritage statement not only informs the local authority but also reminds applicants and agents that they need to consider the significance of the heritage asset as a factor central to designing their proposals. The heritage statement should be proportionate to the works for which consent is sought, but nevertheless must consider the heritage asset as a whole and not just the parts affected.

The first part of a heritage statement should be a statement of significance. The main phases of construction should be identified and significance attached to them. A heritage statement in support of minor works of alteration need only be a simple document, drawing attention to these points, and in terms of research not going much further than using the list description, the Essex Historic Environment Record, and any readily available sources such as the Pevsner *Buildings of England*, and the Royal Commission and Victoria County History volumes if relevant.

If major works such as a major refurbishment or extension re envisaged, or if the building is one that would be particularly sensitive to change, a more detailed heritage statement will be appropriate. Phases of construction should be identified on a plan. To these can be attached significance, assessed by reference to the values (historical, aesthetic, communal and evidential) identified in English Heritage's publication *Conservation Principles*. Schemes for the conversion of barns or other agricultural or industrial buildings should always be supported by full recording including survey drawings.

The heritage statement should explain how the proposed works might affect the significance of the building. Changes can alter the historic character of a building dramatically, and also affect historic fabric. Ancillary buildings and landscaping will affect setting. The heritage statement should show that these considerations have been taken into account and the impact of the works mitigated accordingly.

Applicants are advised to discuss proposals with the Conservation and Design Officer before any application is made. For applications for demolition in a conservation area, a written statement that includes an analysis of the character and appearance of the building/structure, the justification for the proposed demolition and its impact on the special character of the area may be required.

For all applications involving the disturbance of ground in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

Further information is available in Section 12 of the NPPF and the National Planning Practice Guidance which are available on the Department for Communities and Local Government website or at

<http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/12-conserving-and-enhancing-the-historic-environment/>

<http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/why-is-significance-important-in-decision-taking/>

Noise Impact Assessment – Requirements: All applications that will create new housing adjacent to major sources of noise, including roads, railways and industrial sources

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise, should be supported by a noise assessment prepared by a suitably qualified person.

For further advice, please refer to the National Planning Practice Guidance at <https://www.gov.uk/guidance/noise--2>

Renewable Energy Assessment – Requirement: For applications such as Air Source Heat Pumps, Hydropower, Solar Photovoltaic or Solar Thermal Panels, Biomass Plants and Wind turbines

Local Planning Authorities are responsible for renewable and low carbon energy development of 50 megawatts or less installed capacity (under the Town and Country Planning Act 1990). Renewable and low carbon development over 50 megawatts capacity are currently considered by the Secretary of State for Energy under the Planning Act 2008, and the local planning authority is a statutory consultee. It is the Government's intention to amend legislation so that all applications for onshore wind energy development are handled by local planning authorities. Microgeneration is often permitted development and may not require an application for planning permission.

For further advice, please refer to the National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/guidance/renewable-and-low-carbon-energy/>

Retail or Leisure Impact Assessment – Requirement: Applications for Retail and Leisure developments over 2500 sqm., smaller retail and leisure likely to have a significant impact on smaller centres, applications for other main town centre uses when they are an edge of centre or out of centre location and not in accordance with the development plan

Local Planning Authorities should ensure the vitality of town centres. For town centre use developments, which are retail, leisure and office uses, outside of town centres and not in accordance with up to date local plan Local Planning Authorities should require an impact assessment is carried out if the development is over a proportionate, locally set floorspace threshold or in the absence of such a threshold, 2,500 sq m.

For further advice, please refer to the National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/2-ensuring-the-vitality-of-town-centres/>

Structural Survey or Statement – Requirement: Applications involving barn conversions or re-use of existing rural buildings and where it is proposed to demolish part of any heritage building due to its condition

A structural survey will be required in support of an application if the proposal involves substantial demolition, reconstruction or alteration. It will also be required in order to demonstrate that certain types of building (for example traditional farm buildings, listed buildings etc.) are structurally sound and capable of being developed without the need for substantial demolition and reconstruction. The report should be prepared by a Chartered Structural Engineer with expertise in the type of work involved and should, amongst other things, justify the extent and nature of any proposed structural work and/or the need for demolition.

Sustainable Drainage Systems (SuDS) – Requirement: All major development proposals (i.e 10 or more dwellings, sites larger than 0.5 ha where the number of dwellings is not known, sites where the floorspace to be created is more than 1000 sqm or development on a site of 1 ha or more)

Sustainable Drainage Systems (SuDS) aim to reduce surface water run-off from developments and improve the quality of water leaving a site, mimicking the natural route that rainwater takes.

There are a variety of SuDS techniques available to capture rainfall close to the source, convey it slowly downstream, allow infiltration to the ground where possible and provide attenuation or long-term storage before possibly outfalling at a controlled rate from the site.

Essex County Council has produced a [SuDS Design Guide](#) to reflect local circumstances and guide SuDS design in Essex. <http://flood.essex.gov.uk/new-development-advice/>

It is recommended that you consult the SuDS team at the pre-application stage of the planning process to make sure that the development meets all of the requirements. For more information please see the [pre-application page](#).

Transport Assessment (TA) or Transport Statement (TS) – Requirement: Please refer to appendix B of [Essex County Council's Development Management Policies document](#) to view the guideline thresholds, however the Highway Authority reserves the right to ask for a TA if circumstances demand it

A Transport Assessment (TA) or Transport Statement (TS) should be submitted as part of any planning application in accordance with the thresholds below. Detailed guidance on the content of the TA is available from Essex County Council but the coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

Please refer to appendix B for a full list of the Transport Assessment (TA) or Transport Statement (TS) Guideline Thresholds of [Essex County Council's Development Management Policies document](#).

For further advice, please refer to the National Planning Practice Guidance at <http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/4-promoting-sustainable-transport/>

Tree Survey – Requirement: All applications, where there are trees within or adjacent to a planning application site that could influence or be affected by proposed development

Where there are trees within the application site, or on land adjacent to it that could be affected by the development (including street trees), information will be required in accordance with the current edition of British Standard BS5837. This information should be prepared by a qualified arboriculturalist using the methodology set out in the British Standard. This should help to ensure that development is suitably integrated with trees and the potential conflicts are avoided.

Ventilation/Extraction Details – Requirement: Applications for A3, A4 and A5 uses and any other proposals (except Householders) which will incorporate a ventilation/extraction system

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Class A3 (ie restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (ie drinking establishments - use as a public house, wine bar or other drinking establishment) and A5 (ie hot food takeaways - use for sale of hot food for consumption off the premises), uses. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Where the application contains information of a financial or technical nature the Council may require it to be assessed by a specialist. The costs of that assessment will be met by the applicant.