

# Tyneside Validation Checklist 2024

For the Validation of Planning Applications in  
Gateshead, Newcastle upon Tyne, North  
Tyneside and South Tyneside

## Contents

- (i) Background to the Tyneside Validation List
- (ii) Discretion
- (iii) Review
- (iv) Using the Checklists
- (v) Pre-Application Advice
- (vi) Local Authority Contact Details

## Appendix 1 - National and Local Validation Requirement Notes to accompany checklists

### National Requirements

1. Completed Application Form
2. Location plan
3. Site Plan
4. Ownership Certificate (A, B, C or D)
5. Agricultural Holdings Certificate
6. The correct fee
7. Design and Access Statement (if required)
8. Fire Statements
9. Outline Planning Applications

**Biodiversity Net Gain:** From 12 February 2024, applications need to meet requirements for measurable biodiversity net gain as set out in Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021), and information to demonstrate this is required to validate an application. Exemptions do apply. At the time of drafting this checklist the national validation requirements have not been updated to reflect this change, but you are advised to note the requirements of Section 16 and provide the information required to support your application. An application will not be validated without submission of the required biodiversity net gain assessment information.

### Local Requirements

10. Application Plans
11. Acoustic and Vibration Assessment
12. Affordable Housing Statement
13. Air Quality Assessment
14. Archaeological Assessments
15. Coal Mining Risk Assessment / Mineral Safeguarding
16. Biodiversity Surveys and Reports
17. Flood Risk Assessment, Surface Water Drainage Strategy and Foul Water Strategy
18. Health Impact Assessment
19. Heritage Statement
20. Housing Spacing Standards
21. Land Contamination Assessment
22. Landscape Strategy and Masterplan
23. Landscaping Details
24. Marketing Information
25. Open Space Assessment (including playing fields and recreational buildings)

26. Overheating Assessment and Mitigation Requirements
27. Planning Statement
28. Statement of Community Involvement
29. Structural Survey
30. Sunlight/Daylight/Wind Study/Microclimate/Lighting Assessment
31. Sustainability Statement
32. Telecommunications Development
33. Town Centre Use Assessment
34. Transport Assessments / Statements and Travel Plans
35. Tree Survey and/or Statement of Arboricultural Implications of Development
36. Ventilation / Extraction Details / Odour management
37. Viability Assessment
38. Waste Management Plan
39. Community Infrastructure Levy (Gateshead, North Tyneside and Newcastle only)

## **Appendix 2 – The Validation Checklists**

Checklist 1: Full Applications

Checklist 2: Outline Applications and Reserved Matters Submissions

Checklist 3: Listed Building Consent and Planning Permission for Relevant Demolition in a Conservation Area

Checklist 4: Advertisement Consent

Checklist 5: Householder Applications

Checklist 6: Non-material and Minor-material Amendments

Checklist 7: Lawful Development Certificate Applications

Checklist 8: Validation Requirements for Prior Approval Applications required through provisions of Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

- Part 1, Class A) - Larger single storey extension to rear
- Part 1, Class AA - Enlargement of dwellinghouse by construction of additional storeys
- Part 3, Class G, , M, MA, N, O, P, PA, Q, R, S, T - Change of use
- Part 4, Class BB - moveable structures for historic visitor attractions and listed pubs/restaurants etc
- Part 4, Class BC - Temporary recreational campsites
- Part 4, Class CA - Provision of temporary state-funded school on previously vacant commercial land
- Part 4, Class E - Temporary use of building or land for film-making purposes
- Part 6, Class A - Agricultural development on units of 5 hectares or more
- Part 6, Class B - Agricultural development on units of less than 5 hectares
- Part 6, Class E - Forestry developments
- Part 7, Class C - Click and collect facilities

- Part 7, Class M - Extensions etc for schools, colleges, universities, prisons and hospitals
- Part 9, Class D – Toll road facilities
- Part 11, Class B - Demolition of buildings
- Part 14, Class A – Installation or alteration etc of solar equipment on domestic premises
- Part 14, Class B – Installation or alteration etc of stand-alone solar equipment on domestic premises
- Part 14, Class J - Installation or alteration etc of solar equipment on non-domestic premises
- Part 14, Class K – Installation, alteration or replacement of stand-alone solar for microgeneration within the curtilage of a building other than a dwellinghouse or a block of flats
- Part 14, Class OA – Installation etc of a solar canopy on non-domestic, off street parking
- Part 16, Class A - Electronic communications code operators
- Part 19, Class TA – Development by the Crown on a closed defence site
- Part 20, Class ZA - Demolition of buildings and construction of new dwellinghouses in their place
- Part 20, Classes A to AD - New dwellinghouses

## **(i) Background to the Tyneside Validation List**

The submission of a valid application for planning permission requires a completed application form, compliance with local and national information requirements and the correct application fee. Without the correct information and fee, the planning application cannot be made valid and it cannot be determined.

The National Planning Policy Framework makes clear that local planning authorities should publish a list of their local information requirements for planning applications and that this list should be kept under review.

This Tyneside Validation List identifies the information that the local planning authority will require to make your application valid. Failure to submit the required information will result in your application being made invalid and being returned to you without it being determined. Information regarding planning fees is available on either the council's website or on the Planning Portal webpage.

The checklist identifies the necessary supporting information required to support a planning application. This document should be followed when submitting planning applications to Gateshead, Newcastle upon Tyne, North Tyneside and South Tyneside. These four authorities have worked together and have consulted regular service users (agents) and statutory consultees to ensure that this validation checklist is kept up to date. This latest document supersedes the validation checklist published in 2019.

## **(ii) Discretion**

This document identifies the information required in order to validate a planning application i, having regard to the nature and scale of the proposed development. The required information will relate to matters that, it is reasonable to think, will be a material planning consideration in the determination of the application.

Planning applications must be determined in accordance with the adopted development plan, unless material planning considerations indicate otherwise. Pre-application engagement with the local planning authority offers significant potential to improve both the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success (see paragraph (v) of this section). If used, the pre-application advice service enables the Council to provide an informal response regarding the planning merits of the scheme and gives advice on documents required to support an application. This service requires a fee to be paid (refer to the relevant council's website).

### **(iii) Review**

Despite best intentions, there may be anomalies in this local validation checklist. There is also the potential for a variance in interpretation from those using the list across the four authorities.

Please note that the authorities may need to update and make changes to this publication to comply with legislative changes. Should this occur, we will seek to update it on our websites as soon as practicable. Please be aware of this if you print a copy of this publication.

Newcastle, North Tyneside and Gateshead are Community Infrastructure Levy (CIL) charging authorities. Therefore, CIL liable development in Newcastle, North Tyneside and Gateshead will be required to provide further information as part of the planning application (see Note 39).

### **(iv) Using the Checklists**

Thresholds and criteria are included in the checklist, wherever possible, to indicate when local list requirements will be triggered. However, in some cases the need for supporting information will be dependent on the location of development, its size, scale and nature/character and/or its impact on local amenities and the environment. For this reason, the requirements are not prescriptive in every case. Links to other sources of information and guidance are provided to assist in determining when additional information is required.

#### **PLEASE NOTE**

**THE PRIMARY PURPOSE OF THIS DOCUMENT IS TO SET OUT WHAT INFORMATION IS REQUIRED FOR A PLANNING APPLICATION TO BE CONSIDERED VALID. SUBMITTING A VALID APPLICATION DOES NOT MEAN THE APPLICATION WILL BE CONSIDERED ACCEPTABLE.**

**TO AVOID DELAYS LATER IN THE DECISION MAKING PROCESS, YOU ARE STRONGLY ADVISED TO FOLLOW THE GUIDANCE PROVIDED BY EACH AUTHORITY. LINKS TO SUPPORTING GUIDANCE DOCUMENTS WITHIN EACH SECTION OF THE CHECKLIST HAVE BEEN PROVIDED, BUT MAY BE SUBJECT TO CHANGE**

#### **Data Protection**

**For any supporting documents, please ensure all signatures and personal information (such as names and personal information/emails/telephone numbers) are redacted. In some instances, it may be appropriate to provide information in a separate document clearly marked "Confidential - Not for Public Use".**

There are some circumstances where applicants will need to discuss the local list requirements with the relevant local planning authority (LPA) before submitting an application. Applicants are strongly encouraged to do this as **if an application lacks the information specified by the Government and in the LPAs published local validation checklist, the LPA will be entitled to invalidate the application and so decline to determine it.**

Where the application is not accompanied by the information required by the LPA, the applicant should provide written justification as to why. When an application is made invalid, the LPA will write to explain what information is required, and give a time period within which this must be provided. If you disagree with the invalid reasons then there is a procedure in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (under article 12) to resolve disputes. In these circumstances the applicant must first serve an Article 12 notice with the reasons why they consider that the information requested does not meet the statutory tests.

Once the application is made valid it will be passed to a planning case officer for determination. On occasions, the proposed development will need to be revised to make it acceptable under planning policy, or further information will be needed from the applicant for a planning decision to be made. In such circumstances, the planning case officer will inform the applicant / agent as soon as possible, setting out what information is required. Additional publicity/consultation may then need to be undertaken on receipt of any additional or amended information and an extension of time to determine the application sought. Failure to provide information requested, alongside the extension of time, may result in the application being determined on the information available.. I. The Planning Portal webpage provides further information on the planning appeal process including appeals relating to the non-determination of an application. Planning appeals are made to the Planning Inspectorate..

#### **(v) Pre-application Advice**

The National Planning Policy Framework makes clear the importance of pre-application engagement in improving the efficiency and effectiveness in the speed and quality of planning application determination. The planning application process is more efficient if applicants have sought advice about the information that will be expected to be submitted with an application, before making any application.

The Government recommends that LPAs and applicants positively approach pre-application discussions so that formal applications can be dealt with in a speedy manner, and the quality of decisions can be better assured. In addition to addressing the information requirements of formal applications, pre-application discussions can bring about a better mutual understanding of the planning history, policies, objectives and constraints that apply to the particular site. They can also assist applicants by clarifying and narrowing down the information required to support a planning application. This will have the advantage of avoiding unnecessary work and expenditure.

Pre-application advice provided by the local planning authority cannot pre-empt the democratic decision-making process or a particular outcome.

The right information is crucial to good decision making, particularly where formal assessments are required (such as Environmental Impact Assessment, Habitat Regulations Assessment, Flood Risk Assessment and Transport Assessment).

To avoid delay, applicants should discuss, as soon as possible, what information is needed with the LPA. Several statutory consultees/expert bodies separately offer their own pre-application service, such as Natural England, National Highways, Nexus, Historic England, Environment Agency, Sport England, The Coal Authority, Lead Local Flood Authority and the Marine Management Organisation.

Nexus encourages early engagement by applicants where schemes relate to implementation of sustainable transport. Nexus' infrastructure requirements need to be adhered to for developments that neighbour Metro lines or associated infrastructure. .

You are advised to contact your relevant LPA and any expert bodies relevant to your proposal to establish what pre-application services are available, submission requirements and any fees payable.

**(vi) Local Planning Authority Contacts**

<b>Council</b>	<b>Phone</b>	<b>Email / Website</b>
Gateshead Council	(0191) 433 3416	planning@gateshead.gov.uk www.gateshead.gov.uk
Newcastle City Council	(0191) 278 7878	planning.control@newcastle.gov.uk www.newcastle.gov.uk
North Tyneside Council	(0191) 643 2310	development.control@northtyneside.gov.uk www.northtyneside.gov.uk
South Tyneside Council	(0191) 424 7421	planningapplications@southtyneside.gov.uk www.southtyneside.gov.uk/planning

## Appendix 1

### National and Local Validation Requirement Notes to accompany checklists

#### National Validation Requirements

##### 1. Completed Application Form

Planning applications should be submitted online through the Planning Portal website ([www.planningportal.co.uk](http://www.planningportal.co.uk)). Only if this is not feasible should submission by post/email directly to the relevant council be considered and agreed. The submission of paper copies of application is not recommended, as it will result in the delay in the processing of the application and require multiple copies of the application to be submitted.

Applications submitted electronically do not need to be accompanied by any further copies either of the application or accompanying information.

At present not all application types may be submitted through the Planning Portal (e.g.. Applications for Permission in Principle and some Prior Approval Applications). Further information on the different types of applications that may be submitted through the Planning Portal can be found at:

[https://www.planningportal.co.uk/info/200126/applications/60/consent\\_types](https://www.planningportal.co.uk/info/200126/applications/60/consent_types)

You may download offline printable forms from the Planning Portal at:

<https://1app.planningportal.co.uk/YourLPA/DownloadofflineForms>

When making an application, all of the relevant questions on the form must be completed, or the words “Not Applicable” or N/A should be inserted for clarity (See: “4. Ownership Certificates” below with regard to certificates on the form).

It is very important that the description of development on the planning application form accurately describes the proposed development and that it correctly summarises the detail shown on the submitted plans. The application description must concisely list all aspects of the development that form part of the application, including relevant information on the use of the site (including Use Class where relevant), the scale and form of the development (1/2 storeys high etc., provision of hard surfacing, new boundary treatment heights and new vehicular access points to the site etc.). Otherwise, your application may not be made valid, and it may lead to delays due to the council having to re-notify / re-consult interested third parties.

##### 2. Location Plan

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500) and must show the direction north. The location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a solid red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, drainage areas, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

There are several online sellers that can provide a location plan, some of which are listed on the Planning Portal website (see the Buy a Plan section).

Applicants should note that the copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

### **3. Site Plan (Existing and Proposed)**

All planning applications that include extensions or external ground works (i.e. excluding applications for change of use only or where no external building works are proposed) shall include existing and proposed site plans at a standard metric scale (1:100 or 1:200), unless otherwise requested and agreed with the Local Planning Authority.

The purpose of the site plans is to enable the development's impact to be assessed in terms of its site and immediate surroundings. For this reason, the site plan must show the direction north, along with the proposed footprint of the development within the context of all existing buildings falling within 10 metres of the development. The site plans should also provide written dimensions and distances from the elevations of the proposed development to both:

- i) the existing site boundaries and
- ii) the existing buildings falling within 10 metres of the development.

The following information must also be shown, **unless these would not influence or be affected by the proposed development:**

- i) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- ii) All public rights of way crossing or adjoining the site;
- iii) The position of all existing trees on the site (including the canopy spread), and those on adjacent land;
- iv) The extent and type of any hard surfacing;
- v) Boundary treatments, including the type and height of walls or fencing.

### **4. Ownership Certificates (A, B, C or D as applicable)**

The relevant certificates concerning the ownership of the application site must accompany all forms of applications and must be electronically or physically signed by the applicant or their agent and dated.

For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

- **Certificate A** must be completed when the applicant is the sole owner of the site.
- **Certificate B** must be completed when the applicant is not sole owner of the site, but all of the owner(s) of the site are known. The applicant needs to serve written notice on the person(s) who, on the day 21 days before the date the application is submitted, was an owner of any part of the land to which the application relates.

- **Certificate C** must be completed when some of the owners of the site are known but not all.

If Certificate C has been completed, written notice must be served on any known owners of the site in question in the same way as the procedure under Certificate B.

There is also a requirement for the applicant to advertise the proposal in a local newspaper and this must not take place earlier than 21 days before the date of submission of the application and a copy of the notice must be included with the planning application.

- **Certificate D** must be completed when none of the owners of the site are known.

If Certificate D has been completed, the applicant is required to give notice of the proposal in a local newspaper. This must not take place earlier than 21 days before the date of the application and a copy of the notice must be included with the planning application.

## **5. Agricultural Land Declaration**

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding and is incorporated into the ownership certificate form (above) and must be signed and dated in order for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, discharge or variation of conditions, tree preservation orders, listed building consent, a lawful development certificate, prior notification of certain developments with permitted development rights, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

## **6. The Correct Fee**

Most applications incur a fee. The application will not be validated without the correct fee being paid.

The Planning Portal includes a fee calculator and a fee schedule for applicants, although each Council can advise applicants on specific cases and payment methods. These can be found at:

[www.planningportal.co.uk/planning](http://www.planningportal.co.uk/planning)

Note: For the purposes of fee calculation, floor space is calculated by measuring all storeys, (including basements and garaging) to be created by the development, measured externally, and including the thickness of external and internal walls.

## **7. Design and Access Statement**

### **When is this required?**

- 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 hectares or more and it is not known whether the development falls within (i);
- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
- Development carried out on a site having an area of 1 hectare or more (excluding minerals, mining or waste development applications)
- In World Heritage Sites or in a conservation area;
  - (i) the provision of one or more dwellinghouse; or
  - (ii) the provision of a building (or extension) where the proposed floor space is more than 100 square metres;
- Applications for listed building consent

### **What information is required to make an application valid?**

A Design and Access Statement is required to set out the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with.

- The title must state the document is/includes a design and access statement

### **Guidance**

Design and Access Statements for Planning Applications are expected to:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the site and its surroundings and how the design of the development takes that context into account;
- Explain the policy approach in relation to design and access, and how policies relating to design and access in relevant local plans have been taken into account;
- State what, if any, consultation has been undertaken on issues relating to the design of (and access to) the development and what account has been taken of the outcome of any such consultation; and explain how any specific issues which might affect the design of (or access to) the development have been addressed;
- A description of any heritage asset affected, including any contribution made by their setting and the contribution made by the development to local character and distinctiveness;
- Explain how Green/Blue Infrastructure and natural features are incorporated into the design, how they provide a range of multi-functional benefits, how they enhance the existing GBI network and details of their future management and maintenance arrangements;

- Explain how the application has taken into account existing crime in the area and how the development has been designed to both address issues of crime and minimise its impact on the safety and security of the area.

For Listed Building Consent applications, Design and Access Statements must explain how the design principles and concepts that have been applied to the works take account of:

- The special architectural or historic importance of the building;
- The particular physical features of the building that reflect and illustrate the significance of the building;
- The building's setting;
- The approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account;
- Information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works.

## **8. Fire Statements (if required)**

The Government has published guidance ( Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk) ) which sets out measures to ensure fire safety matters are incorporated at the planning stage for schemes involving high-rise residential buildings.

### **When is this required?**

An application for planning permission for development of/on buildings which contains two or more dwellings or educational accommodation **and** are 18 metres or more in height or of 7 or more storeys and which involves:

- the erection of one or more relevant buildings, or
- development of an existing relevant building, or
- development within the curtilage of a relevant building;

must be accompanied by a fire statement unless an exemption applies.

“Dwellings” includes flats, and “educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education.

### **What are the exemptions?**

Applications for planning permission will be exempt from the requirement to submit a fire statement where:

- the application is for a material change of use of a building set out above and the material change of use would result in the building no longer being defined a relevant building
- the application is for a material change in use of land or buildings within the curtilage of a relevant building as set out above and the material change of use would not result in the provision of one or more relevant buildings
- the application is for outline planning permission

- the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990

### **What information is required for validation?**

Fire statements must be submitted on the prescribed form published by the Secretary of State (or a form to similar effect) and contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- the principles, concepts and approach relating to fire safety that have been applied to each building in the development
- the site layout
- emergency vehicle access and water supplies for firefighting purposes
- what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this
- how any policies relating to fire safety in relevant local development documents have been taken into account

The Fire Statement form can be accessed via:

<https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities>

### **Policy Background**

#### **Government policy or guidance:**

- <https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021>

## **9. Outline Planning Applications**

An outline planning application is a way to establish the principle of a proposed development without supplying all the details necessary for a full application. The grant of outline planning permission will then be conditional upon the subsequent approval of details of 'reserved matters' – as defined below.

The Government has set down the minimum level of information that must be submitted with outline applications, as follows:

- **Use** – the use or uses proposed for the development and any distinct development zones within the application site.
- **Amount of development** – the amount of development for each use.
- **Indicative access points** – an area or areas in which access point or points to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but at least one must be reserved for later approval. It should be noted that for an outline application it is necessary to indicate access points on the submitted plans, even if access will be a reserved matter.

Whilst the outline planning application process allows the minimum level of information to be submitted to enable the application to be made valid, the Council must then reach its

planning decision on the application in line with its development plan and having had regard to any material planning considerations. The Council may therefore require further information to be provided by the applicant to reach a decision on the application. The application may be refused if the requested information has not been provided within the agreed timescales. Therefore, before submitting an outline planning application, applicants are strongly advised to seek pre-application advice.

Any indicative information submitted to support an outline application but not for determination must be clearly marked as “Indicative/For information only”

### Reserved Matters

Reserved matters are defined as follows:-

- **Layout** – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – the aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
- **Access** – the accessibility to and within the site for pedestrians, cycles and vehicles in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.
- **Landscaping** – this is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.

### **Biodiversity Net Gain**

From 12 February 2024, applications need to meet requirements for measurable biodiversity net gain as set out in Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021), and information to demonstrate this is required to validate an application. Exemptions do apply. At the time of drafting this checklist the national validation requirements have not been updated to reflect this change, but you are advised to note the requirements of Section 16 and provide information required to support your application. An application will not be validated without submission of the required biodiversity net gain assessment information.

## Local Validation Requirements

### 10. Application Plans

#### When is this required?

- Elevation plans are required for all applications where external alterations are proposed;
- Floor plans, Site Sections and Site Levels are required for applications where this would be expected to add to the understanding of the proposal and/or where floor plans, site sections and site levels respectively are materially affected by the proposal;
- Roof Plans should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal.

#### What information is required?

All plans/drawings must be numbered or labelled (any amended plans will require a revision number and date).

#### **(a) Existing and Proposed Elevations**

The drawings of the elevations shall be at a scale of 1:50 or 1:100 (unless an alternative scale is required and agreed) and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity, the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property.

#### **(b) Existing and Proposed Floor Plans**

The floor plan drawings shall be at a scale of 1:50 or 1:100 (unless an alternative scale is required and agreed) and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

Floor Plan drawings also need to clearly state the number of bedrooms and bed spaces the property will provide, to show the intended number of occupants the house has been designed to accommodate, and also as a statement indicating how the property will be marketed (i.e. a 3b/5p property).

#### **(c) Existing and Proposed Site Sections and Site Levels**

Section drawings shall be drawn at a scale of 1:50 or 1:100 (unless an alternative scale is requested and agreed) showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

#### **(d) Roof Plan**

Both an existing and proposed roof plan drawn to a scale of 1:50 or 1:100 (unless an alternative scale is requested and agreed) are required in order to show the shape of the roof, its location and the proposed facing materials.

## 11. Acoustic and Vibration Assessment

### **When is this required?**

Applications where development may create additional noise, or would be sensitive to the prevailing acoustic environment (including any anticipated changes to that environment from activities that are permitted but not yet commenced) including involving:

- development within Classes B2, and/or where new or replacement industrial plant/machinery is proposed that have the potential to result in increased noise levels outside of the application site
- new outdoor sport facilities
- development within Class E (restaurants, snack bars, cafes, indoor sport, recreation or fitness, provision of medical or health services, crèches, day nurseries or day centres),
- development within Class F1 (learning and non-residential institutions - places of public worship or religious instruction or in connection with such use)
- development within Class F2 (areas or places for outdoor sport or recreation, indoor and outdoor swimming pools and skating rinks)
- sui generis uses (theatres, amusement arcades/centres or funfairs, hot food takeaways, public houses, wine bars, drinking establishments, nightclubs, casinos, venues for live music performance, cinemas, concert halls, dance halls, bingo halls);
- New residential development adjacent to the strategic road network (i.e. trunk roads or motorways under the control of Highways England), classified roads, adjacent to railway or metro lines, airports, existing industrial uses, and any one of the uses listed above
- Minerals and waste development;
- Energy generation development, including the installation of air source heat pumps
- A vibration survey may be required if a development is proposed adjacent to a railway or metro line (over or underground).

Applications for prior notification will require to be accompanied by an acoustic assessments where potential impacts upon residential amenity are identified as a material consideration in Checklist 8 below.

### **What information is required?**

- Title confirming the document is/includes a noise impact assessment and vibration assessment

### **Guidance**

A noise impact assessment prepared by a suitably qualified acoustician must support applications that either raise issues of disturbance due to the nature of the proposed development or are considered to be noise sensitive developments. The Institute of Acoustics publishes Membership and Supplier details <https://www.ioa.org.uk/find-acoustics-specialist-or-supplier>.

The acoustic assessment should be undertaken in line with recognised methodologies such as British Standards and local and national guidance. The form of acoustic assessment required will often be specific to the proposed development, for example, a proposed outdoor music-led event space would require noise propagation modelling. Prior

to undertaking an assessment, it is recommended to agree its scope with council Environmental Health officers.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 15 - Conserving and enhancing the natural environment
- The Calculation of Road Traffic Noise (DEFRA, 1988)
- The Calculation of Railway Noise (Department of Transport, 1995)
- National Planning Practice Guidance
- The Noise Policy Statement for England (Department for Environment, Food and Rural Affairs, 2010)

### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS14

Newcastle  
Development and Allocations Plan Policies DM23 and DM24

Gateshead  
Making Spaces for Growing Places Policies MSGP17, MSGP18, MSGP19, MSGP20, MSGP28, MSGP30, MSGP44, MSGP45 and MSGP47

South Tyneside  
Development Management Policy DM1

North Tyneside  
Local Plan (2017) DM5.19

### **Area specific requirements and further information:**

- The International Standard for Assessment of Environmental Noise ISO 1996;
- BS 4142+A1:2019 – Method for rating and assessing industrial and commercial sound (British Standards Institution 2014);
- BS 8233 – Code of Practice for Sound insulation and noise reduction for buildings; (British Standards Institution 2014)
- World Health Organisation Guidelines for Community Noise (1999)
- World Health Organisation Night Noise Guidelines for Europe (2009);
- Professional Practice Guidance on Planning and Noise (2017)(Association of Noise Consultants, Institute of Acoustics and Chartered Institute of Environmental Health)
- Other topic specific guidance published by the Institute of Acoustics or the Association of Noise Consultants ; compliance with the acoustic requirements of Approved Document O; Artificial Grass Pitch (AGP) – Planning Implications (Sport England in association with the IOA and ANC) and any other guidance that may be published from time to time.

## 12. Affordable Housing Statement

### When is this required?

**Gateshead and Newcastle only:** All applications for housing development of 10 units or more.

**North Tyneside only:** All applications for housing development of 11 dwelling units or more and gross internal area of more than 1,000 square metres.

**South Tyneside only:** All applications for housing development of 11 units or more in the urban fringe villages (Whitburn, Cleadon, East Boldon, West Boldon and Boldon Colliery), except where the total gross internal floorspace of the development is more than 1,000 sqm (i.e. affordable provision/contributions would still be required on sites of 10 dwellings or less where the total floor space exceeds 1,000 sqm) and 15 units or more in other locations, or housing development on sites of 0.5 ha or more.

### **Re-Use and Demolition of Vacant Buildings**

Government policy states that a 'financial credit', equivalent to the existing floorspace of any vacant buildings brought back into any lawful use or demolished for redevelopment, should be deducted from the calculation of any (on-site or off-site) affordable housing contributions sought from relevant development schemes. This does not, however, apply to vacant buildings that have been abandoned.

Affordable housing contributions are only required in relation to any net increase in gross (internal) floorspace on the site – i.e. calculated based on the net additional new floorspace being built/created, having subtracted the amount of vacant floorspace on the site (at the time of the planning application being assessed and determined) that is to be re-used/converted or demolished. An applicant should apply for any 'vacant building credit' at the time of submitting the planning application. Further information on 'vacant building credit' can be found at: <https://www.gov.uk/guidance/planning-obligations>

### What information is required for validation?

- The title must state the document is/includes an affordable housing statement
- The document can be included within the Design and Access or Planning Statement

### Guidance

This statement should clearly identify the following points:

- Is affordable housing to be provided? If not, then what is the justification? (i.e. financial viability)
- Will it be provided a) on site, b) off site or c) by way of financial contribution? If b) or c) why will it be provided in this way?
- What type of units will be affordable (e.g. houses, apartments) and how many bedrooms will they have?
- What type/tenure of affordable housing is being provided to ensure it meets NPPF requirement for 10% home ownership products and local plan policy? (e.g. social rented or intermediate - see Annex 2 Glossary of the NPPF)

- How will the housing be affordable to those on lower incomes or in receipt of housing benefit?

For full and reserved matter applications, there should be clarification on the application plans as to the affordable units' location.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 5 – Delivering a sufficient supply of homes and Annex 2 Glossary
- National Planning Practice Guidance – Housing and economic needs assessment section.

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policy CS11 Providing a Range and Choice of Housing

Gateshead

Planning Obligations Supplementary Planning Document

#### Newcastle

Development and Allocations Plan Policy DM5 Housing Sites

Planning Obligations Supplementary Planning Document

#### South Tyneside

Core Strategy Policies: SC3, SC4 and SC5

Development Management Policies: DM4 and DM5

Area Action Plan Policies: SS6, SS11, J9 and H8

Site-Specific Allocations Policies: SA8, SA9 and SA10

Supplementary Planning Documents: SPD4, SPD5 and SPD9

#### North Tyneside

Local Plan (2017) DM4.7

## 13. Air Quality Assessment

### When is this required?

An air quality assessment will be required if the development is likely to have an adverse effect on air quality in areas where it is already known to be poor, particularly if it could affect the implementation of air quality strategies and action plans and/or breach legal obligations (including those relating to the conservation of habitats and species). Air quality may also be a material consideration if the proposed development would be particularly sensitive to poor air quality in its vicinity.

Air quality assessments will be required where the proposal includes:

1. Development of 10 or more dwellings or a site of more than 0.5ha where more than 10 vehicle parking spaces are proposed in or close to the Air Quality management Area and 100 spaces elsewhere;
2. Development of more than 1,000 square metres new floorspace for all uses other than residential or site greater than 1ha where more than 10 vehicle parking spaces in or close to an Air Quality management Area (AQMA) and 100 spaces elsewhere
3. Development where there is potential for a significant change in vehicle traffic flows in the surrounding area;
4. Development where the impact from neighbouring sources have the potential to impact upon the air quality of the development site;
5. An activity that requires an environmental permit or has significant potential to generate dust during construction or demolition, where there are residential uses within 200 metres;
6. One or more substantial combustion processes is proposed, for example, centralised energy centre, waste incineration or biomass, where there is a risk of impacts to relevant receptors

A significant change in vehicle traffic flows is likely where the development would:

- Increase Light Duty Vehicle (LDV) (<3.5T) Average Annual Daily Traffic (AADT) by more than 100 within or adjacent to an Air Quality Management Area (AQMA) or by more than 500 AADT elsewhere;
- Increase Heavy Duty Vehicle (HDV) (>3.5T) AADT by more than 25 within or adjacent to an AQMA or by more than 100 AADT elsewhere;
- Increase bus AADT by more than 25 within or adjacent to an AQMA or more than 100 AADT elsewhere;
- Result in a change to realign roads i.e. changing the proximity of receptors to traffic lanes, by 5m or more and the road is within an AQMA;
- Introduce a new junction or removal of an existing junction which would cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights or roundabouts;
- Include an underground car park with ventilation extract within 20m of a relevant receptor combined with the car park having more than 100 movements per day (total in and out);
- Have more than 10 parking spaces in an AQMA and 100 outside an AQMA

In exceptional circumstances outside the above requirements, an Air Quality Assessment may be requested during the application process.

### **What information is required for validation?**

- The title must state the document is/includes an air quality assessment

### **Guidance**

The purpose of an air quality assessment is to demonstrate the likely changes in air quality or exposure to air pollution, because of a proposed development. The basic steps in an assessment are:

- Assess the existing air quality in the study area (existing baseline);
- Predict the future air quality without the development in place (future baseline);
- Predict the future air quality with the development in place (with development);
- Assess the cumulative impacts and effects - In many cases, the impact of the development being assessed will have a cumulative effect with other planned developments, which may or may not have planning permission. Where these developments have been granted planning consent and are therefore 'committed' developments, their impacts should be assessed cumulatively with those of the application site.

The report should also contain the following information (the scope and content of supporting information is best discussed and agreed between the local planning authority and applicant before it is commissioned):

- Relevant details of the proposed development;
- The policy context for the assessment;
- Description of the relevant air quality standards and objectives;
- The basis for determining significance of effects arising from the impacts;
- Details of the assessment methods and input data including: emissions data and their source; source of the meteorological data; baseline pollutant concentrations; background pollutant concentrations; choice of baseline year; basis for NO<sub>x</sub>:NO<sub>2</sub> calculations; other relevant parameters;
- Model verification;
- Identification of sensitive locations including sensitive habitats and designated sites of importance for biodiversity;
- Description of baseline conditions and any air quality concerns affecting the area;
- Assessment of impacts,
- Description of construction phase impacts;
- Cumulative impacts and effects - In many cases, the impact of the development being assessed will have a cumulative effect with other planned developments, which may or may not have planning permission. Where these developments have been granted planning consent and are therefore 'committed' developments, their impacts should be assessed cumulatively with those of the application site.
- Mitigation measures to reduce or remove adverse effects - In those cases where a significant effect is identified then the measures to be employed to avoid, reduce and, where appropriate, offset this effect should be set out.
- Summary of the assessment results, which should include: impacts of construction phase of development; impacts on existing receptors during operation; impacts of existing sources on new receptors; any exceedance of air quality objectives arising

as a result of the development, or worsening of a current breach ; whether the development will compromise or render inoperative the measures within an Air Quality Action plan, where the development affects an AQMA; the significance of the effect of any impacts identified; and any apparent conflicts with planning policy.

Where a local authority has adopted an Air Quality Action Plan or Air Quality Strategy, the assessment should detail whether any of the actions contained within these will be directly compromised or rendered ineffective by the development. Where pollution levels are expected to adversely affect air quality, measures will be required to mitigate development's impact on local air quality. Mitigation will need to incorporate measures set out in the relevant Air Quality Action Plan.

For developments with a potential impact on the strategic highway road network, National Highways should be contacted.

It is recommended that air quality assessment methodologies be considered as part of pre-application discussions.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government Policy or Guidance**

- National Planning Policy Framework – Chapter 15 - Conserving and enhancing the natural environment
- National Planning Practice Guidance – Air quality

### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS14

Newcastle  
Development and Allocations Plan Policy DM24 Environmental and Health Impacts of Development  
Air Quality Management plan

Gateshead  
Making Spaces for Growing Places Policies MSGP17, MSGP18, MSGP19, MSGP20, MSGP30

South Tyneside  
Core Strategy Policy EA5  
Development Management Policy DM1

North Tyneside  
Local Plan (2017) DM5.19

### **Area specific requirements and further information:**

- Land-Use Planning and Development Control: Planning for Air Quality (January 2017):  
<https://iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

## **14. Archaeological Assessments**

### **When is this required?**

#### **Archaeological desk based assessment**

- Proposals on or near Scheduled Monuments;
- Developments along the Hadrian's Wall corridor or within the vicus (civilian settlement) of the Roman Forts (Newcastle, Benwell, Wallsend and South Shields);
- Greenfield sites of 1 hectare or more.

Exceptions: Householder extensions and any development with no ground intrusion.

#### **Archaeological Evaluation Report (field walking, earthwork survey, geophysical survey and/or trial trenching)**

All applications involving new building work where one of the following would apply:

- Proposals affecting Scheduled Monuments;
- Developments along the Hadrian's Wall corridor or within the vicus (civilian settlement) of the Roman Forts (Newcastle, Benwell, Wallsend and South Shields);
- Proposals affecting sites identified on the Tyne and Wear Historic Environment Record;
- Greenfield sites of 1 hectare or more.

#### **Archaeological Building Assessment and Recording**

- Proposals on or adjacent to sites identified on the Tyne and Wear Historic Environment Record;
- Applications for the demolition, substantial repair or alteration of historic buildings (19th century or earlier), and other listed buildings, locally listed buildings and unlisted buildings within a Conservation Area. The types of building which warrant assessment include churches, farms, houses, industrial buildings, public houses and schools;
- Proposals affecting buildings or structures identified on the Tyne and Wear Historic Environment Record.

### **What information is required for validation?**

- The title must state the document is/includes an archaeological assessment;

### **Guidance**

The need to undertake archaeological work is determined by the local planning authority. Archaeological work must be undertaken by a suitably experienced professional archaeological organisation in accordance with a specification provided by the council or a Written Scheme of Investigation written by the applicant's archaeologist and approved by the council. All archaeological work must be carried out in accordance with the relevant Chartered Institute for Archaeologists Standard and Guidance.

Before undertaking any ground intrusive field work, developers are advised to contact the Tyne and Wear Archaeology Officer on (0191) 277 4759 or by email at [archaeology@newcastle.gov.uk](mailto:archaeology@newcastle.gov.uk) to discuss nature of the works proposed.

## **Archaeological desk based assessment**

The archaeological desk-based assessment is an assessment of the known or potential archaeological resource within and around the development site. It consists of a collation of existing written, graphic, photographic and electronic information to identify the likely character, extent, quality and worth of the known or potential archaeological resource within the development site.

The council will use the assessment to appraise the likelihood that archaeological features survive within the site and to determine if further archaeological fieldwork is required.

## **Archaeological Evaluation Report (fieldwalking, earthwork survey, geophysical survey and/or trial trenching)**

Archaeological field evaluation is a limited programme of fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or eco-facts within the development site. It can take the form of fieldwalking, geophysical survey and trial trenching.

Where remains are present the field evaluation defines their character, extent, quality and preservation and enables an assessment of their significance.

## **Archaeological Building Assessment and Recording**

Standing buildings, structures and complexes form part of the archaeological resource and should be treated in an equivalent manner to other parts of the resource.

The assessment and recording must be undertaken by a suitably experienced professional in accordance with a specification provided by the council and to the relevant Historic England and Chartered Institute for Archaeologists Standard and Guidance. This is a programme of work to establish the character, history, dating, form and archaeological development of a specified building, structure or complex and its setting.

The purpose of the recording is not only to provide an archive record of the building as it is, but also to advise the proposed scheme by identifying those parts of the building which are most significant and should be retained in the conversion process. It will be used to formulate a strategy for the conservation, alteration, demolition, repair or management of a building and to seek a better understanding, compile a lasting record, analyse the findings and then disseminate the results.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 16 - Conserving and enhancing the historic environment
- National Planning Practice Guidance – Historic environment section
- Historic England Good Practice Advice (GPAs) 1 – 4  
<https://historicengland.org.uk/advice/planning/planning-system/#Good%20Practice%20Advice>

- Historic England's HEAN 17 Planning and Archaeology <https://historicengland.org.uk/images-books/publications/planning-archaeology-advice-note-17/heag314-planning-archaeology/>
- Chartered Institute for Archaeologists Standard and Guidance: <https://www.archaeologists.net/codes/cifa>

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policy CS15

#### Newcastle

Core Strategy Policy UC14

Development and Allocations Plan Policies DM17, DM18 and DM19

Archaeology and Development SPD

#### Gateshead

Making Spaces for Growing Places Policies MSGP25, MSGP26 and MSGP27

#### South Tyneside

Core Strategy Policies EA1 and EA4

Development Management Policy DM6

Area Action Plan Policies SS12, J10 and H9

#### North Tyneside

Local Plan (2017) DM6.7

### **Area specific requirements and further information:**

- Tyne and Wear Archaeology Officer - (0191) 277 4759 [archaeology@newcastle.gov.uk](mailto:archaeology@newcastle.gov.uk)
- <https://historicengland.org.uk/listing/selection-criteria/ihas/>
- <https://historicengland.org.uk/listing/selection-criteria/scheduling-selection/>

## 15. Coal Mining Risk Assessment

### Coal Mining Risk Assessment

#### When is this required?

A coal mining risk assessment is normally only required for development in Coal Mining Development High Risk Areas with the exception of householder extensions or alterations, changes of use and shop front alterations. A link is attached below to the map showing these areas.

#### What information is required for validation?

- Title that confirms the document is/includes a Coal Mining Risk Assessment;
- Confirmation that the desk-based report has been produced within the last 4 years.
- An up-to-date addendum can be accepted if the main report was produced over 4 years ago or for example if the proposed development has changed since a previous application. A site investigation report, however, can be older than 4 years because it is based on intrusive investigation of the ground and therefore the results will provide factual confirmation of existing coal mining features which will not change.

#### Guidance

There is a legacy of past coal mining activity in the region. In order to ensure coal mining related land stability issues are assessed in planning applications, a Coal Mining Risk Assessment is required. The Coal Mining Risk Assessment should be prepared by a competent person and should address the following issues:

1. Site specific coal mining information including past/present/future underground mining, shallow coal workings (recorded or probable), mine entries (shafts and adits), mine gas, current licensed areas for coal extraction, any geological features, any recorded surface hazards, past/present surface mining sites (past sites may have used the old style opencast extraction methods);
2. Identify and assess what risks these coal mining features including cumulative effects pose to new development;
3. Identify how coal mining issues have influenced the proposed development scheme (e.g., layout) and what mitigation measures will be required to manage those issues, including any necessary remedial works, and/or whether any changes have been incorporated into the development proposals;
4. Demonstrate that the application site is, or can be made safe and stable, in order to meet the requirements of national planning policy with regard to development on unstable land, so ensuring a safe and stable development; and
5. Confirm whether the prior written permission of the Coal Authority will be required for the site investigation and/or mitigation works and indicate when this permission will be sought.

Where an application site exceeds 1 hectare in area and the proposals are for non-mineral development a report will be required to deal with the potential sterilisation of mineral resources.

- The Coal Authority will object to any application containing the following reports instead of a Coal Mining Risk Assessment (CMRA). These reports provide no assessment of the potential risks that the recorded coal mining features on site pose to the development proposed and do not show how the proposed development has been designed and laid out in consideration of those risks, should this be necessary. As such we will not accept these at validation in place of a CMRA:

Enviro-All-in-One Reports, CON29M Reports, Consultants Coal Mining Report, Commercial Enviro-All-in-One, Residential COND29M.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 15 - Conserving and enhancing the natural environment
- National Planning Practice Guidance – Land stability section
- Coal Authority Guidance for Local Planning Authorities - England version 6 January 2021

## **Development Plan**

Newcastle and Gateshead  
Core Strategy Policy CS14

Newcastle  
Development and Allocations Plan DM24

Gateshead  
Making Spaces for Growing Places Policy MSGP20

South Tyneside  
Development Management Policies DM1, DM8 and DM9

North Tyneside  
Local Plan (2017) DM5.18

### **Area specific requirements and further information:**

- Coal Authority planning service can be found at: <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>
- Maps of Coal Mining Development High Risk Areas:  
<https://www.gov.uk/government/collections/coalfield-plans-for-local-planning-authority-areas>

## 16. Biodiversity Surveys and Reports

### A – Protected Species Survey and Report

#### When is it required?

All applications (including householders) which include conversion, demolition, removal, or modification of existing buildings or removal or pruning of trees as follows:

- Where protected species are known or considered likely to be present (confirmed by a data search or local knowledge).

#### Bat Surveys

- Permanent agricultural buildings;
- Buildings with weather boarding, wooden cladding and/or hanging tiles within 200 metres of woodland or water;
- Buildings within 200 metres of woodland or water and pre-1919 buildings within 400 metres of woodland or water; buildings/structures of any age within or immediately adjacent to woodland and/or water;
- Tunnels, mines, kilns, ice houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;
- Bridges, aqueducts and viaducts;
- Proposals that involve significant new lighting / floodlighting within 50 metres of woodland, water, hedgerows / lines of trees or a known roost;
- Proposals for wind turbines.

In the case of householder applications, a bat survey will **not** be required to validate the application if:

- The proposal is for extensions or modifications at ground floor level only of a building of two or more storeys; and
- There will not be any disturbance to the roof structure (including the eaves) of the dwelling and/or any domestic outbuildings (e.g. garages).

#### Barn Owl Survey (structures)

- Agricultural buildings including barns and outbuildings.

#### Bat and Barn Owl Survey (Trees)

- A risk assessment will be required for works to fell or lop veteran trees or trees that exhibit potential to support bats and/or barn owl such as obvious cracks, holes and cavities, or trees with a diameter greater than a metre at chest height.

#### Great Crested Newts

- Major proposals within 500 metres of the perimeter of a pond, or 200 metres of rivers, streams, canals, lakes or other aquatic habitats such as wetlands;
- Minor proposals within 100 metres of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats such as wetlands.

#### What is required for Validation?

- Title confirming that the document is/includes a protected species survey and report

- List of surveys that have been carried out and confirmation that they have been carried out within the last 12 months.

### **Further Information/Guidance**

A Protected Species Survey Report shall contain the following information:

- Up-to-date information of habitats on site and links to habitats off site;
- Species present or likely to be present;
- Records search from the Environmental Records Information Centre North East;
- Likely impacts, mitigation, and opportunities for enhancement.

The survey must be undertaken and prepared by a professional ecologist with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines / methods where available.

Further information on appropriate survey methods can be found in 'Guidance on Survey Methodology' published by the Chartered Institute of Ecology and Environmental Management (CIEEM).

Guidance for bat surveys can be found within the 'Bat Surveys for Professional Ecologists – Good Practice Guidelines' – Bat Conservation Trust.

Where initial reports recommend further survey, these must be completed and submitted with any application.

Failure to provide information on protected species at the outset can significantly delay the processing of your planning application whilst a survey is carried out and could result in a need for design and layout changes that should have been taken into account in the original proposal.

### **B – Ecological Impact Assessment (EclA)**

#### **When is it required?**

An EclA will be required for applications (excluding householder) which could impact upon semi-natural habitats, both within and external to the development site.

An Ecological Impact Assessment will **not** be required if:

- Following consultation, it is confirmed in writing by the council ecologist that it is not required;
- A preliminary ecological assessment (PEA), undertaken by a suitably qualified ecologist, is submitted and approved by the council which concludes that ecological issues will not be significant in determining the application and no further survey work is required.

#### **What is required for validation?**

- Title that confirms the document is/includes an Ecological Impact Assessment
- Confirmation in writing from the council ecologist that the need for an Ecological Impact Assessment is not required at the pre-application stage or Primary

Ecological Assessment has been submitted confirming that no further work is required.

### **Further information/Guidance**

The EclA must be undertaken and prepared by a professional ecologist with suitable qualifications and experience and be in accordance with the 'Guidelines for Ecological Impact Assessment in the UK and Ireland' published by CIEEM and the British Standard BS42020 'Biodiversity - Code of practice for planning and development'.

The habitats and species on the development site and within the zone of influence should be ascertained through appropriate survey work. The results of the ecological survey should inform the design, layout and construction of the development in accordance with the mitigation hierarchy to avoid impacts where possible, minimise unavoidable impacts through mitigation measures and compensate for any residual direct and indirect, permanent and temporary impacts. The assessment must apply to any additional land affected by the development e.g. access routes, compounds and drainage connections.

### **C – Biodiversity Net Gain Assessment and Report**

#### **When is it required?**

All applications will be required to meet requirements for measurable biodiversity net gain as set out in Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021).

Categories of development which are exempt from the requirement for biodiversity net gain are outlined in the Biodiversity Gain Requirements (Exemptions) Regulations 2024 and the Biodiversity Net Gain Planning Practice Guidance.

Exemptions include:

- **Householder development**
- **Development subject to the de minimis exemption:**
  - Development that does not impact a priority habitat and impacts less than 25 square metres (e.g. 5m by 5m) of onsite habitat, or 5 metres of linear habitats such as hedgerows.
- **Self-build and custom build development:**
  - Development which:
    - consists of no more than 9 dwellings, and
    - is carried out on a site which has an area no larger than 0.5 hectares, and
    - consists exclusively of dwellings which are self-build or custom housebuilding as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015.
- **Development of a biodiversity gain site:**
  - Development which is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain condition which applies in relation to another development.
- **Any other exemption:**
  - As set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024 and the Biodiversity Net Gain Planning Practice Guidance.

## **What is required for validation?**

- Title includes that the document is/includes a Biodiversity Net Gain Assessment and Report.
- Must include a fully completed DEFRA Biodiversity Metric Calculation Tool (in Excel format). The statutory version of the tool must be used for the assessment.

Or

- Other than for household development or changes of use where no groundworks are proposed, a statement setting out why the proposed development is exempt.

## **Further Information/Guidance**

A Biodiversity Net Gain Assessment must be provided outlining how the Biodiversity Gain Objective will be met. This must be prepared by a professional ecologist with suitable qualifications and experience and be in accordance with the British Standard BS8683: 'Process for designing and implementing biodiversity net gain – specification'. Biodiversity net gain must always follow the principles outlined in 'Biodiversity Net Gain – Good Practice Principles for Development'.

The assessment should include details of:

- Information required as set out in [Biodiversity Net Gain Planning Practice Guidance](#);
- The proposed methods of delivery of the biodiversity gain objective including onsite gains, off-site gains and the use of statutory biodiversity credits;
- Details of how the biodiversity gain hierarchy has been considered and adhered to;
- Information about any potential planning obligations required to deliver the biodiversity gain objective connected to the planning application (e.g. should a S106 agreement be required to secure significant areas of onsite habitat).

A draft version of the Statutory Biodiversity Metric Calculation Tool (in Excel format) must be submitted. This should be completed in accordance with the Biodiversity Metric Principles from 'The Statutory Biodiversity Metric User Guide' published by DEFRA. As a minimum this should include completed sections for onsite pre-and post-development habitat delivery.

The following supporting information must be submitted alongside the metric:

- Completed statutory biodiversity metric condition assessments for baseline habitats, including supporting information i.e. species lists and quadrat locations;
- Predicted habitat condition assessments of created/enhanced post-development habitats and details of the realistic and appropriate interventions/management regimes which are being suggested to achieve the stated condition/s and secure the biodiversity enhancements for a minimum 30 years post enhancement/creation;
- Pre- and post- development site plans clearly showing polygons and areas for each habitat used to populate the statutory metric calculation tool using UK Habitat Classification symbology (shapefiles in GIS or AutoCAD may be requested). The

plans must be drawn to an identified scale and show the direction of north. Plans using Phase 1 symbology are not acceptable;

- Polygons within pre and post-development plans should be labelled with a Habitat Reference Number, and also noted in the associated column within the Statutory Metric Tool.

Where it is suspected that the baseline value of a site has been affected negatively prior to assessment, the council may require an assessment based on its condition before such an occurrence. This may need to be based on aerial photos and/or historic information held by the council and if there is any doubt regarding the distinctiveness or condition of habitats/features, it will be assumed that the highest likely value will apply.

## **D – Habitat Regulations Assessment**

### **When is it required?**

Where a development impacts upon a designated or candidate Special Area of Conservation (SAC) and/or Special Protection Area (SPA), a Habitat Regulation Assessment (HRA) will be required.

This is most likely for developments:

- within 500m of the coast;
- which are hydrologically connected to the coast;
- which bring new residential development within a defined zone.

Applicants are advised to agree the level of information required to support this process during pre-application discussions.

A habitats regulation assessment may be waived if:

- Following consultation, it is confirmed in writing by the Council that a survey /report is not required;
- A preliminary ecological assessment (PEA), undertaken by a suitably qualified ecologist, is submitted concluding that ecological issues will not be significant in determining the application and no further survey work is required.

### **What is required for validation?**

- Title that confirms the document is/includes a habitats regulations assessment.
- Alternatively confirmation that the need for a habitats regulation assessment has been waived at the pre-application stage.

### **Further Information/Guidance**

Whilst it is the responsibility of the council, as the competent authority, to undertake the HRA, those proposing or submitting planning applications will need to provide the council with sufficient information and evidence to enable the assessment to be undertaken.

For new residential development, the option to contribute to a mitigation strategy rather than provide a bespoke HRA and mitigation may be appropriate.

Further details for **South Tyneside** can be found in Interim Supplementary Planning Document 23 (or any successor document) and the supporting studies available here: <https://www.southtyneside.gov.uk/article/36021/Supplementary-Planning-Documents>

Further details for **North Tyneside** can be found in North Tyneside Coastal Mitigation Supplementary Planning Document and the supporting studies available here: <https://my.northtyneside.gov.uk/category/1150/supplementary-planning-documents-and-masterplans>

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures. Where it is not feasible to redact information please ensure documents are clearly marked “Confidential- Not for Public Use”**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 15 Conserving and enhancing the natural environment
- National Planning Practice Guidance – Natural environment section
- Environment Act 2021
- Town and Country Planning Act Section 1990 – Section 7A

### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS18

Newcastle  
Development and Allocations Plan Policies DM24 and DM29

Gateshead  
Making Spaces for Growing Places Policies MSGP32, MSGP36 and MSGP37

South Tyneside  
Core Strategy Policies ST1, EA1 and EA3  
Development Management Policies DM1 and DM7  
Area Action Plan Policies SS13 and J11  
Interim Supplementary Planning Document 23 – Mitigation Strategy for European Sites  
<https://www.southtyneside.gov.uk/article/36021/Supplementary-Planning-Documents>

North Tyneside  
Local Plan (2017) S5.4, DM5.5, DM5.6, DM5.7

### **Area specific requirements and further information:**

- Bat Conservation Trust <http://www.bats.org.uk/>
- Chartered Institute of Ecology and Environmental Management <http://www.cieem.net/>
- Natural England website <https://www.gov.uk/government/organisations/natural-england>
- Newcastle and North Tyneside Biodiversity Action Plan  
<https://www.newcastle.gov.uk/services/planning-building-and-development/trees-wildlife-and-green-environment/newcastle-and-north>

## 17. Flood Risk Assessment, Surface Water Drainage Strategy and Foul Water Strategy

### A. Flood Risk Assessment

#### When is this required?

A Flood Risk Assessment (FRA) will be required for all planning applications for:

- Development on sites of more than 0.5 hectare within a local authority's own identified critical drainage area (as identified within the strategic flood risk assessment)
- Development in Flood Zones 2 and/or 3 including householder and other minor development and change of use; <http://www.environment-agency.gov.uk/research/planning/93498.aspx>
- Development on sites of more than 1 hectare in Flood Zone 1;
- Development in Flood Zone 1 which has critical drainage problems as notified by the Environment Agency;
- Development on sites less than 1 hectare in Flood Zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs) (see relevant section of National Planning Practice Guidance on Flood Risk and Coastal Change - <http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/>)

A flood risk assessment will **not** be required for:

- Listed Building Consent
- Lawful Development Certificates
- Consent to Display an Advertisement
- Tree works and Hedgerow Removal Notice
- Certain prior approval applications (see Checklist 8)

#### What information is required for validation?

For both householder extensions in Flood Zones 2 and 3 and for non-residential extensions where less than 250 square metres additional floor area is proposed in a local authority identified critical drainage area or Flood Risk Zones 2 or 3, a simple flood risk assessment is required using the form in the link below:

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#minor-extensions-standing-advice>

For all other developments meeting the above criteria, a Flood Risk Assessment will be required to:

- State in the title the document is/includes a Flood Risk Assessment
- Provide clear evidence that the report has been provided within the last 3 years and is up to date

## **Guidance**

You can find out what flood zone you are in here: [What flood zone is the development in?](#)

Contact your Council to establish whether the site is located within an area with critical drainage problems.

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 over the development's lifetime, taking the most current estimate of climate change into account. The FRA should also make recommendations in relation to the future management and maintenance of the drainage features.

A flood risk Assessment should also include the following information:

### *Flood Zone 1 and Critical Drainage Areas*

- Location plan showing: street names; any rivers, streams, ponds, wetlands or other bodies of water; other geographical features, for example railway lines or local landmarks such as schools or churches;
- Site plan showing: the existing site; your development proposal; any structures that could affect water flow, for example bridges, embankments;
- Survey showing: existing site levels, the levels of your proposed development; site in relation to surroundings
- Details of historical flooding where information is available;
- Assessments: Assess what the risk would be to your development if there was a flood. Consider flooding from all sources i.e. rivers, ordinary watercourses, surface water, sewers, groundwater, reservoirs and other water bodies including an allowance for climate change;
- Assess surface water runoff on the site and provide an estimate of how much surface water runoff your development will generate; details of existing methods for managing surface water runoff, for example drainage to a sewer; your plans for managing surface water and for making sure there is no increase in the volume of surface water and rate of surface water runoff;
- Ensure your plans for managing surface water are in line with guidance on managing surface water runoff in the Local Planning Authority's Strategic Flood Risk Assessment
- For developments on or near main rivers state in your assessment if you need an environmental permit and if you've applied for it.

### *Flood Zones 2 and 3*

As for Flood Zone 1 and Critical Drainage Area requirements, plus:

- State in your assessment the estimated flood levels for your site i.e. the 1 in 100 year river flood level; you need to include an estimate of the duration of a flood, area of surface water runoff, order in which areas of the site would be flooded, consequences for people living on or using the site;
- You need to state in your assessment details of existing flood resistance and resilience measures on your site; the capacity of drains or sewers (existing and proposed); state how your proposed design will reduce flood risk include details of floor levels, ground levels, SuDS (Sustainable Drainage Systems), how people will leave buildings during a flood and an explanation of how raised flood embankments or changes to ground levels

could affect water flow, and how your development could affect rivers and their floodplain;

- Explain what the residual risks will be to your site after any necessary flood defences have been built and how you plan to manage these risks

The North East Lead Local Flood Authorities have produced guidance which aims to improve the submission of flood risk assessments, drainage strategies and SuDS design and promote consistency and best practice within the NE LLFA area. The North East Regional SuDS Standards and Local Standards Proforma can be found at:

<https://www.newcastle.gov.uk/services/environment-and-waste/flood-management/flood-management-surface-water-drainage-pre>. All Flood Risk Assessments should be set out in accordance with this standard.

### Water Framework Directive

Applicants should be made aware that a Water Framework Directive (WFD) assessment is a requirement for any development which may impact on the WFD status of a waterbody or may impede the implementation of River Basin Management Plan (RBMP) mitigation measures for that waterbody. There is no definitive list of activities that will require a WFD assessment as it depends on the exact nature of what is proposed and the WFD mitigation measures for the given waterbody.

For more information see [Northumbria RBMP\(s\)](#).

Further information on how to [complete a WFD risk assessment](#) is provided by the Environment Agency.

Further guidance is also available as follows:

- Advice from the Environment Agency to check whether this applies to the proposed development:  
[https://assets.publishing.service.gov.uk/media/5a819cd7ed915d74e33ff25a/LIT\\_10445.pdf](https://assets.publishing.service.gov.uk/media/5a819cd7ed915d74e33ff25a/LIT_10445.pdf)
- Guidance on the assessment of impact to WFD is available at: [GOV.UK: Water Framework Directive assessment: estuarine and coastal waters](#). Please note this guidance refers to estuarine and coastal waters but the principles can be applied to all developments.
- [Water supply, wastewater and water quality - GOV.UK \(www.gov.uk\)](#).
- Developers can obtain WFD data on [Catchment Data Explorer](#).

### **B. Sequential Test**

#### When is this required?

- Applications for new development in flood zones 2 and 3 (except for householder extensions, non-residential extensions of less than 250 square metres or renewable energy proposals)
- Change of use to a caravan, camping or chalet site, or to a mobile home or park home site in flood zones 2 and 3.
- Applications for new development affected by any source of flooding now or in the future as informed by a flood risk screening study and the local authority's strategic flood risk assessment

Not required for:

- Change of use (unless to a caravan, camping or chalet site or to a mobile home or park home site)
- Changes to an existing building
- Householder planning application
- Lawful Development Certificate
- Listed Building Consent
- Non-Material Amendment
- Consent to Display an Advertisement
- Tree Works and Hedgerow Removal Notice

### **What information is required for validation?**

- The title must state the document is/includes a Sequential Test; and
- Clear evidence to show that the report has been produced within the last 3 years and is up to date.

### **Guidance**

Applications for new development in Flood Zones 2 and 3 and where there is a medium to high risk of flooding from any source over the lifetime of the development should contain a sequential testing statement (except for householder extensions, non-residential extensions of less than 250 square metres or renewable energy proposals) which should demonstrate to the local authority that there are no reasonably available alternative sites where the proposed development could be sited within an area of lower flood risk. It is recommended that applicants consider and apply the sequential approach prior to the submission of a full application to avoid unnecessary costs due to planning permission being refused.

The applicant needs to submit the following evidence to allow the local authority to consider the sequential test:

- A written statement explaining the area of search;
- A map identifying all other sites considered within lower areas of flood risk;
- A written statement explaining why the alternative sites listed within lower areas of flood risk are not reasonably available.
- However, if the sequential test is passed there are still some vulnerable types of development that should not normally be allowed in Flood Zones 2 and 3 or where there is a medium to high risk of flooding from other sources unless there are exceptional circumstances. These circumstances are established by using the Exception Test. More information on this can be found at the relevant section of National Planning Practice Guidance on Flood Risk and Coastal Change - <https://www.planningportal.co.uk/permission/commercial-developments/understanding-and-assessing-flood-risk/sequential-and-exception-tests>. It must be demonstrated that the proposed development provides significant wider sustainability benefits to the community that outweighs flood risk;
- The development must be on previously developed land;

- A Flood Risk Assessment submitted with the application must demonstrate that the development will be safe without increasing flood risk elsewhere and where possible reduce flood risk overall.

### **C. Surface Water Drainage Strategy**

#### **When is this required?**

All major development as defined by the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

#### **What information is required for validation?**

- The title must state the document is/includes a surface water drainage strategy; and must also include a list of plans provided:
- Clear evidence to show that the report has been produced within the last 3 years and is up to date.

#### **Guidance**

Drainage strategies should be in accordance with the following documents:

The North East Lead Local Flood Authorities have produced guidance which aims to improve the submission of flood risk assessments, drainage strategies and SuDS design and promote consistency and best practice within the NE LLFA area. The North East Regional SuDS Standards and Local Standards Proforma can be found at: <https://www.newcastle.gov.uk/services/environment-and-waste/flood-management/flood-management-surface-water-drainage-pre>. All Flood Risk Assessments should be set out in accordance with this standard.

Non Statutory Technical Standards for Sustainable Drainage Systems (March 2015)  
Link: <https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

The SuDS Manual (C753) – CIRIA

Information needs to be submitted to evidence all surface water shall be managed for the development in line with the drainage hierarchy for discharge i.e.:

1. Infiltration
2. Watercourse
3. Surface water sewer
4. Combined sewer

It requires infiltration systems to be investigated before controlled attenuation discharge to watercourse is considered. Only then if these forms of flood attenuation are not possible should developments consider surface water and eventually combined sewer means of surface water drainage.

For greenfield developments, the peak runoff rate and volume of runoff from the development to any highway drain, sewer or surface water body for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event should never exceed the peak greenfield runoff rate and volume of runoff for the same event.

For developments which were previously developed, the peak runoff rate from the development to any drain, sewer or surface water body for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event must be as close as reasonably practicable to the greenfield runoff rate and volume from the development for the same rainfall event, but should never exceed the rate or volume of discharge from the development prior to redevelopment for that event.

### 1. Infiltration

If the development discharges to an existing soakaway, evidence that it has sufficient capacity to cater for any additional flow must be submitted. Evidence which verifies the condition of the soakaway may also be requested.

Where new infiltration assets are proposed, percolation tests should be undertaken in accordance with the testing method set down in BRE 365. The results of such tests should be included in the Drainage Strategy. Infiltration systems must be designed with sufficient capacity to accommodate a critical rainfall event of 1 in 100 years plus allowance for climate change. Supporting calculations should be included in the Drainage Strategy and form part of the planning application.

### 2. Discharge to watercourse

The existing greenfield run off rate for the site and volume of runoff for the 6 hour event should be calculated. Attenuation systems should be designed to accommodate a critical rainfall event of 1 in 100 years plus allowance for climate change on site and either prevent an increase in the volume of runoff caused by the proposed development for the 6 hour event from being discharged offsite or otherwise ensure any increase in volume is discharged at a rate that does not increase flood risk elsewhere.

Written consent in principle, must be obtained from either the EA or LLFA if the point of discharge is to an ordinary watercourse or main river. Where applicable, evidence of agreement in principle from the owner(s) of third-party land where it is necessary to cross their land to reach an outfall must also be provided.

### 3. Discharge to surface water sewer or 4. Combined sewer

It should be noted that in most circumstances surface water is not permitted to be connected to the public combined or foul sewers. Only where there is no other feasible option will this be considered and where it can be proved that all other options have been explored. Evidence should be submitted to confirm the outcome of investigations undertaken and reasons why discharge to the sewer is the only feasible option.

Written evidence from Northumbrian Water Ltd or the owner of the sewer will also be required that confirms the proposed development can be connected to the sewer network. Confirmation of the agreed discharge rate must be supplied, although the LLFA may subsequently set their own allowable rate. Where applicable, evidence of agreement in principle from the owner(s) of third-party land where it is necessary to cross their land to reach the point of connection to sewer must also be provided.

## SuDS Design

The design of SuDS should adopt the management train approach. “Green” SuDS such as ponds and swales are preferred as they mimic natural drainage while providing environmental benefits in accordance with four pillars of SuDS design (water quantity, water quality, amenity and biodiversity). The satisfactory performance of SuDS depends not only on good design but also adequate maintenance. The lifetime maintenance and management of a SuDS will therefore be secured through a maintenance and management plan. Where a development is required to provide SuDS on site, developers will be required to maintain the SuDS over the lifetime of the development.

For all drainage strategies the following will be required:

- A topographical survey of the existing site.
- A drainage strategy document including justification of the selected SuDS features and a water quality assessment in line with SuDS Manual guidance.
- An infiltration assessment including test results and evaluations
- Detailed infiltration assessment of SuDS infiltration components (if applicable)
- An acceptable drainage model using industry-standard software with hydraulic calculations and outputs that demonstrate compliance with design criteria.
- A plan showing proposed impermeable areas used in modelling and hydraulic calculations and drainage catchment plans where necessary.
- A proposed drainage layout showing all SuDS and drainage features, including: manholes and pipes (with cover and invert levels, lengths, gradients), type of materials or engineered soils, flow controls.
- Existing and proposed site sections and levels showing proposed finished floor levels (FFLs) including a technical note providing an assessment of the proposed FFLs against the maximum water level in the network for the 1 in 100 year event plus climate change.
- Plans showing SuDS and drainage construction details including all pipes, manholes, connections, inlets, outlets, flow controls, long sections and cross sections. -
- Exceedance plan to show flood flow paths and receptors when the standard of design of the proposed drainage network (taking into account the drainage capacity of “standard” drainage features such as road gullies) is overwhelmed.
- Landscaping plans for SuDS features.
- All necessary consents required for off-site works
- Appropriate consideration and management of any health and safety issues relating to SuDS.
- Construction phasing of development

It is also recommended that the following information be included:

- A Construction Method Statement for the proposed SuDS including construction processes to protect the SuDS functionality including the provision of any required temporary drainage systems (see CIRIA guidance – Construction Method Statements RP992/22 or update and The SuDS Manual (C753)).
- A Construction Management Plan.
- A SuDS Maintenance Plan including a description of the system and how each part of the system is expected to work, management objectives for the site, inspection and maintenance schedules, material, tools and initial cost estimates, maintenance access points, easements and outfalls.

- A SuDS Management Plan including details of ownership and management of SuDS components and maintenance requirements over the lifetime of the development. This should include minimum standards of maintenance over the lifetime, integration with other green infrastructure and a long term funding plan including annual charges and periodic replacement of SuDS. (see SuDS Manual (C753)).
- An information and communication plan for the proposed SuDS scheme including (where appropriate) communication and education of existing and/or new residents, site and SuDS component specific information boards, local community education and education strategies.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 14 - Meeting the challenge of climate change, flooding and coastal change
- National Planning Practice Guidance – Flood Risk and Coastal Change section
- SUDS technical standards <https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>
- SUDS Manual <https://www.gov.uk/flood-and-coastal-erosion-risk-management-research-reports/update-to-the-suds-manual>

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policy CS17 Flood Risk and Water Management

#### Newcastle

Development and Allocations Plan Policy DM26

#### Gateshead

Making Spaces for Growing Places Policies MSGP30 and MSGP44

#### South Tyneside

Core Strategy Policies ST2, EA2 and EA5

Area Action Plan Policies SS13 and J11

Development Management Policy DM1

#### North Tyneside

Local Plan (2017) S5.10, S5.11, DM5.12, DM5.13, DM5.14, DM5.15

### **Area specific requirements and further information:**

CIRIA: Sustainable Urban Drainage Systems - <http://www.ciria.org.uk>

North East Regional SuDS standards and Local Standards Proforma,

<https://www.newcastle.gov.uk/services/environment-and-waste/flood-management/flood-management-surface-water-drainage-pre>

## **D. Foul Water Strategy**

### **When is this required?**

All major development as defined by the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

## **What information is required for validation?**

- The title must state the document is/includes a foul water strategy
- Clear evidence to show that the report has been produced within the last 3 years and is up to date.

## **Guidance**

Confirmation that capacity exists both on and off site in the sewerage network to serve the proposed development. Where capacity doesn't exist, the assessment should include information on what infrastructure needs to be upgraded and how this upgrade will be delivered.

If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s).

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment (FDA1) will be required to be completed in full to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 14 - Meeting the challenge of climate change, flooding and coastal change
- National Planning Practice Guidance – Flood risk and coastal change section
  - <https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1>

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policy CS17 Flood Risk and Water Management

#### Newcastle

Development and Allocations Plan Policy DM26

#### Gateshead

Making Spaces for Growing Places Policies MSGP30 and MSGP44

South Tyneside

Core Strategy Policies ST2, EA2 and EA5  
Area Action Plan Policies SS13 and J11  
Development Management Policy DM1

North Tyneside

Local Plan (2017) S5.10, S5.11, DM5.12, DM5.13, DM5.14, DM5.15

**Area Specific requirements and further information:**

Northumbrian Water Limited Water Developer Services on telephone number 0345 733 5566 or visit [www.nwl.co.uk/buisness/dev-water-mains-and-services.aspx](http://www.nwl.co.uk/buisness/dev-water-mains-and-services.aspx)

## **18. Health Impact Assessment**

### **When is this required?**

In **Newcastle, North Tyneside** and **South Tyneside**, Health Impact Assessments (HIA) are likely to be required for (but not limited to):

- Major residential applications of more than 100 units.
- Employment sites of 10 hectares or more

In **Gateshead**, Health Impact Assessments (HIA) will be required for (but not limited to):

- Major residential applications of more than 100 units.
- Employment sites of 10 hectares or more

In **all areas**, variations to these thresholds, including covering other major planning applications which may require submission of a HIA, will be dependent upon the potential impact of the development on local health indicators where there are expected to be significant impacts.

You should discuss the need for a HIA as part of a pre-application process.

### **What information is required for validation?**

- The title must state the document is/includes a Health Impact Assessment
- This document can also be included within the Design and Access Statement or Planning Statement

### **Guidance**

A Health Impact Assessment is required on large developments and should demonstrate the health credentials of the development. This should include details of how it contributes towards healthy neighbourhoods, the health impacts of development and the needs of existing and future users.

The assessment should outline how the wellbeing and health of communities will contribute to creating an age friendly, healthy and equitable living environment. This will include creating an inclusive built and natural environment, promoting and facilitating active and healthy lifestyles through urban design and active travel principles, preventing negative impacts on residential amenity, providing good access to health and social care facilities, and promoting access to green spaces, sports facilities, play and recreation opportunities.

The assessment should identify the potential health consequences, both positive and negative, of a proposal on a specific population and/or community.

This assessment could be included within the application's supporting Design and Access Statement.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

**Government policy or guidance:**

- National Planning Policy Framework – Chapter 8 - Promoting healthy and safe communities
- National Planning Practice Guidance – Healthy and safe communities

**Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS14

Newcastle  
Development and Allocations Plan Policy DM20, DM24

Gateshead  
Making Spaces for Growing Places Policy MSGP20

South Tyneside  
Core Strategy Policies SC6  
Development Management DM1

North Tyneside  
Local Plan (2017) S1.2

## **19. Heritage Statement**

### **When is this required?**

A Heritage Statement is required for:

- Listed Building Consent applications;
- Major planning applications within or otherwise affecting conservation areas;
- Planning applications for developments within conservation areas, including demolition, (except changes of use) where the proposal would materially affect character and appearance;
- Planning applications that may affect the heritage significance of any heritage asset and its setting, including non-designated heritage assets.

### **What information is required for validation?**

- The title must state the document is/includes a Heritage Statement; and
- Photographs of the heritage asset illustrating it in context, its exterior and interior must be included (within the document itself)
- This document can also be included within the Design and Access Statement or Planning Statement

### **Guidance**

A Heritage Statement will describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise, where necessary.

### **Works to a Listed Building**

Applications for Listed Building Consent may need to, as appropriate, include some or all of the following elements within the Heritage Statement:

- A schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- Where reinstatement of lost or damaged features is proposed historic evidence to support the detail of reinstatement should be provided where possible i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc. may need to be at a scale of 1:5 or less;
- A detailed specification for all proposed materials including, where appropriate samples;
- Photomontages illustrating the proposed works in context.

Applications which affect heritage assets included on the Heritage at Risk Register will be required to demonstrate how they will bring that heritage asset into repair, and where possible, reuse.

### **Planning Applications for development within Conservation Areas**

For developments including or solely for demolition, the statement should assess the contribution that the building in question makes to the character and appearance of the conservation area and provide justification for demolition.

For planning applications within Conservation Areas the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal.

### **Applications affecting the setting of heritage assets**

For applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 16 - Conserving and enhancing the historic environment
- National Planning Practice Guidance – Historic environment section
- Historic England Good Practice Advice in Planning – Notes 1-4  
<https://historicengland.org.uk/images-books/publications/pps-practice-guide/>
- Historic England Advice notes (HEANs) and Good Practice Advice notes:  
<https://historicengland.org.uk/advice/planning/planning-system/>
- Historic England Advice Note 12 - Statements of Heritage Significance: Analysing Significance in Heritage Assets

#### **Development Plan:**

##### Newcastle and Gateshead

Core Strategy Policies CS15, UC13 and UC14

##### Newcastle

Development and Allocations Plan Policies DM15 and DM16

Gateshead

Making Spaces for Growing Places Policies MSGP25 and MSGP26

South Tyneside

Core Strategy Policies EA1 and EA4

Development Management Policy DM6

Area Action Plan Policies SS12, J10 and H9

Supplementary Planning Documents 10-21 32

North Tyneside

Local Plan (2017) DM6.1, DM6.2, S6.5, DM6.6

## 20. Housing Spacing Standards Statement

### When is this required?

- **Newcastle, Gateshead and North Tyneside:** All applications for new homes
- **South Tyneside only:** A housing spacing standards statement is not required

### What information is required for validation?

- The title must state the document is/includes a housing space standards statement
- This document can also form part of the Design and Access Statement or Planning Statement

### Guidance

In Newcastle, Gateshead and North Tyneside all planning applications for new homes should be designed to achieve the Government's Nationally Described Space Standards (NDSS).

In addition, in Newcastle and North Tyneside, a proportion of new homes will need to be built to meet Building Regulation standards M4(2) Accessible and Adaptable Dwellings and M4(3) wheelchair users. These standards apply only to new homes and not to an extension of an existing building, or to the material change of use affecting an existing building.

A statement of compliance with Nationally Described Space Standards and M4(2) and/or M4(3) will be required to support relevant residential applications in Newcastle, Gateshead and North Tyneside.

Those dwellings which are designed to comply with Building Regulation standards M4(2) and/or M4(3) should be clearly marked on the relevant house type plans and site plan.

The requirements for each authority are outlined below:

	<u>Gateshead</u>	<u>Newcastle</u>	<u>North Tyneside</u>	<u>South Tyneside</u>
<u>NDSS Assessment</u>	<u>All new dwellings</u>	<u>All new dwellings</u>	<u>All new dwellings</u>	<u>N/A</u>
<u>Accessible and adaptable housing M4(2)</u>	<u>All new build of 15 or more dwellings to provide 25%</u>	<u>All new build of 10 or more dwellings to provide 25%</u>	<u>50% of homes are to meet M4(2)</u>	<u>N/A</u>
<u>Accessible and adaptable M4(2) and/or Wheelchair users standard M4(3)</u>		<u>Specialist housing only (see policy DM8)</u>	<u>See below<sup>1</sup></u>	<u>N/A</u>

<sup>1</sup> For new housing developments in North Tyneside, excluding low-rise non-lift serviced flats, the following is required:

<p><b>Affordable housing</b></p>	<ul style="list-style-type: none"> <li>• 90% of homes should meet building regulation M4(2) – ‘<i>accessible and adaptable dwellings</i>’.</li> <li>• 10% of new homes where the local authority is responsible for allocating or nominating a person to live in that dwelling should meet building regulation M4(3)(2)(b).</li> </ul>
----------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The following information should be within the Housing Spacing standards statement:

- Statement of compliance with Nationally Described Space Standards. The statement should contain floor plans with furniture layouts (annotated in square metres) to demonstrate that the built-in storage requirements are met for each house type, and that all rooms within the property can; (a) comfortably accommodate the required basic items of furniture, and (b) provide enough circulation space for the intended occupants to safely navigate rooms and perform basic tasks.
- Bedroom dimensions, including floor to ceiling heights, should be provided to demonstrate compliance with the technical requirements of the NDSS. The gross internal area of the property should be provided to include all habitable rooms and all built-in spaces designed specifically for storage.
- Statement of compliance with Building Regulations Approved Document M4(2) and where applicable M4(3) to enable wheelchair users to access dwellings, requiring wider corridors and doors, turning spaces and step-free access to all entrances.
- Within the curtilage of the dwelling, or of the building containing the dwelling, it is possible to approach and gain step-free access to the dwelling and to any associated parking space and communal facilities intended for the occupants to use.
- There is step-free access to the WC and other accommodation within the entrance storey, and to any associated private outdoor space directly connected to the entrance storey.
- Features are provided to enable common adaptations to be carried out in future to increase the accessibility and functionality of the dwelling.
- Wall-mounted switches, socket outlets and other controls are reasonably accessible to people who have reduced reach.”

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 12 - Achieving well-designed and beautiful places
- National Planning Practice Guidance - Housing optional technical standards

**Development Plan:**Newcastle and Gateshead

Core Strategy Policy CS11 Providing a Range and Choice of Housing

Newcastle

Development and Allocations Plan Policies DM6, DM7 and DM8

Gateshead

Making Spaces for Growing Places Policies MSGP10, MSGP11 and MSGP12

North Tyneside

Policy DM 4.9 of the North Tyneside Local Plan 2018

**Further information:**

Technical housing standards - nationally described space standards

<https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>

## 21. Land Contamination Assessment

### When is this required?

All new development with a sensitive end use (including dwellings, allotments, schools, nurseries, playgrounds, hospitals and care homes) require a minimum of a Phase 1 Land Contamination Assessment (often referred to as a Preliminary Risk Assessment) to be submitted. Also new development on land that has been identified on the public register as being contaminated or land that is adjacent requires a Phase 1 Assessment will be required as a minimum.

### Not required for:

- Householder Planning Applications
- Lawful Development Certificates.
- Listed Building Consent.
- Demolition in a Conservation Area.
- Removal/Variation of a Condition (unless the condition(s) to which the application relates concerns ground contamination).
- Non-Material Amendment.
- Proposals where no groundworks are proposed.

### What information is required for validation?

The following is required:

- The title must state the document is/includes a Phase 1 Desktop Investigation and whether a Phase 2 Site Investigation and Ground Gas Risk Assessment Report is included
- An executive summary setting out the findings of the Investigations

Within **Gateshead, Newcastle** and **South Tyneside**, in applications for single dwellings on land identified as previously undeveloped land, a simple screening assessment is required. See Council websites to download simplified screening assessment form.

### Guidance

The Phase 1 Land Contamination Assessment should include a desktop study, site walkover and a conceptual site model. For single home development a screening assessment form can be used as a basic contamination assessment.

The purpose of a Phase 1 Land Contamination Assessment is to establish the previous uses of the land under consideration or land adjacent to it, and to initially identify potential sources of contamination, receptors and pathways that could be risks to human health, surface or ground waters, buildings or protected species (the receptors).

As part of the desktop study and site walkover it is important to identify all past uses of the site, and adjacent or nearby sites, since pollutants have the potential to travel away from the source, depending on the geology, groundwater and surface water of the area.

The desktop study and the site walkover should be the first stages of any site assessment and should enable a 'conceptual site model' of the site to be produced that provides a

clear interpretation of all plausible pollutant linkages at the site. Off-site sources and receptors should also be considered.

The Phase 1 Land Contamination Assessment compiled following the completion of the conceptual site model will determine whether a Phase 2 Intrusive Site Investigation is required.

Where significant contamination is known or is likely to be present, it may be necessary to carry out some site investigations before the submission of an application, as significant contamination may limit the allowable land uses.

Some sites which are potentially contaminated may also be of archaeological interest and therefore co-ordination is desirable to prevent site investigation in relation to the former adversely affecting the latter.

**Please seek pre-application advice from the Local Planning Authority to address potential pollution matters early in the planning process.**

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 15 - Conserving and enhancing the natural environment
- National Planning Practice Guidance – Land affected by contamination section

### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS14

#### Newcastle

Development and Allocations Plan Policy DM24

#### Gateshead

Making Spaces for Growing Places Policies MSGP17 and MSGP20

#### South Tyneside

Core Strategy Policies EA5 and EA6  
Development Management Policies DM1 and DM8-DM9  
Area Action Plan Policies SA11-SA12

#### North Tyneside

Local Plan (2017) DM5.18

### **Area specific requirements and further information:**

- Statutory Guidance: <https://www.gov.uk/government/collections/land-contamination-technical-guidance>
- <https://www.gov.uk/government/publications/contaminated-land-statutory-guidance>
- BS 10175:2011+A2:2017: Investigation of Potentially Contaminated Sites: Code of Practice
- Gateshead guidance on contamination land  
<http://www.gateshead.gov.uk/Building%20and%20Development/Planning/LandContamination.aspx>
- YALPAG Planning Guidance (version 11.2)

## **22. Landscape Strategy and Masterplan**

### **When is this required?**

All major planning applications (as defined by the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)) should include a landscape strategy and site wide landscape masterplan other than wholly change of use/conversion applications.

It is recommended that the scope and need for the strategy and masterplan be agreed as part of pre-application discussions.

### **What information is required for validation?**

- The title must state the document is/includes a landscape strategy and masterplan
- The document could also be included in the Design and Access Statement

### **Guidance**

The landscape strategy will need to demonstrate how green infrastructure will be used to provide multifunctional benefit for the occupants of the development and connect to the wider GI network and surrounding area, as well as contributing to biodiversity net gain. The level of detail contained in the landscape strategy should reflect the nature of the development and sensitivity of the site.

Outline planning applications should identify key development parameters which future reserved matters submissions would need to address. This information can also be included in a Design and Access Statement to accompany the application.

A landscape masterplan will need to demonstrate an understanding of the landscape character, constraints and opportunities and how the proposed development responds to this taking into consideration visual amenity particularly from major movement corridors, public rights of way, key views into and out from the site, the visual amenity and setting of heritage assets and the amenity of the use of surrounding public spaces and buildings.

Development may present opportunities to protect and enhance locally valued landscapes (including any local landscape designations) and opportunities for biodiversity net gain. Landscape design should consider local landscape features or characteristics which could be incorporated into the development in order to respect and enhance local landscape character and distinctiveness, in line with any local landscape character assessments.

The site-wide landscape masterplan will set out how the principles identified in the landscape strategy are formed on the proposed design at an appropriate scale.

The plan should show where appropriate:

- annotations, north point, scale and key/legend
- site levels (existing and proposed) with datum points and sectional drawings;
- boundary treatment marked and type identified both within the site and surrounding the site;
- existing landscape features and tree protection plan to BS:5837;

- an outline specification of planting (species mix and density/tree type and size, hard surfacing treatment, and landscape features (e.g. street furniture/structures and ancillary objects (refuse bins, lighting columns etc);) with tree canopy cover indicated (existing and proposed canopy upon maturity);
- drainage and utility service routes and easement areas (existing and proposed);
- rights of way and access routes to and from the site;
- how the layout is safe and accessible for all, taking account of the diverse needs of all its potential users and promotes activity and social interaction, contributing to health, well-being, accessibility and inclusion, securing accessibility to and through the site is achieved;
- arboricultural protection measures where trees are present on/ adjacent to the site;
- an assessment of the overall gain or loss of canopy cover across a site, taking into account tree removals and the ultimate size of new tree planting using the tree survey as a baseline before taking into account the mature size of new tree planting and any tree removals
- Land use plan identifying areas of open space accessible to the public and private open space outside the curtilage of private property that will need to be subject to long-term management and maintenance agreement (see stage 4) a maintenance schedule and methodology for all individual components and its inspection regime
- The integration of sustainable drainage systems and landscaping e.g. SUDs tree pits or surface water to irrigate new landscaping.

The landscape masterplan can also assist with demonstrating how the development can deliver biodiversity net gain on the site.

### Landscape Visual Appraisal / Landscape Visual Impact Assessment

For developments which would significantly change the appearance of the site and are of a scale that would impact upon the landscape or townscape character of the surrounding area a Landscape and Visual Appraisal (LVA) or a Landscape and Visual Impact Assessment (LVIA) should be provided with the proposal to inform decision making.

The Landscape Institute Guidelines for Landscape and Visual Impact Assessment provide further guidance:

<https://www.landscapeinstitute.org/technical/glvia3-panel>

It is recommended that the type of assessment (LVA or LVIA) and a proportionate approach be agreed as part of pre-application discussions.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### Policy Background

#### **Government policy or guidance:**

National Planning Policy Framework – Chapter 12 - Achieving well-designed and beautiful places

#### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policies CS15, CS18 and CS20

Newcastle

Development and Allocations Plan Policy DM28 Trees and Landscaping  
The Tree Strategy for Newcastle upon Tyne

Draft Nature, Trees, Landscaping and Ecology SPD

Gateshead

Making Spaces for Growing Places Policies MSGP17, MSGP24, MSGP32, MSGP33, MSGP36

South Tyneside

Core Strategy Policy SC6

Development Management Policy DM1

Area Action Plan Policies SS10, J8 and H7

Site Specific Allocations Development Plan Document Policy SA7

Supplementary Planning Document 3

North Tyneside

Local Plan (2017) DM5.9

## **23. Landscaping Details**

### **When is this required?**

Planning applications (except those for the change of use or alteration to an existing building), where landscaping would be a consideration in the assessment of the application.

### **What information is required for validation?**

- Title must state whether the documents is/includes landscape details and list accompanying plans.

### **Guidance**

The landscape details shall, as applicable, include: existing trees, shrubs and other landscape features (indicating which are to be retained and which removed); planting plans, specifications and schedules; existing and proposed levels and contours; means of enclosure, walls, retaining walls and boundary treatment; paving and other surface treatment including car parking and circulation layouts; items of landscape furniture, equipment, storage, signage, and lighting; services and drainage; location of site cabins and compounds. The location of any watercourse and associated landscaping as existing and proposed should also be shown. These details should be cross-referenced with the Design and Access Statement where submitted. In the case of new housing sites this would normally be required at a scale of 1:200. For larger sites it may be acceptable at 1:500/1000 with supporting tiled plans at a smaller scale. Zoomed in sections or inserts on larger plans should be no smaller than 1:200.

Existing trees and other vegetation of amenity value should, wherever possible, be retained in new developments and will need to be protected during the construction of the development to BS:5837. Where trees and other important landscape features may be affected by development an Arboricultural Impact Assessment will be required (see section 35).

All soft landscape works should be maintained in accordance with the current versions of British Standards BS8545:2014 and BS4428 and any trees or plants which die or become diseased, to be replaced in the first available planting season with others of similar size and species, and any grass that fails to establish being re-established.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 12 - Achieving well-designed and beautiful places

#### **Development Plan:**

#### **Newcastle and Gateshead**

Core Strategy Policies CS15, CS18 and CS20

### Newcastle

Development and Allocations Plan Policy DM28 Trees and Landscaping  
The Tree Strategy for Newcastle upon Tyne

Draft Nature, Trees, Landscaping and Ecology SPD

### Gateshead

Making Spaces for Growing Places Policies MSGP17, MSGP24, MSGP32, MSGP33, MSGP36

### South Tyneside

Core Strategy Policy SC6

Development Management Policy DM1

Area Action Plan Policies SS10, J8 and H7

Site Specific Allocations Development Plan Document Policy SA7

Supplementary Planning Document 3

### North Tyneside

Local Plan (2017) DM5.9

#### **Area specific requirements and further information:**

- BS 4428:1989: Code of practice for general landscape operations (excluding hard surfaces)
- BS8545:2014 Trees: from nursery to independence in the landscape
- BS 7370-1 to BS 7370-5: Grounds maintenance.

## **24. Marketing Information**

### **When is this required?**

Planning applications for:

- Change of use from retail to other uses in town centre primary shopping frontages;
- Changes of use within employment land for uses outside that which the land is allocated for;

Demolition of listed and locally listed buildings, and buildings in conservation areas

Marketing information will not always be required. The need for such evidence should be clarified with the Local Planning Authority at pre-application stage including the scope of the marketing exercise and timescales.

### **What information is required for validation?**

- Title that states whether the documents is/includes marketing information

### **Guidance**

It should be demonstrated that the property/land has been subject to sustained and active marketing at a price commensurate with the current market price for similar premises/land for uses appropriate to the use allocated in the development plan for a continuous period of at least 2 years. Details of the marketing and all offers received, if applicable, should be submitted along with an independent written assessment.

For demolition of heritage assets, marketing information is required to demonstrate that the asset has no viable use.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapters 6 - Building a strong, competitive economy, 7 - Ensuring the vitality of town centres and 16 - Conserving and enhancing the historic environment
- National Planning Practice Guidance – Enhancing and conserving the historic environment section

#### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS7

Newcastle  
Development and Allocations Plan Policy DM2 and Appendix 8

Gateshead  
Making Spaces for Growing Places Policies MSGP2, MSGP3, MSGP4, MSGP6, MSGP7 and MSGP25

South Tyneside  
Core Strategy Policy E1

Development Management Policy DM2

North Tyneside

Local Plan (2017) S1.5, DM1.6, S2.1, S2.2, DM2.3, DM2.4, S3.1, DM3.4

## **25. Open Space Assessment (including playing fields and recreational buildings)**

### **When is this required?**

All planning applications for development on existing open space, sports and recreational buildings and land, including playing fields.

### **What information is required for validation?**

- Title that states whether the documents is/includes an open space and/or playing pitch assessment.
- Should be accompanied by plans (to scale and also including area measurements), showing any areas of existing or proposed open space within or adjoining the application site.
- This document can also be included in the Design and Access Statement or Planning Statement

### **Guidance**

Proposals should be accompanied by plans (to scale and also including area measurements), showing any areas of existing or proposed open space within or adjoining the application site.

The open space assessment will need to demonstrate that that the loss of open spaces, sports and recreational buildings and land, including playing field, would be either surplus to requirements or would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use; or that land and buildings are surplus to local requirements. Any such evidence should accompany the planning application.

The assessment should make reference to Sport England's Playing Fields Policy and Guidance Document (2018) which includes Appendix A 'Information Requirements' for applications affecting playing fields. Sport England welcomes pre-application consultations especially on proposals affecting or prejudicing the use of existing playing fields, and for new large-scale housing led development or major sports facilities.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 8 - Promoting healthy and safe communities and Annex 2 Glossary.
- National Planning Practice Guidance - Open space, sports and recreation facilities, public rights of way and local green space section

#### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS18

### Newcastle

Development and Allocations Plan Policy DM30 – Protecting and Providing for Open Space, Sports and Recreational Buildings and Land  
Newcastle Open Space Assessment  
Plan for Playing Pitches  
Plan for Built Facilities

### Gateshead

Making Spaces for Growing Places Policies MSGP32, MSGP39 and MSGP40

### South Tyneside

Core Strategy Policy SC6  
Area Action Plan Policies SS10, J8 and H7  
Site Specific Allocations Development Plan Document Policy SA7  
Supplementary Planning Document 3 Green Infrastructure Strategy (Feb 2013)  
Supplementary Planning Document 3 Green Infrastructure Strategy Technical Appendices (Feb 2013)

### North Tyneside

Local Plan (2017) S5.1, DM5.2, DM5.3

## 26. Overheating Assessment and Mitigation Requirements

### When is this required?

- Applications for residential dwellings, residential institutions, colleges, halls of residence, student accommodation and living accommodation for children 5 years and older where due to the proposed building's orientation and design overheating has been identified as a potential significant issue.

### What information is required for validation?

- Title that states whether the documents is/includes an overheating assessment and mitigation requirements
- This document can be submitted as part of a Sustainability Statement

### Guidance

An Overheating assessment should be based upon CIBSE TM52 and CIBSE TM59 methodology and include details of:

- how the scheme has addressed the risk of overheating through appropriate design measures
- sign off by a suitably competent individual that what is proposed will comply with Overheating: Approved Document O

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### Policy Background

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 8 - Promoting healthy and safe communities and Annex 2 Glossary.
- Institute of Acoustics- Acoustics Ventilation and Overheating (2020) [15126 ANC AVO Residential Design Guide PRINT4.indd \(association-of-noise-consultants.co.uk\)](#)
- The Chartered Institution of Building Services Engineers- - Design methodology for the assessment of overheating risk in homes CIBSE TM59:2017
- The Chartered Institution of Building Services Engineers- - The limits of thermal comfort:avoiding overheating (2013)

#### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS16

Newcastle  
Development and Allocations Plan Policy DM24 - Environment Protection

Gateshead  
Making Spaces for Growing Places Policies MSGP18 and MSGP19

North Tyneside  
Local Plan Policy DM5.19

## 27. Planning Statement

## **When is this required?**

All planning applications for 100 dwellings or more or where a minimum of 10,000 sq. metres of commercial/retail development would be created, or major planning applications that would constitute a departure from the development plan.

## **What information is required for validation?**

- Title that states whether the documents is/includes a planning statement
- This document can be included in the Design and Access Statement

## **Guidance**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development relates to relevant national and local planning policies. It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. This can be in the form of a Statement of Community Involvement (SCI;).

The Planning Statement can also include information on subjects such as community engagement, sustainability appraisal, health impacts, open space assessment, heritage impacts, viability appraisals, structural information, suggested heads of terms for a section 106 planning obligation, a waste management plan for the development proposed and employment creation as well as other economic and regeneration benefits. Applicants can also submit an Economic Statement to highlight the economic benefits of a scheme if they so wish but this would not be required for validation purposes.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Practice Guidance – Consultation and pre-decision matters section

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policy CS1

#### South Tyneside

Development Management Policy DM1

#### North Tyneside

Local Plan Policy S1.4

## **28. Statement of Community Involvement**

### **When is this required?**

A Statement of Community Involvement (SCI) would be required for all major applications.

### **What information is required for validation?**

- Title that states whether the document is/includes a Statement of Community Involvement.
- This document can be included in the Design and Access Statement or Planning Statement

### **Guidance**

A SCI will explain how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted Statement of Community Involvement and seek to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Practice Guidance – Consultation and pre-decision matters section

#### **Area specific requirements and further information:**

Newcastle Statement of Community Involvement (September 2018)-

<http://www.newcastle.gov.uk/planning-and-buildings/planning-policy/statement-community-involvement>

Gateshead's Statement of Community Involvement (Updated July 2020) [Item04-Appendix3-SCIUpdateMarch2013LG \(gateshead.gov.uk\)](http://www.gateshead.gov.uk/Item04-Appendix3-SCIUpdateMarch2013LG) South Tyneside Statement of Community

Involvement (January 2013) - <http://www.southtyneside.gov.uk/article/26423/Public-consultation>

North Tyneside: Statement of Community Involvement:

<https://my.northtyneside.gov.uk/category/1149/planning-policy-timetable-and-consultation-guidance>

## **29. Structural Survey**

### **When is this required?**

All applications that involve:

- The change of use or conversion of rural buildings (e.g. barn conversions), including those in the Green Belt and on safeguarded land;
- The demolition, or proposals that may affect the structural integrity, of a building or structure in a Conservation Area;
- Any listed or locally listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure.
- The creation of subterranean development in the extension of residential dwellings.

**Please seek pre-application advice from the Local Planning Authority for further details on when this would be required.**

### **What information is required for validation?**

- Title that states whether the documents is/includes a structural survey
- List of associated plans
- This document can be included in the Design and Access Statement

### **Guidance**

A full structural engineers survey carried out by a suitably qualified professional is required.

This should include the following where appropriate:

- General description and age of building;
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;
- Assessment of repairs necessary to ensure retention of the building;
- Assessment of structural and other alterations necessary to implement the proposed development;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed development;
- Photographs are often helpful but not essential;
- A schedule of works necessary to preserve the building;
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 13 - Protecting Green Belt land and 16 - Conserving and enhancing the historic environment

**Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS15

Newcastle  
Development and Allocations Plan Policy DM24

Gateshead  
Making Spaces for Growing Places Policies MSGP25 and MSGP33

South Tyneside  
Development Management Policy DM6  
Supplementary Planning Document 1

North Tyneside  
Local Plan (2017) DM6.6

### **30. Sunlight/Daylight/Wind Study/Microclimate/Lighting Assessment**

#### **When is this required?**

- When a proposed development is in close proximity to the windows of habitable rooms of an existing residential development and is likely to significantly affect the sunlight and/or daylight levels to those windows;
- When a proposed residential development, because of its proximity to either existing buildings or other proposed buildings within the development, is likely to receive low levels of sunlight and/or daylight to habitable rooms;
- When the scale and form of a development is likely to result in significant shadowing impacts upon neighbouring properties or land;
- When the scale of the development proposed is likely to result in micro-climatic conditions that could result in wind levels affecting pedestrian and vehicle movement outside of the building.
- When developments is likely to involve the provision of significant external lighting (e.g. floodlights or security lights) that may have an impact on residential amenity, the character of the surrounding area, heritage asset or the biodiversity value of the area

**Please note: This section is not a validation requirement in South Tyneside**

#### **What information is required for validation?**

- Title that states whether the documents is/includes sunlight/daylight/wind study/microclimate assessment

#### **Guidance**

##### **Sunlight, Daylight and Overshadowing**

The assessment should be carried out in accordance with the British Research Establishment – ‘Site Layout Planning for Daylight and Sunlight – A guide to Good Practice 3rd edition (2022)’.

The assessment should include:

1. Test on neighbours for:
  - Daylight should be assessed against vertical sky component, no skyline/Daylight Distribution (DD)
  - Sunlight-should be assessed against annual probable sunlight hours (APSH)
  - Overshadowing- 21 March assessment unlight availability, average daylight factor and shadow studies should be undertaken and assessed against the criteria set out in the BRE document.
2. Tests on proposed developments for:
  - Spatial daylight autonomy and/or daylight factor Sunlight exposure
  - Overshadowing
  - Solar glare

## Wind impacts

Wind tunnel modelling will be required to assess the impact of new development will have on a local wind environment and any consequential effects on pedestrian comfort and safety using the Lawson criteria for comfort and safety. This is detailed within the British Research Establishment document 'Wind Microclimate Around Buildings DG520'. All wind studies should be carried out for a minimum of 18 equally spaced wind directions, with the variation of mean and gust wind speed with height modelled based upon local wind profiles. CFD modelling must represent all surrounding buildings within 300 metres from the centre of the site and contain at least 3 prism layers below 1.5 metres in height.

As a guide to when a wind study is required -;

- **Building of up to 25 metres in overall height above ground level (AGL)** - wind studies are not normally required unless sensitive pedestrian activities are intended (e.g around hospitals, transport hubs) or the project is located in an exposed location or near other tall buildings.
- **Buildings between 25 metres and 50 metres in overall height (AGL)** - computational (CFD) simulation or wind tunnel testing normally required.
- **Buildings over 50 metres in height (AGL)** - Computational (CFD) simulations and wind tunnel testing normally required

You should seek advice from your Local Planning Authority in advance, normally through the pre-application process, as to when these studies will be a validation requirement.

## Lighting Assessment

Developments which include floodlighting will need to provide an assessment covering light spillage, hours of illumination, light levels, column design, specification and colour, and the need for horizontal cut-off in accordance with Institute of Lighting Engineers guidance

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## Policy Background

Light Pollution- <https://www.gov.uk/guidance/light-pollution>

British Research Establishment DG520 - Wind Microclimate around buildings

British Research Establishment BRE209 (2022) - Site layout planning for daylight and sunlight- A guide to good practice (3<sup>rd</sup> edition)

Institute of Lighting Engineer - Guidance Note for the Reduction of Obtrusive Light (2021)

The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Code for Lighting

The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Lighting Guide 6: The Exterior Environment

The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Lighting Guide 15: Transport Buildings

## Development Plan:

Newcastle and Gateshead

Core Strategy Policies CS14 and CS15

Newcastle

Development and Allocations Plan Policy DM23

Gateshead

Making Spaces for Growing Places Policies MSGP17 and MSGP24

## 31. Sustainability Statement

### When is this required?

Major full planning applications and major reserved matter applications.

### What information is required for validation?

- Title that states whether the documents is/includes a sustainability statement
- This document can also be included in the Design and Access Statement or Planning Statement

### Guidance

The statement should demonstrate how sustainability has been addressed and/or how it will be addressed at future design stage. This can include topics such as water use, materials waste, pollution, health and wellbeing, management, ecology, building fabric, resilience to climate change, local renewable and low carbon energy and transport.

The statement should include a strategy to reduce CO2 emissions to include building design and materials, energy demand reduction, and renewable energy supply and generation

The statement should indicate whether the Code for Sustainable Homes and/or BREEAM assessment methods and rating systems are being used or considered.

**Newcastle only:** The Council's Sustainability Statement Planning Process Note identifies the information required to support an application in a Sustainability Statement.

**Data Protection:** For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.

### Policy Background

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 14 - Meeting the challenge of climate change, flooding and coastal change
- National Planning Practice Guidance – Climate change section

#### **Development Plan:**

##### Newcastle and Gateshead

Core Strategy Policies CS1, CS13, CS15 and CS16

##### Newcastle

Sustainability Statement Developer Guidance and Assessment Grid

[https://www.newcastle.gov.uk/sites/default/files/planning/policy/Newcastle City Council - Sustainability Statements Planning Process Note \(June 2022 Update v4 FINAL\).pdf](https://www.newcastle.gov.uk/sites/default/files/planning/policy/Newcastle%20City%20Council%20-%20Sustainability%20Statements%20Planning%20Process%20Note%20(June%202022%20Update%20v4%20FINAL).pdf)

##### South Tyneside

Core Strategy Policy ST2

Development Management Policy DM1

Site Specific Allocations Policies SA1, SS2, J2 and H2

Supplementary Planning Documents 1 and 9

## 32. Telecommunications Development

### **When is this required?**

Planning applications for mast and antenna development by mobile phone network operators.

### **What information is required for validation?**

Telecommunications applications will need to be accompanied by:

- Area of search;
- Details of the proposed structure;
- Technical justification;
- Evidence of alternative sites selection including opportunities for mast sharing on any near-by existing building, mast or other structure;
- Details of any outcome of consultations undertaken, including 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;
- Evidence to demonstrate that electronic communications infrastructure is not expected to cause significant and irremediable interference with other electrical equipment, air traffic services or instrumentation operated in the national interest;
- Evidence that the site is the most sustainable option, with all alternatives explored, and that the infrastructure would not result in detriment to local character, visual amenity or heritage assets, in line with current government and industry guidance;
- A signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency (RF) public exposure guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

National Planning Policy Framework – Chapter 10 - Supporting high quality communications

#### **Development Plan:**

##### Newcastle

Development and Allocations Plan Policy DM35

##### Gateshead

Making Spaces for Growing Places Policy MSGP8

##### South Tyneside

Core Strategy Policy ST2 and Development Management Policy DM1

##### North Tyneside

Local Plan (2017) DM7.11

#### **Area specific requirements and further information:**

Code of Best Practice on Mobile Network Development in England (Mobile Operators Association) (2013)

<http://www.mobilemastinfo.com/2013/new-code-of-best-practice-on-mobile-network-development-in-england-published.html>

### 33. Town Centre Use Assessment

#### When is this required?

Main town centre uses that are not in an existing centre and not in accordance with an up-to-date Local Plan.

Main Town Centre uses are:

- Retail development (including warehouse clubs and factory outlet centres);
- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinema, restaurants, drive through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres and bingo halls);
- Offices;
- Arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotel and conference facilities).

#### What is required for validation?

- Title that states whether the documents is/includes a town centre use assessment and whether the assessment include an impact assessment and a sequential test.

#### Guidance

The government’s Policy Framework states that when assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, local planning authorities should require an impact assessment if the development is over a proportionate locally set threshold (if there is no locally set threshold, the default threshold is 2,500sqm in line with the NPPF).

Impact Assessment Threshold		
Location	Edge or Out of Centre	In centre
Gateshead	500sqm (net) or more (Retail and Leisure)	Not required
Newcastle	500sqm (net) or more (Retail and Leisure)	
North Tyneside	500sqm (gross) or more comparison retail floorspace or 1,000sqm (gross) or more of floor space for supermarkets/superstores. Over 2,500sqm (gross) for other uses as per NPPF	
South Tyneside	Over 2,500sqm (gross) as per NPPF	

**Proposed Mezzanine floorspace up to 200sqm net – Planning Permission not required**

In accordance with the NPPF an Impact Assessment needs to assess:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment of the proposal and;
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).

The Impact Assessment should be undertaken in accordance with Planning Practice Guidance.

A sequential assessment will be required for any main town centre uses which are proposed outside of an allocated centre. A sequential assessment and impact assessment are not required for planning applications that are in accordance with an up-to-date development plan.

In **Newcastle and Gateshead** only, a sequential test is required for office use outside of an allocated centre where the floor space proposed exceeds 200sqm (net).

The sequential approach should not be applied to applications for small scale rural offices or other small scale rural development.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 7 - Ensuring the vitality of town centres
- National Planning Practice Guidance – Ensuring the vitality of town centres section

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policies CS6, CS7, CS8, UC1 and UC2

#### Newcastle

Development and Allocations Plan Policies DM3 and DM4

#### Gateshead

Making Spaces for Growing Places Policies MSGP4, MSGP6 and MSGP7

#### South Tyneside

Core Strategy Policies SC1 and SC2

Development Management Policies DM2 and DM3

Area Action Plan Policies SS7-SS9, J4, J6 and J7, H4, H5 and H6

Site Specific Allocations Policies SA5 and SA6

#### North Tyneside

Local Plan (2017) S3.1, S3.2, S3.3, DM3.4, DM3.5, DM3.6

### 34. Transport Assessments / Statements, and Travel Plans

#### When is this required?

The following table outlines the general thresholds for when a Transport Assessment/Statement and Travel Plan are required to be submitted with a planning application:

Land Use	Description of development	Size	TS and TP required	TA and TP required
B2 - General industrial	General industry (other than classified as in B1). The former 'special industrial' use classes, B3 – B7, are now all encompassed in B2.	Gross Floor Area (GFA)	>2500 sq. m <4000 sq. m	>4000 sq. m
B8 - Storage or Distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	>3000 sq. m <5000 sq. m	>5000 sq. m
C1 - Hotels	Hotels, boarding houses and guest houses, development	Bedrooms	>75 <100 bedrooms	>100 bedrooms
C2 - Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care, use as hospital or nursing home, use as a residential school, college or training centre	Beds	>30 <50 beds	>50 beds
C2A - Secure Residential institution	Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks	Beds	>30 <50 beds	>50 beds

C3 - Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwellings	>50 <80 units	>80 units
C4 - Houses in Multiple Occupation	Dwellings occupied by between 3-6 unrelated individuals who share basic amenities (such as student lets and small bedsits).	Refer to LPA	Refer to LPA	Refer to LPA
Class E(a)	Retail sale of food goods, other than hot food	GFA	>250 sq. m	>800 sq. m
Class E(b)	Sale of food and drink for consumption (mostly) on the premises)	GFA	>300 sq. m <2500 sq. m	>2500 sq. m
Class E(c)	Provision of: E(c)(i) Financial services E(c)(ii) Professional services (other than health or medical services), or E(c)(iii) Other appropriate services in a commercial, business or service locality	GFA	>1000 sq. m	>2500 sq. m
Class E(d)	Indoor sport, recreation or fitness (not involving motorised vehicles or firearms)	GFA	>500 sq. m <1500 sq. m	>1500 sq.
Class E(e)	Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)	GFA	>500 sq. m <1000 sq. m	>1000 sq. m
Class E(f)	Creche, day nursery or day centre (not including a residential use)	GFA	>500 sq. m <1000 sq. m	>1000 sq. m

Class E(g)	Uses which can be carried out in a residential area without detriment to its amenity E(g)(i) Offices to carry out any operational or administrative functions; E(g)(ii) Research and development of products or processes E(g)(iii) Industrial processes	GFA	>1500 sq. m <2500 sq. m	>2500 sq. m
Class F1(a)	Provision of education	GFA	>500 sq. m <1000 sq. m	>1000 sq. m
Class F1(b)	Display of works of art (otherwise than for sale or hire)	GFA	>500 sq. m <1000 sq. m	>1000 sq. m
Class F1(c)	Museums	GFA	>500 sq. m <1000 sq. m	>1000 sq. m
Class F1(d)	Public libraries or public reading rooms	GFA	>500 sq. m <1000 sq. m	>1000 sq. m
Class F1(e)	Public halls or exhibition halls	GFA	>500 sq. m <1000 sq. m	>1000 sq. m
Class F1(f)	Public worship or religious instruction (or in connection with such use)	GFA	>500 sq. m <1000 sq. m	>1000 sq. m
Class F2(a)	Shops (mostly selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres)	GFA	>250 sq. m	
Class F2(b)	Halls or meeting places for the principal use of the local community	GFA	>500 sq. m <1500 sq. m	>1500 sq. m
Class F2(c)	Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)	GFA	>500 sq. m <1500 sq. m	>1500 sq. m
Class F2(d)	Indoor or outdoor swimming pools or skating rinks	GFA	>500 sq. m <1500 sq. m	>1500 sq. m
Sui Generis	Drinking establishments	GFA	>300 sq. m	GFA
Sui Generis	Hot food takeaway	GFA	>250 sq. m	GFA

Sui Generis	Cinemas	GFA	>500 sq. m <1500 sq. m	>1500 sq. m
Sui Generis	Concert Halls	GFA	>500 sq. m <1500 sq. m	>1500 sq. m
Sui Generis	Bingo Halls	GFA	>500 sq. m <1500 sq. m	>1500 sq. m
Sui Generis	For example: Betting offices/shops, casinos, amusement arcades/centres or funfairs, pay day loan shops, theatres, larger houses in multiple occupation, hostels providing no significant element of care, scrap yards, fuel stations, and shops hiring, selling and/or displaying motor vehicles, retail warehouse clubs, nightclubs, laundrettes, venues for live music performance, dance halls	Refer to LPA	Refer to LPA	Refer to LPA

These thresholds are for guidance purposes only, for full requirements on all applications advice should be sought from the appropriate Local Planning Authority using the pre-application service.

### **What is required for validation?**

- The title must state the document is/includes a Transport Assessment/Transport Statement/Travel Plan (as appropriate);
- Clear evidence the document is up to date and does not rely on data over 3 years old
- An executive summary setting out the findings of the assessments

### **Guidance**

For new development, changes of use and alterations to existing buildings, the transportation and accessibility outcomes of development needs to be set out as part of a planning application. This information is used to assess the suitability of the development and to ensure it is in accordance with policy and other related guidance.

Where a development is likely to have significant transportation implications, a Transport Assessment (TA) and Travel Plan (TP) should be prepared. In some instances, the TA may be downgraded to a Transport Statement (TS). These documents are used to determine whether the impact of the development is acceptable, in highways and transportation terms.

Pre-application advice in terms of the need for a TA, TS or TP should be sought from the relevant LPA / Local Highways Authority to avoid any delay in the determination of the application (see above paragraphs under the heading: v) 'Pre-application Advice').

**Transport Assessment (TA):** A comprehensive and systematic process that sets out transport issues relating to a proposed development. It should quantify the travel characteristics of the development by all modes or travel, the resulting impact on transport infrastructure and identify what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.

Pre-application scoping is key if a TA is to prove acceptable to the relevant highway authorities (not simply that of the authority within which the proposed development is located but also neighbouring authorities and National Highways, where there exists the potential for an impact to be apparent at the Strategic Road Network, as represented by trunk roads and motorways). Scoping should comprehensively set out all methodologies, input and data by which the development's trip-making at the supporting transport networks is to be established. In the absence of comprehensive and agreed scoping there is the risk that re-visitation will be required before an application's transport impacts and any associated mitigation across all modes are agreed, thereby delaying an application's determination and increasing an applicant's costs.

TAs are to be fully supported by evidence with all data referred to and referenced provided in full.

**Transport Statement (TS):** A simplified qualitative version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full quantitative transport assessment is not required. However, the same comments regarding scoping and provision of supporting evidence noted above in relation to TAs equally apply to TSs.

**Travel Plan (TP):** A travel plan is a long term management strategy which encourages sustainable travel for new and existing developments. It sets out transport impacts, establishes targets and identifies a package of measures to encourage sustainable travel. There are a number of types of travel plan:

- Full Travel Plan;
- Interim Travel Plan;
- Framework Travel Plan;
- Travel Plan Statement;
- Area Wide Travel Plan (for a defined geographic area).

The type and scale of development together with locality will normally determine the requirement for a TS or TA. A TP would be expected to be prepared and submitted alongside both of these reports, but may also be required outside the need for these documents.

In general terms each Local Authority will expect to see the following information provided within transport submissions:

		Transport Statement	Transport Assessment	Travel Plan
<b>Context</b>	Maps (Strategic and Local Context)	Y	Y	Y
	Policy Review*	Y	Y	Y
	Site Audit	Y	Y	Y
	identification of barriers to sustainable travel	Y	Y	Y
	Clearly defined objectives	Y	Y	Y
<b>Data</b>	Traffic Surveys (including the identification of queue surveys)	Y	Y	N/A
	Speed Surveys	Y	Y	N/A
	Accessibility Audit	Y	Y	Y
	Collision Review (5 years)	Y	Y	N/A
	Parking Surveys	Subject to Review	Subject to Review	Subject to Review
	Public Transport Information	Y	Y	Y
	Travel Surveys	Y	Y	Y
<b>Modelling</b>	Committed development	Y	Y	N/A
	Consultation with Relevant Highway Authorities regarding: trip Rates/Local Highways Model	Y	Y	Y
	Development Trip Generation	Subject to Review	Y	Y
	Trip Distribution	Subject to Review	Y	N/A
	Trip Assignment	Subject to Review	Y	N/A
	Junction Modelling*	Subject to Review	Y	N/A

		Transport Statement	Transport Assessment	Travel Plan
<b>Parking</b>	Parking Provision (Inc. Cycles)	Y	Y	Y
<b>Road Safety</b>	Mitigation Proposals	Y	Y	N/A
<b>Monitoring</b>	Monitoring Framework	Y	Y	Y
	Named Contacts/Coordinators	Y	Y	Y
	Mitigation Plans (if targets not reached)	Subject to Review	Subject to Review	Y
	Road Safety Audits	Y	Y	Y

\* Must be appropriate and relevant to the development

Outside of the above, matters that will need to be taken into consideration for all developments include; site access, construction phases, existing parking pressures, road safety, local committed development and the proposed number of parking spaces.

For significant developments within Tyne and Wear, the Passenger Transport Executive NEXUS should also be contacted to ensure that development can be appropriately served by public transport. When this is not the case the Applicant is expected to work with Nexus and the Local Highway Authority to resolve any issues.

## Monitoring

To ensure compliance with the Travel Plan, the Local Authority may also ask for a bond or a monitoring fee to ensure that the targets defined within the Plan are either met or exceeded.

The Tyne and Wear Local Authorities use two systems to record and monitor Travel Plans within the area and unless expressly agreed by a Local Authority the following tools will be used, for creating and monitoring Travel Plans;

- For Local Authority managed schools; <https://www.modeshiftstars.org/>
- For Residential and Workplace Travel Plans; <https://gosmartertravelplanning.co.uk>

The above is not exhaustive and to avoid abortive work, please seek pre-application advice from the Local Planning Authority for definitive advice on the scope of the transport requirements.

## Parking and servicing requirements

Cycle and vehicle parking provision should be at an appropriate level to cater for the operational needs of both occupiers of the development and their visitors, taking into account its accessibility to various transport modes. Information to be supplied should include:

- Justification for parking provision (car, cycle, disabled and motorcycle provision) with vehicle parking accumulation information where necessary;
- Vehicle and cycle parking layout plan including details for electric vehicle parking facilities;
- Servicing plan covering deliveries, refuse collection and taxi pick up and drop off, with auto tracking provided;
- Parking and servicing management plan;
- Existing and proposed Traffic Regulation Orders Plan for a defined area;

## **Highways and Public Rights of Way**

Developments which propose works to the local highway under section 278 of the Highways Act; or result in the modification of a public right of way; or proposed new sections of highway to be adopted under section 38 of the Highway Act must be accompanied by a plan detailing of the proposed highway works and timescale for their delivery.

A Management and Maintenance of Estate Streets plan will be required in cases where the development do not fulfil the requirements for future adoption by the Highway Authority.

## **Construction Management Plan**

Developments that have the potential to impact upon the operation of the adjacent highway during site construction should be accompanied by a site Construction Management Plan (CMP). Details of the scope of the CMP should be agreed as part of pre-application discussions. For major applications in Newcastle a template for construction management plans is available on the council website to accompany the application.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

This section briefly outlines some of the local and national planning policies that should be referred to when developing the relevant TS, TA or TP.

### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 9 - Promoting sustainable transport
- National Planning Practice Guidance – Travel plans, transport assessments and statements section.
- Planning for the future - A guide to working with National Highways on planning matters DfT Circular 01/2022 – “Strategic road network and the delivery of sustainable development”
- Active Travel England

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policies CS13 and CS16

#### Newcastle

Development and Allocations Plan Policies DM10, DM11, DM12, DM13 and DM14

Hot Food Takeaway SPD, October 2016  
Maintaining Sustainable Communities SPD, January 2017  
Newcastle's Local Cycling and Walking Infrastructure Plan  
Transport Assessments, Travel Plans and Parking Developer Guidance

#### Gateshead

Making Spaces for Growing Places Policies MSGP14 and MSGP15

#### South Tyneside

Core Strategy Policies ST2 and A1  
Development Management Policy DM1  
Area Action Plan Policies SS3, J3 and H3  
Site Specific Allocations Policy SA2  
Supplementary Planning Documents 6 (Parking Standards) and 7 (Travel Plans)

#### North Tyneside

Local Plan (2017) S7.3, DM7.4  
Transport and Highways SPD 2022

#### **Area specific requirements and further information:**

- Newcastle Development Guidance Note: Construction/Demolition Management Plans
- Newcastle Development Guidance Note: Provision of Waste and Recycling Collection and Storage Facilities
- Tyne and Wear Local Transport Plan - <https://www.transportnortheast.gov.uk/transportplan/>
- For Local Authority managed schools; <https://www.modeshiftstars.org/>
- For Residential and Workplace Travel Plans; <https://gosmartertravelplanning.co.uk>

## **35. Tree Survey and/or Statement of Arboricultural Implications of Development**

### **When is this information required?**

Applications where trees are present on site, or where the canopies of trees on adjacent land overhang the application site, where those trees are potentially or likely to be impacted by the proposed development.

### **What information is required for validation?**

- The title must state the document is/includes a Tree Report/Plan; and ensure the Tree Report/Plan is no more than 12 months old.
- The following details will also be required where a tree is protected by a Tree Preservation Order or where the site is located in a Conservation Area:
  - Age class (young, middle aged, mature, over-mature, veteran); physiological condition (e.g. good, fair, poor, dead); structural condition (e.g. collapsing, the presence of any decay and physical defect); preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential for wildlife habitat; estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40); category grading (see BS5837: 2012 Trees in Relation to Construction – Recommendations).

### **Guidance**

Planning applications must be assessed having had regard to the impact of the development upon its site and surroundings. Trees and other established landscape features are important to our environment but they are vulnerable to damage during construction work i.e. impact damage, or root damage due to excavation work and ground compaction due to plant/material storage. Requests to remove existing soft landscaping may also arise, due to overshadowing problems associated with new development, if sufficient space is not set aside for future growth.

Where trees are present on site, or where the canopies of trees on adjacent land overhang the application site, the planning application must therefore be submitted with sufficient information to demonstrate that; i) Sufficient space would be left to enable the tree to grow without significant detriment to the future occupiers of the development and/or the tree, and ii) To ensure that the demolition or construction phase of the development may be carried out without harming the trees.

Trees/soft landscaping located close to a proposed development and certainly within falling distance must therefore be accurately shown on a scaled plan with the following information:

Species; height in metres; stem diameter in metres at 1.5 metres above adjacent ground level or immediately above the roof flare for multi-stemmed trees; branch spread in metres taken at north, south, east and west points; height in metres of the lowest part of the canopy above ground level. Root Protection Area calculated in accordance with BS 5837.

For all development proposals, it should be clearly identified which trees are to be felled, together with the reasons for removing those trees. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. A suitably qualified and experienced arboriculturalist should prepare this information in accordance with BS 5837: 2012. This should include a tree survey, Tree Constraint Plan (TCP), Arboricultural Implications Assessment (AIA) and where appropriate an Arboricultural Method Statement (AMS) with a Tree Protection Plan.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## **Policy Background**

### **Government policy or guidance:**

National Planning Policy Framework – Chapter 2 – Achieving sustainable development and 15 – Conserving and enhancing the natural environment

### **Development Plan:**

#### Newcastle and Gateshead

Core Strategy Policy CS18

#### Newcastle

Development and Allocations Plan Policy

#### Gateshead

Making Spaces for Growing Places Policies MSGP25 and MSGP36

#### South Tyneside

Core Strategy Policy EA1

Development Management Policy DM1

#### North Tyneside

Local Plan (2017) DM5.9

### **Area specific requirements and further information:**

- Tree Preservation Orders and trees in conservation areas - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Paragraph 4.2.4 of BS 5837: 2012 'Trees in relation to construction - Recommendations', offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2012 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 to 12 of BS 5837: 2012 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.

## **36. Ventilation / Extraction Details / Odour management**

### **When is this required?**

Planning applications where ventilation or extraction equipment is to be installed, including those for the sale or preparation of cooked food (for gas, electric and solid fuel methods), launderettes, and significant retail, business, industrial or leisure developments.

Where a hot food takeaway or restaurant or pub is proposed close to an existing residential property, details of extraction facilities will be required for validation purposes.

### **What information is required for validation?**

- The title must state the document includes ventilation/extraction details

### **Guidance**

Developments where hot food is to be cooked should include details of the position and design of ventilation and extraction equipment and including the internal layout of the proposed system, the design and appearance of any external flue (including means of attachment to the building); odour management and maintenance to be used in the system; an acoustic assessment of the extraction system with any noise mitigation measures (see Section on Acoustic Assessments) ).

Elevation drawings showing the size, location and external appearance of equipment will be required, drawn to a scale of 1:50 or 1:100 (in line with requirement 10). The proposed system should be designed in accordance with EMAQ+ guidance set out below.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 7 – Ensuring the vitality of town centres, 8 – Promoting healthy and safe communities and 15 – Conserving and enhancing the natural environment
- National Planning Practice Guidance – Noise section
- Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (EMAQ, 2018):  
<https://docs.planning.org.uk/20220503/61/RABEWWNYI2D00/rw0v1c5r0ferbjix.pdf>
- Local Exhaust Ventilation (LEV) workplace fume and dust extraction (Health and Safety Executive): <http://www.hse.gov.uk/lev/>

#### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy CS14

Newcastle  
Development and Allocations Plan Policy DM24  
Healthy Easting Supplementary Planning Document (2024)

Gateshead

Making Spaces for Growing Places Policies MSGP17 and MSGP24  
Supplementary Planning Document – Hot food takeaways

South Tyneside

Development Management Policies DM1 and DM3

Supplementary Planning Document 22 Hot Food Takeaways and Health

<https://www.southtyneside.gov.uk/article/36021/Supplementary-Planning-Documents>

North Tyneside

Local Plan (2017) DM3.7, DM5.19

## **37. Viability Assessment**

### **When is this information required?**

Applications where policy-compliant development is not being proposed for viability reasons (see also Affordable Housing and Planning Statement)

### **What information is required for validation?**

- The title must state the document is/includes a Viability Assessment

### **Guidance**

- The appraisal should include sufficient information to enable an objective review of the scheme, and have regard to the checklist at Appendix C of the RICS guidance note, Financial Viability in Planning.
- The site-specific viability report and appraisal will include: Estimate of sales values including values for affordable housing; Market evidence in support of the sales values ; A calculation of the Gross Development Value, with evidence of how it has been derived; Details of all costs to be incurred, including acquisition costs, site preparation costs, external works and infrastructure costs, construction costs, abnormal costs, level of contingency, finance/interest costs, professional fees, marketing costs, agents fees, legal costs and disposal fees; Details of Section 106 Contributions ; Development programme to show prebuild timescales, construction timescales, marketing and sales period and phasing assumptions; The level of development profit expressed as profit on cost and/or profit on value.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

National Planning Policy Framework –

Viability Guidance (Department of Levelling Up, Housing and Communities)

<https://www.gov.uk/guidance/viability>

Newcastle City Council- Guidance Note for Developers on Viability Appraisals

[https://www.newcastle.gov.uk/sites/default/files/planning/19-01-](https://www.newcastle.gov.uk/sites/default/files/planning/19-01-03%20GUIDANCE%20FOR%20DEVELOPERS%20ON%20VIABILITY%20ASSESSMENTS%20January%202020.pdf)

[03%20GUIDANCE%20FOR%20DEVELOPERS%20ON%20VIABILITY%20ASSESSMENTS%20January%202020.pdf](https://www.newcastle.gov.uk/sites/default/files/planning/19-01-03%20GUIDANCE%20FOR%20DEVELOPERS%20ON%20VIABILITY%20ASSESSMENTS%20January%202020.pdf)

#### **Development Plan:**

Newcastle and Gateshead

Core Strategy Policy DEL1

North Tyneside

Local Plan Policies DM7.2 and DM4.7

## **38. Waste Management Plan**

### **When is this required?**

Planning applications involving new dwellings, new and increased commercial floorspace and changes of use applications that require new or enhanced waste storage provision.

### **What information is required for validation?**

#### **Gateshead, North and South Tyneside**

- Waste management details to be provided on relevant plans
- Waste management proposals can be included within the Design and Access Statement, Transport Assessment/Statement or Planning Statement

#### **Newcastle only**

- Waste management form and details to be provided on supporting relevant plans
- Waste management proposals can also be included within the Design and Access Statement, Transport Assessment/Statement or Planning Statement

### **Guidance**

The provision of modern waste infrastructure provides a framework in which communities and businesses are engaged and take more responsibility for their own waste and helping to secure the re-use, recovery and disposal without harming the environment. To help achieve this the design and layout of new residential and commercial development must complement sustainable waste management by including the provision of appropriate storage and segregation facilities to facilitate high quality collection of waste.

A Waste Management Plan will be required to demonstrate how waste storage facilities have been incorporated into the designs of new developments detailing what capacity for different waste types is to be provided, and where it will be stored to allow for its ease of collection. For residential developments waste collection will need to be designed to allow for the Council's waste collection service to be able to collect individual waste bins from the nearest kerbside location.

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### **Policy Background**

#### **Government policy or guidance:**

- National Planning Policy Framework – Chapter 7 - Ensuring the vitality of town centres, 8 – Promoting healthy and safe communities, 14 - Meeting the challenge of climate change, flooding and coastal change and 15 - Conserving and enhancing the natural environment
- National Planning Practice Guidance – Waste
- National Planning Policy For Waste
- National Design Guide

#### **Development Plan:**

#### **Newcastle and Gateshead**

Core Strategy Policies CS14 and CS21

Newcastle

Development and Allocations Plan Policies DM34

**Area specific requirements and further information:**

- Development Guidance Note: Provision of Waste and Recycling Collection and Storage Facilities (Newcastle). The Newcastle upon Tyne Waste Management Plan form will be required to be completed and accompany all planning applications for new housing, new commercial development or extensions/alterations or changes of use applications where revised or enhanced waste storage provision is necessary.

### **39. Community Infrastructure Levy (Gateshead, North Tyneside and Newcastle only)**

Gateshead, North Tyneside and Newcastle operate a Community Infrastructure Levy (CIL) on many types of new development. The money raised is used to help pay for infrastructure needed as a result of development, such as schools, green spaces and flood defences.

A CIL payment is only required for certain types of development in selected locations. Further details as to the types of development, the areas where a charge applies and charge level are available on the respective council websites.

Additional information is required to determine whether a charge is due and to determine the amount. Applicants are therefore required to answer additional questions to enable the Council to calculate your levy liability. The information required is: How much floorspace (in square metres) are proposed; and has a building or a part of a building, on the site been in use for a continuous period of at least six months within the past 3 years? What use(s) has it been in? How much gross internal floorspace of this building do you intend to demolish or change the use?

A Planning Application Additional Information Requirement Form is required to be completed for all relevant applications in Gateshead, North Tyneside and Newcastle to calculate CIL liability. Use this link to the government's Planning Portal webpage to find out more information about CIL:

[https://www.planningportal.co.uk/info/200126/applications/70/community\\_infrastructure\\_levy](https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy)

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

#### **Policy Background**

##### **Development Plan:**

Newcastle and Gateshead  
Core Strategy Policy DEL1

##### **Area specific requirements and further information**

Newcastle City Council's Community Infrastructure Guidance:  
<https://www.newcastle.gov.uk/planning-and-buildings/planning-and-development/planning-guidance/community-infrastructure-levy>

Gateshead Council's Community Infrastructure Guidance:  
<https://www.gateshead.gov.uk/article/2972/Gateshead-Community-Infrastructure-Levy>

North Tyneside Council's Community Infrastructure Guidance:  
<https://my.northtyneside.gov.uk/category/1157/community-infrastructure-levy-cil>

## Appendix 2

### The Validation Checklists

Checklist 1: Full Applications

Checklist 2: Outline Applications and Reserved Matters Submissions

Checklist 3: Listed Building Consent and Planning Permission for Relevant Demolition in a Conservation Area

Checklist 4: Advertisement Consent

Checklist 5: Householder Applications

Checklist 6: Non-material and minor material amendments

Checklist 7: Lawful Development Certificate applications

Checklist 8: Validation Requirements for Prior Approval Applications required through provisions of Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended):

- Part 1, Class A) - Larger single storey extension to rear
- Part 1, Class AA - Enlargement of dwellinghouse by construction of additional storeys
- Part 3, Classes G, M, MA, N, O, P, PA, Q, R, S, T - Change of use
- Part 4, Class BB - moveable structures for historic visitor attractions and listed pubs/restaurants etc.
- Part 4, Class BC - Temporary recreational campsites
- Part 4, Class CA - Provision of temporary state-funded school on previously vacant commercial land
- Part 4, Class E - Temporary use of building or land for film-making purposes
- Part 6, Class A - Agricultural development on units of 5 hectares or more
- Part 6, Class B - Agricultural development on units of less than 5 hectares
- Part 6, Class E - Forestry developments
- Part 7, Class C - Click and collect facilities
- Part 7, Class M - Extensions etc for schools, colleges, universities, prisons and hospitals
- Part 9, Class D – Toll road facilities
- Part 11, Class B - Demolition of buildings
- Part 14, Class A – Installation or alteration etc of solar equipment on domestic premises
- Part 14, Class B – Installation or alteration etc of stand-alone solar equipment on domestic premises
- Part 14, Class J - Installation or alteration etc of solar equipment on non-domestic premises
- Part 14, Class K – Installation, alteration or replacement of stand-alone solar for microgeneration within the curtilage of a building other than a dwellinghouse or a block of flats
- Part 14, Class OA – Installation etc. of a solar canopy on non-domestic, off street parking

- Part 16, Class A - Electronic communications code operators
- Part 19, Class TA – Development by the Crown on a closed defence site
- Part 20, Class ZA - Demolition of buildings and construction of new dwellinghouses in their place
- Part 20, Classes A to AD - New dwellinghouses

## Checklist 1: Full Applications

Validation Requirements	Applications for new building, extension or; engineering works; or change of use with external building / extension/ engineering works	Change of use with no external building / extension / engineering works	Required	Submitted
-------------------------	----------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------	----------	-----------

National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Site Plan	See Note 3	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	See Note 4	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	See Note 6	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 7	See Note 7	Yes	Yes / No
Fire Statement	See Note 8	See Note 8	Yes/No	Yes/No

Tyne and Wear Requirements				
Application Plans	See Note 10	See Note 10	Yes / No	Yes / No
Acoustic and Vibration Assessment	See Note 11	See Note 11	Yes / No	Yes / No
Affordable Housing Statement	See Note 12	See Note 12	Yes / No	Yes / No
Air Quality Assessment	See Note 13	See Note 13	Yes / No	Yes / No

Archaeological Assessments	See Note 14	No	Yes / No	Yes / No
Coal Mining Risk and Mineral Safeguarding Assessment	See Note 15	See Note 15	Yes / No	Yes / No
Biodiversity Surveys and Reports	See Note 16	See Note 16	Yes / No	Yes / No
Flood Risk and Drainage Assessment	See Note 17	See Note 17	Yes / No	Yes / No
Health Impact Assessment	See Note 18	See Note 18	Yes / No	Yes / No
Heritage Statement	See Note 19	See Note 19	Yes / No	Yes / No
Housing Spacing Standards	See Note 20	See Note 21	Yes / No	Yes / No
Land Contamination Assessment	See Note 21	No	Yes / No	Yes / No
Landscape strategy and masterplan	See Note 22	No	Yes / No	Yes / No

Landscaping Details	See Note 23	No	Yes / No	Yes / No
Marketing Information	See Note 24	See Note 23	Yes / No	Yes / No
Open Space Assessment (including playing fields and recreational buildings)	See Note 25	No	Yes / No	Yes / No
Overheating Assessment and Mitigation Requirements	See Note 26	See Note 26	Yes / No	Yes / No
Planning Statement	See Note 27	See Note 27	Yes / No	Yes / No
Statement of Community Involvement	See Note 28	See Note 28	Yes / No	Yes / No
Structural Survey	See Note 29	See Note 29	Yes / No	Yes / No
Sunlight/Daylight/Wind Study/Microclimat	See Note 30	See Note 30	Yes / No	Yes / No

e/Lighting Assessment				
Sustainability Statement	See Note 31	See Note 31	Yes / No	Yes / No
Telecommunications Development	See Note 32	See Note 32	Yes / No	Yes / No
Town Centre Use Assessment	See Note 33	See Note 33	Yes / No	Yes / No
Transport Assessments / Statements and Travel Plans	See Note 34	See Note 34	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 35	See Note 35	Yes / No	Yes / No
Ventilation / Extraction Details / Odour I	See Note 36	See Note 36	Yes / No	Yes / No
Viability Assessment	See Note 37	See Note 37	Yes / No	Yes / No
Waste Management Plan	See Note 38	See Note 38	Yes / No	Yes / No
Community Infrastructure Levy Additional Information Form	See Note 39	See Note 39	Yes/No	Yes/No

**Please note: The above documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.**  
**On validation – If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.**  
**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

## Checklist 2: Outline Applications and Reserved Matters Submissions

Validation Requirements	Outline Application	Reserved Matters Application	Required	Submitted
-------------------------	---------------------	------------------------------	----------	-----------

National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Site Plan	See Note 3	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	See Note 4	N/A	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	See Note 6	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 7	See Note 7	Yes	Yes / No
Fire Statement	No	See Note 8	Yes / No	Yes / No

Tyne and Wear Requirements				
Application Plans	See Note 10	See Note 10	Yes / No	Yes / No
Acoustic and Vibration Assessment	See Note 11	See Note 11	Yes / No	Yes / No
Affordable Housing Statement	See Note 12	See Note 12	Yes / No	Yes / No
Air Quality Assessment	See Note 13	See Note 13	Yes / No	Yes / No
Archaeological Assessments	See Note 14	No	Yes / No	Yes / No
Coal Mining Risk and Mineral Safeguarding Assessment	See Note 15	See Note 15	Yes / No	Yes / No

Biodiversity Surveys and Reports	See Note 16	See Note 16	Yes / No	Yes / No
Flood Risk and Drainage Assessment	See Note 17	See Note 17	Yes / No	Yes / No
Health Impact Assessment	See Note 18	See Note 18	Yes / No	Yes / No
Heritage Statement	See Note 19	See Note 19	Yes / No	Yes / No
Housing Spacing Standards	See Note 20	See Note 20	Yes / No	Yes / No
Land Contamination Assessment	See Note 21	No	Yes / No	Yes / No
Landscape strategy and masterplan	See Note 22	See Note 22	Yes / No	Yes / No

Landscaping Details	See Note 23	See Note 23	Yes / No	Yes / No
Marketing Information	See Note 24	No	Yes / No	Yes / No
Open Space Assessment (including playing fields and recreational buildings)	See Note 25	See Note 25	Yes / No	Yes / No
Overheating Assessment and Mitigation Requirements	No	See Note 26	Yes / No	Yes / No
Planning Statement	See Note 27	See Note 27	Yes / No	Yes / No
Statement of Community Involvement	See Note 28	See Note 28	Yes / No	Yes / No
Structural Survey	See Note 29	See Note 29	Yes / No	Yes / No
Sunlight/Daylight/Wind Study/Microclimate/Lighting Assessment	See Note 30	See Note 30	Yes / No	Yes / No
Sustainability Statement	See Note 31	See Note 31	Yes / No	Yes / No
Telecommunications Development	No	See Note 32	Yes / No	Yes / No

Town Centre Use Assessment	See Note 33	No	Yes / No	Yes / No
Transport Assessments / Statements and Travel Plans	See Note 34	See Note 34	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 35	See Note 35	Yes / No	Yes / No
Ventilation / Extraction Details / Odour management	No	See Note 36	Yes / No	Yes / No
Viability Assessment	See Note 37	See Note 37	Yes / No	Yes / No
Waste Management Plan	See Note 38	See Note 38	Yes / No	Yes / No
Community Infrastructure Levy Additional Information Form	See Note 39	See Note 39	Yes/No	Yes/No

**Please note: The above documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.**  
**On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.**  
**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

### Checklist 3: Listed Building Consent and Planning Permission for Relevant Demolition in a Conservation Area

Validation Requirements	Listed Building Consent	Relevant Demolition	Required	Submitted
-------------------------	-------------------------	---------------------	----------	-----------

National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Site Plan	See Note 3	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	See Note 4	Yes	Yes / No
Appropriate fee	No	See Note 6	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 7	See Note 7	Yes	Yes / No

Tyne and Wear Requirements				
Application Plans	See Note 10	See Note 10	Yes	Yes / No
Archaeological Assessments	See Note 14 Seek pre-application advice	See Note 14 Seek pre-application advice	Yes / No	Yes / No
Heritage Statement	See Note 19	See Note 19	Yes / No	Yes / No
Marketing Information	See Note 24	See Note 24	Yes / No	Yes / No
Planning Statement	See Note 27	See Note 27 Seek pre-application advice	Yes / No	Yes / No
Structural Survey	See Note 29 Seek pre-application advice	See Note 29 Seek pre-application advice	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Dev.	See Note 35	See Note 35	Yes / No	Yes / No

**Please note: The above documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application. On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the**

**information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.**

**Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

#### Checklist 4: Advertisement Consent

Validation Requirements	Advertisement Consent	Required	Submitted
-------------------------	-----------------------	----------	-----------

<b>National Requirements</b>			
Completed advertisement consent form	See Note 1	Yes	Yes / No
Location plan	See Note 2	Yes	Yes / No
Appropriate fee	See Note 6	Yes / No	Yes / No

<b>Tyne and Wear Requirements</b>			
Application Plans	See Note 10	Yes	Yes / No

**For applications for advertisement consent only, the following should be submitted:**

- Where multiple adverts are proposed a site plan to a scale of either 1:100 or 1:200 showing the direction of north, all buildings on site, and the position of the advert(s) with written dimensions and distances to the site boundaries as a minimum;
- Plans of the advert(s) to a scale of 1:50 or 1:100 showing their elevations, their size, position on buildings or land, height above ground level, extent of projection, sections, materials, colours and method of fixing;
- Details of means of illumination where applicable, with section through advertisement and method of illumination.

Advertisement consent applications may also include existing and proposed photomontages to supplement scaled plans.

## Checklist 5: Householder Application Validation Checklist

	When required	What information is required?	Further information	Submitted
<b>National Requirements</b>				
Completed Application Form	All applications	<ul style="list-style-type: none"> <li>* All relevant questions on the form should be responded to, or the words "Not applicable" should be inserted for clarity.</li> <li>* The description of the development should accurately describe the proposal and should correctly summarise the detail shown on the submitted plans.</li> </ul>	<ul style="list-style-type: none"> <li>* See note 1 of Tyne and Wear Validation Checklist here:</li> </ul>	Yes / No
Ownership Certificate (within Application Form)	All applications	<ul style="list-style-type: none"> <li>* Completed certificate stating the ownership of the application site.</li> <li>* For this purpose, 'owner' is anyone with a freehold interest, or a leasehold interest where there are 7 years or more left to run on the lease.</li> <li>* Where a third party is the owner of all or part of the application site, notice of the application must be given to them. Please note there may be more than one owner.</li> <li>* Where development encroaches onto, over or under land adjoining the application site, notice of the application must also be given to the owner(s) of the adjoining land and their details need to be provided on the completed ownership certificate. Owner/occupier will not suffice.</li> </ul>	<ul style="list-style-type: none"> <li>* See note 4 of Tyne and Wear Validation Checklist.</li> <li>* A draft notice to serve on an owner can be obtained here: <a href="https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf">https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf</a></li> </ul>	Yes / No
Fee	All applications	The correct fee unless an exemption applies.	<ul style="list-style-type: none"> <li>* See note 6 of Tyne and Wear Validation Checklist.</li> <li>* Planning Portal fee schedule: <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a></li> </ul>	Yes / No
Location Plan	All applications	<ul style="list-style-type: none"> <li>* Scale: 1:1250</li> <li>* Up-to-date plan with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway.</li> <li>* The direction north should be shown.</li> <li>* The plan must cover a large enough area to enable the location to be easily found.</li> </ul>	<ul style="list-style-type: none"> <li>* See note 2 of Tyne and Wear Validation Checklist.</li> </ul>	Yes / No
Site Plan	All applications	<ul style="list-style-type: none"> <li>* Scale: 1:100 or 1:200</li> <li>* The direction north should be shown.</li> <li>* The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</li> <li>* Written dimensions, including those to the boundaries, should be shown.</li> <li>* Any trees (including the canopy) or public rights of way affected by the development should be shown.</li> <li>* Any new boundary walls or fencing proposed as part of the development.</li> </ul>	<ul style="list-style-type: none"> <li>* See note 3 of Tyne and Wear Validation Checklist.</li> </ul>	Yes / No

		* The extent and type of any hard surfacing.		
Design and Access Statement (can be joint with a Heritage Statement)	In a conservation area the provision of a building (or extension) where the proposed floor space is more than 100 square metres	<ul style="list-style-type: none"> <li>* Explain design principles and concepts that have been applied to the development.</li> <li>* Demonstrate steps taken to appraise the context of the site and its surroundings and how the design of the development takes that context into account.</li> <li>* A description of any heritage asset affected, including any contribution made by their setting and the contribution made by the development to local character and distinctiveness.</li> </ul>	<ul style="list-style-type: none"> <li>* See note 7 of Tyne and Wear Validation Checklist (Design and Access Statements).</li> <li>* See note 18 of Tyne and Wear Validation Checklist (Heritage Statements).</li> </ul>	Yes / No
<b>Tyne And Wear Requirements</b>				
Application Plans	All applications	<ul style="list-style-type: none"> <li>* Scale: 1:50 or 1:100</li> <li>* <i>Existing and proposed elevations</i> - these should show any elevations that would be created or altered by the development, along with proposed materials and finish of windows and doors where possible. Where adjoining another building/structure the drawing should clearly show the relationship.</li> <li>* <i>Existing and proposed floor plans</i> - these should highlight any walls to be demolished and show the uses of any proposed new rooms.</li> <li>* <i>Existing and proposed roof plans</i> – these should show the shape of the roof, its location and proposed external materials.</li> <li>* <i>Site sections and levels (where applicable)</i></li> </ul>	* See note 10 of Tyne and Wear Validation Checklist.	Yes / No
Flood Risk Assessment	Extensions of less than 250 square metres where the site is located within flood zone 2 or 3	<p>A simple flood risk assessment including:</p> <ul style="list-style-type: none"> <li>* site address and a description of your development.</li> <li>* an assessment of the flood risk from all sources of flooding for your development, plus an allowance for climate change.</li> <li>* the estimated flood level for your development.</li> <li>* details of your flood resistance and resilience plans.</li> <li>* any supporting plans and drawings.</li> <li>* any information the relevant standing advice tells you to include i.e., a plan showing the finished floor levels and estimated flood levels and plans to show how it will be ensured the development is not flooded with water i.e., divert surface water away from the property or by using flood barriers.</li> </ul>	<ul style="list-style-type: none"> <li>* Environment Agency Standing Advice Development and Flood Risk - <a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions">https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions</a></li> <li>* Environment Agency - <a href="https://www.gov.uk/government/organisations/environment-agency">https://www.gov.uk/government/organisations/environment-agency</a></li> <li>* See note 17 of Tyne and Wear Validation Checklist.</li> </ul>	Yes / No
Tree Survey / Protection Plan	Where a tree protected by a Tree Preservation Order is on site or where the canopies of protected trees on adjacent land overhang the site, or where the site is in a conservation area	<p>The following tree reports and plans in accordance with BS 5837 -2012 Trees Demolition and Construction:</p> <ul style="list-style-type: none"> <li>* <i>Tree Survey</i> - A tree survey undertaken by an arboriculturist to record information about the existing trees on or adjacent to a site. The results of the tree survey, including material</li> </ul>	* See note 35 of Tyne and Wear Validation Checklist.	Yes / No

		<p>constraints arising from existing trees that merit retention, should be used to inform feasibility studies and design options. The survey should include an assessment of the existing tree(s) condition, position, size, height, stem diameter, which informs the size of the Root Protection Area (RPA).</p> <p>* <i>Arboriculture Impact Assessment (AIA)</i> - A written assessment which determines the site-specific effect of a planned development on the existing tree stock. The AIA identifies trees to be removed and those to be retained and it highlights the potential conflicts between retained trees and the planned development. The AIA also considers the impact of statutory designations such as tree preservation orders (TPO's) and identifies the long-term value and benefits of trees in the urban and built environment.</p> <p>* <i>Arboriculture Method Statement (AMS)</i> - highlights the methods to be adopted to minimise disturbance to trees and can include hand digging, use of air spade, protective fencing, channelling of operatives and no-dig construction for example. It is the methodology for the implementation of any aspect of development that is within the root protection area (RPA) or has the potential to result in loss of or damage to a tree/s to be retained.</p> <p>* <i>Tree Protection Plan (TPP)</i> – a summary plan of the tree location, tree protection measures, canopy size and RPAs. This also demonstrates the extent of element of the works proposed. It needs to be a scale drawing, informed by descriptive text where necessary, based upon the finalized proposals, showing trees for retention/ removal, and illustrating the tree and landscape protection measures. Any protection measure outlined in the Arboricultural Method Statement, must be illustrated on the Tree Protection Plan.</p>		
Heritage Statement (can be joint with a Design and Access Statement)	Development within conservation areas, including demolition, where the proposal would materially affect its appearance	<p>* A Heritage Statement could form part of a more comprehensive Design and Access Statement.</p> <p>* The statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal.</p> <p>* For developments including or solely for demolition, the statement should assess the contribution that the building in question makes to the architectural and historic value of the conservation area and provide justification for demolition.</p>	<p>* See note 19 of Tyne and Wear Validation Checklist (Heritage Statements).</p> <p>* See note 7 of Tyne and Wear Validation Checklist (Design and Access Statements).</p>	Yes / No

Protected Species Report	<p>All applications (including householders) which include conversion, demolition, removal, or modification of existing buildings or removal or pruning of trees as follows:</p> <ul style="list-style-type: none"> <li>Where protected species are known or considered likely to be present (confirmed by a data search or local knowledge).</li> </ul> <p><i>Bat surveys:</i></p> <ul style="list-style-type: none"> <li>Buildings with weather boarding, wooden cladding and/or hanging tiles within 200 metres of woodland or water;</li> <li>Buildings within 200 metres of woodland or water and pre-1919 buildings within 400 metres of woodland or water; buildings/structures of any age within or immediately adjacent to woodland and/or water;</li> </ul> <p>In the case of householder applications, a bat survey will not be required to validate the application if:</p> <ul style="list-style-type: none"> <li>The proposal is for extensions or modifications at ground floor level only of a building of two or more storeys; <u>and</u></li> <li>There will not be any disturbance to the roof structure (including the eaves) of the dwelling and/or any domestic outbuildings (e.g. garages).</li> </ul> <p><i>Bat and Bird Survey (Trees)</i> A risk assessment will be required for works to fell or lop veteran trees or trees that exhibit potential to support bats and/or barn owl such as obvious cracks, holes and cavities, or trees with a diameter greater than a metre at chest height.</p>	<p>*Title confirming that the document is/includes a protected species survey and report * List of surveys that have been carried out and confirmation that they have been carried out within the last 12 months.</p>	<p>* See note 16 of Tyne and Wear Validation Checklist (Biodiversity Reports and Assessment)</p>	<p>Yes / No</p>
--------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	-----------------

**Please note: The above documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.**

**On validation - if the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.**

**Data protection: for any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.**

**These checklists do not apply where the intention is to carry out a development as ‘permitted development’ or under the neighbour notification scheme / prior approval notification process.**

## **Checklist 6: Non-material and Minor material Amendments (section 73)**

Issues can arise after planning permission has been granted and in such circumstances an applicant may need to seek to modify or vary the approved plans or details. If these modifications are fundamental, a new planning application under Section 70 of the Town and Country Planning Act 1990 would need to be submitted.

When less substantial changes are proposed a non-material amendment or minor material amendment could be sought.

**Non-material amendments** - Section 96A of the Town and Country Planning Act 1990, enables the submission of applications for non-material changes to existing planning permissions, without requiring the submission of a new planning application. This covers minor changes to a scheme which are judged by the local planning authority to be non-material in nature. Such provisions do not however cover Listed Building Consents.

Further guidance on how no-material amendments are handled is set out in Tyne and Wear Guidance at : [https://www.newcastle.gov.uk/sites/default/files/2019-01/planning\\_protocol\\_for\\_non\\_material\\_amendments.pdf](https://www.newcastle.gov.uk/sites/default/files/2019-01/planning_protocol_for_non_material_amendments.pdf)

**Amending the conditions attached to a permission** - Section 73 of the Act allows a new permission to be issued where the change to the approved development represents a material amendment. Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 provides for similar provisions for amendments to a listed building consent.

Such applications must be made by completing the correct form, which are available on the Planning Portal website. The extent and nature of the proposed amendment must be clearly identified on the plans and drawings accompanying the application form. This can be done by either including sets of both the original and amended drawings, or by superimposing the proposed amendment on those originally approved. Full specification of materials, colours, sections must be included where appropriate.

If the extent and nature of the amendment cannot easily be identified from the submitted, the application will not be made valid until further information or clarification have been received.

## Checklist 7: Lawful Development Certificate Applications

Lawful Development Certificates require the following information be submitted for validation:

- Completed application form on correct form; either
  - Section 191 form to seek to confirm that an existing use of land, or some operational development, or some activity being carried out in breach of a planning condition, is lawful for planning purposes; or
  - Section 192 form seeking to confirm that a proposed use of a building or other land, or some operations proposed to be carried out in, on or over land, would be lawful for planning purposes.
- Location plan to an identified standard metric scale (1:1250 or 1:2500) (see section 2 on location plans) with land the subject of the application outlined in red
- Payment of the appropriate fee

Further information:

The lawful development certificate application form needs to describe precisely what is being applied for (not simply the use class) and the land to which the application relates. Without sufficient or precise information, the Council may be justified in refusing the application. For this reason, further information will normally be required. For example, information for a section 192 application may include the submission existing and proposed plans for an extension to a property. Alternatively, a section 191 application could require supporting documentation for proof of the history of the use of a property in terms of demonstrating an existing use of a site. Ultimately the burden of proof is placed on the applicant to provide clear and unambiguous information to support the application.

A certificate for existing use under Section 191 must include a description of the use, operations or other matter for which it is granted regardless of whether the matters fall within a use class. But where it is within a “use class”, a certificate must also specify the relevant “class”. In all cases, the description needs to be more than simply a title or label, if future problems interpreting it are to be avoided. The certificate needs to therefore spell out the characteristics of the matter so as to define it unambiguously and with precision. This is particularly important for uses which do not fall within any “use class” (ie “sui generis” use).

Further guidance on Lawful Development certificate application is set out in the National Planning Policy Guidance webpage at:

[Lawful development certificates - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Checklist 8: Prior Approval Applications

Numerous forms of development can be carried out as permitted development, subject to the prior approval by the local planning authority of its design. The forms of development covered by the prior approval process are set out below. In all cases, supporting documents will be required to accompany a prior approval application and are included below. The Town and Country Planning (General Permitted Development) Order 2015 (as amended) sets out the following validation requirements for submissions under Prior Approval

Where there is a requirement for supporting documents to accompany a prior approval application, or for an application to determine as to whether the prior approval of the authority is required, the content of the supporting document content should be in accordance with Appendix 1 to support as planning application.

All new dwellings proposed under a Prior Approval application must be a minimum of 37 Square metres in size or comply with the nationally described space standard issues by the Department for Communities and Local Government on 27 March 2015. This should be clearly identified in the application details below.

Development Type	Validation Requirements
Part 1, Class A.4 - Larger single storey extension to rear	<p>(a) a written description (application forms are available) of the proposed development including:</p> <ul style="list-style-type: none"> <li>(i) how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;</li> <li>(ii) the maximum height of the enlarged part of the dwellinghouse;</li> <li>(iii) the height of the eaves of the enlarged part of the dwellinghouse;</li> <li>(iv) where the enlarged part will be joined to an existing enlargement of the dwellinghouse, the information in sub-paragraph (i) to (iii) above must be provided in respect of the total enlargement (being the enlarged part together with the existing enlargement to which it will be joined);</li> </ul> <p>(b) a plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined;</p> <p>(c) the addresses of any adjoining premises;</p> <p>(d) the developers contact address;</p> <p>(e) the developers email address if the developer is content to receive communications electronically; and</p> <p>(f) correct fee.</p> <p>Please note: Where the prior approval of the local planning authority is required as to the impact of the proposed development on the amenity of any adjoining neighbours, the local planning authority may require the developer to submit such further information regarding the proposed development as the authority may reasonably require in order to determine the application.</p>

Development Type	Validation Requirements
Part 1, Class AA - Enlargement of dwellinghouse by construction of additional storeys	<p>(a) a written description (application forms are available) of the proposed development including details of any works proposed;</p> <p>(b) a plan which is drawn to an identified scale and shows the direction North, indicating the site and showing the proposed development;</p> <p>(c) a plan which is drawn to an identified scale and shows:</p> <ul style="list-style-type: none"> <li>(i) the existing and proposed elevations of the dwellinghouse, and</li> <li>(ii) the position and dimensions of the proposed windows; and</li> </ul> <p>(d) correct fee.</p> <p>The local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application, which may include:</p> <ul style="list-style-type: none"> <li>(i) assessments of impacts or risks i.e. impact on residential amenity, visual impact, and air traffic and defence asset impacts;</li> <li>(ii) statements setting out how impacts or risks are to be mitigated, having regard to the National Planning Policy Framework;</li> <li>(iii) details of proposed building or other operations.</li> </ul>

Development Type	Validation Requirements
<p>Part 3, Class G, M, MA, N, O, P, PA, Q, R, S, T - Change of use</p>	<p>For clarification purposes:  Class G: Change of use from retail, betting office or pay day loan shop to mixed use  Class M: Change of use from launderette, betting office, pay day loan shop, hot food takeaway or from a combined use of dwellinghouse and launderette, betting office, pay day loan shop to dwellinghouses  Class MA: Change of use from commercial, business and services to dwellinghouses  Class N: Change of use from amusement arcade or casino to dwellinghouses  Class O: Change of use from office to residential  Class P: Change of use from storage or distribution centre to dwellinghouses  Class PA: Change of use from premises in light industrial use to dwellinghouses  Class Q: Change of use from agricultural buildings to dwellinghouses  Class R: Change of use from agricultural buildings to a flexible commercial use  Class S: Change of use from agricultural buildings to state-funded school  Class T: Change of use from commercial, business and service, hotels etc to state-funded schools</p> <p>(a) a written description of the proposed development, which, in relation to development proposed under Class M, N or Q of this Part, must in the same application include any building or other operations;</p> <p>(b) a plan indicating the site and showing the proposed development;</p> <p>(c) in relation to development proposed under Classes G, M, MA, N, O, P, PA and Q, a statement specifying the net increase in dwellinghouses proposed by the development. For clarity, "net increase in dwellinghouses" is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development;</p> <p>(d) in relation to development proposed under Class Q, a statement specifying:</p> <ul style="list-style-type: none"> <li>(i) the number of smaller dwellinghouses proposed;</li> <li>(ii) the number of larger dwellinghouses proposed;</li> <li>(iii) whether previous development has taken place under Class Q within the established agricultural unit and, if so, the number of smaller and larger dwellinghouses developed under Class Q;</li> </ul> <p>(e) in relation to development proposed under Class G, M, MA, N, O, PA or Q, a floor plan indicating the total floor space in square metres of each dwellinghouse, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses;</p> <p>(f) in relation to Class P, a statement setting out the evidence relied upon to demonstrate that the building was used solely as a storage or distribution centre on the 19 March 2014 or in the case of a building which was in use before that date but was not in use on that date, when it was last in use; and for the period of at least 4 years before the date development under Class P begins.</p> <p>(g) the developer's contact address;</p> <p>(h) the developer's email address if the developer is content to receive communications electronically;</p> <p>(i) where development requires the Environment Agency to be consulted i.e. those within Flood Zone 2 or 3, or in an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency, a site-specific flood risk assessment; and</p> <p>(j) where the development requires the Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development;</p> <p>(k) correct fee.</p>
<p>Part 4, CA - Provision of temporary state-funded school on previously vacant commercial land</p>	<p>(a) a written description of the proposed development;</p> <p>(b) a plan indicating the site and showing the proposed development;</p> <p>(c) the developer's contact address;</p> <p>(d) the developer's email address if the developer is content to receive communications electronically;</p> <p>(e) where development requires the Environment Agency to be consulted .e. those within Flood Zone 2 or 3, or in an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency, a site-specific flood risk assessment; and</p> <p>(f) correct fee.</p>

Development Type	Validation Requirements
Part 4, Class BB – movable structures for historic visitor attractions and listed pubs/restaurants	(a) a written description of the proposed development; (b) a plan indicating the site and showing the proposed development; (c) a statement setting out the proposed methods of: (i) installing the moveable structure; and (ii) reinstating the land to its original condition once the moveable structure is removed; (d) the developer's contact address; (e) the developer's email address if the developer is content to receive communications electronically; and (f) correct fee
Part 4, Class BC – temporary recreational campsites	(a) a site-specific flood risk assessment, including provision for warning and evacuation; and (b) correct fee
Part 4, Class E - Temporary use of building or land for film making purposes	(a) a written description of the proposed development; (b) a plan indicating the site and showing the proposed development; (c) the developers contact address; (d) the developers email address if the developer is content to receive communications electronically; (e) a site-specific flood risk assessment; and (f) correct fee.  The local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application, which may include: (i) assessments of impacts or risks i.e. the dates and hours of operation, transport and highways impacts of the development, noise impacts of the development, light impacts of the development in particular the effect on any occupier of neighbouring land of any artificial lighting to be used, and flooding risks on site; (ii) statements setting out how impacts or risks are to be mitigated.
Part 6, Class A - Agricultural development on units of 5 hectares or more	(a) a written description of the proposed development; (b) a written description of the materials to be used; (c) a plan indicating the site; and (d) correct fee.
Part 6, Class B - Agricultural development on units of less than 5 hectares	(a) a written description of the proposed development; (b) a written description of the materials to be used; (c) a plan indicating the site; and (d) correct fee.
Part 6, Class E - Forestry developments	(a) a written description of the proposed development; (b) a written description of the materials to be used; (c) a plan indicating the site; and (d) correct fee.
Part 7, Class C - Click and collect facilities	(a) a written description of the proposed development, which must include details of any building operations proposed; (b) a plan indicating the site and showing the proposed development; (c) the developers contact address; (d) the developers email address if the developer is content to receive communications electronically; and (e) correct fee.

Development Type	Validation Requirements
Part 7, Class M - extensions etc for schools, colleges, universities, prisons and hospitals	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development (application forms are available);</li> <li>(b) a plan indicating the site and showing the proposed development;</li> <li>(c) drawings prepared to an identified scale and showing: <ul style="list-style-type: none"> <li>(i) in the case of a building to be erected, the proposed external dimensions and elevations of that building; and</li> <li>(ii) in the case of a building to be extended or altered, the external dimensions and elevations of that building both before and after the proposed extension or alteration;</li> </ul> </li> <li>(d) a written statement in respect of the heritage and archaeological considerations of the development;</li> <li>(e) the developers contact address;</li> <li>(f) the developers email address if the developer is content to receive communications electronically; and</li> <li>(g) correct fee.</li> </ul>
Part 9, Class D – toll road facilities	<ul style="list-style-type: none"> <li>(a) a written description of the development;</li> <li>(b) plans and elevations of the proposed development; and</li> <li>(c) correct fee</li> </ul>
Part 11, Class B - Demolition of buildings	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development to include location plan identifying buildings to be demolished and where necessary, bat survey, arboricultural impact assessment and method of demolition</li> <li>(b) a statement that a notice has been posted in accordance with this Part 11, Class B of the GPDO with copy of notice enclosed; and</li> <li>(c) correct fee.</li> </ul>
Part 14, Class A – installation or alteration etc of solar equipment on domestic premises	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development;</li> <li>(b) a plan indicating the site and showing the proposed development;</li> <li>(c) the developer’s contact address;</li> <li>(d) the developer’s email address if the developer is content to receive communications; and</li> <li>(e) the correct fee</li> </ul>
Part 14, Class B – installation or alteration etc of stand-alone solar equipment on domestic premises	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development;</li> <li>(b) a plan indicating the site and showing the proposed development;</li> <li>(c) the developer’s contact address;</li> <li>(d) the developer’s email address if the developer is content to receive communications; and</li> <li>(e) the correct fee</li> </ul>
Part 14, Class J - Installation or alteration etc of solar equipment on non-domestic premises	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development;</li> <li>(b) a plan indicating the site and showing the proposed development;</li> <li>(c) the developers contact address;</li> <li>(d) the developers email address if the developer is content to receive communications electronically; and</li> <li>(e) correct fee.</li> </ul>
Part 14, Class K - Installation, alteration or replacement of stand-alone solar for microgeneration within the curtilage of a building other than a dwellinghouse or a block of flats	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development;</li> <li>(b) a plan indicating the site and showing the proposed development;</li> <li>(c) the developer’s contact address;</li> <li>(d) the developer’s email address if the developer is content to receive communications; and</li> <li>(e) the correct fee</li> </ul>

Development Type	Validation Requirements
Part 14, Class OA – Installation etc of a solar canopy on non-domestic, off street parking	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development;</li> <li>(b) a plan indicating the site and showing the proposed development;</li> <li>(c) the developer's contact address;</li> <li>(d) the developer's email address if the developer is content to receive communications; and</li> <li>(e) the correct fee</li> </ul>
Part 16, Class A - Electronic communications code operators	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development;</li> <li>(b) a plan indicating its proposed location;</li> <li>(c) the developers contact address;</li> <li>(d) the developers email address if the developer is content to receive communications electronically;</li> <li>(e) evidence that notice has been given where applicable;</li> <li>(f) evidence that the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, has been notified of the proposal where applicable; and</li> <li>(g) correct fee.</li> </ul>
Part 19, Class TA – development by the Crown on a closed defence site	<ul style="list-style-type: none"> <li>(a) a written description of the proposed development including a statement setting out whether there is any proposed increase in the total footprint of buildings on the closed defence site,</li> <li>(b) where the proposed development relates to the erection or extension of: <ul style="list-style-type: none"> <li>(i) single living accommodation - a statement showing the total floor space of single living accommodation: <ul style="list-style-type: none"> <li>(aa) on the closed defence site immediately before 11th January 2022,</li> <li>(bb) already added to the closed defence site via development under Class TA(a), and</li> <li>(cc) to be added to the closed defence site via the proposed development;</li> </ul> </li> <li>(ii) a non-residential building - a statement showing the total floor space of non residential buildings: <ul style="list-style-type: none"> <li>(aa) on the closed defence site immediately before 11th January 2022,</li> <li>(bb) already added to the closed defence site via development under Class TA(b), and</li> <li>(cc) to be added to the closed defence site via the proposed development;</li> </ul> </li> </ul> </li> <li>(c) a plan indicating the closed defence site and showing the proposed development,</li> <li>(d) drawings prepared to an identified scale and showing <ul style="list-style-type: none"> <li>(i) in the case of a building to be erected, the proposed external dimensions and elevations of that building;</li> <li>(ii) in the case of a building to be extended or altered, the external dimensions and elevations of that building both before and after the proposed extension or alteration,</li> </ul> </li> <li>(e) the developer's contact address</li> <li>(f) the developer's email address if the developer is content to receive communications electronically, and</li> <li>(g) correct fee.</li> </ul>

Development Type	Validation Requirements
Part 20, Class ZA - Demolition of buildings and construction of new dwellinghouses in their place	<p>(a) a written description (application forms are available) of the proposed development, which must include details of the building proposed for demolition, the building proposed as replacement and the operations proposed;</p> <p>(b) a plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development;</p> <p>(c) drawings prepared to an identified scale and showing external dimensions and elevations (and presented in the direction of North, showing all windows, doors and walls and dimensions and uses of all rooms) of:</p> <ul style="list-style-type: none"> <li>(i) the building proposed for demolition;</li> <li>(ii) the building scheduled as replacement; and</li> <li>(iii) the positioning of each;</li> </ul> <p>(d) a written statement specifying:</p> <ul style="list-style-type: none"> <li>(i) the number of dwellinghouses in the building proposed for demolition, and</li> <li>(ii) the number of new dwellinghouses proposed in the building proposed as replacement;</li> </ul> <p>(e) where the application requires the Environment Agency to be consulted i.e. those within Flood Zone 2 or 3, or in an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency, a site-specific flood risk assessment;</p> <p>(f) a written statement in respect of heritage and archaeological considerations of the development;</p> <p>(g) the developer's contact address;</p> <p>(h) the developer's email address if the developer is content to receive communications electronically; and</p> <p>(i) correct fee.</p> <p>The local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application, which may include:</p> <ul style="list-style-type: none"> <li>(i) assessments of impacts or risks i.e. transport and highways impacts, contamination risks, flooding risks, visual impact, residential amenity impact on occupiers and neighbouring residents, impact on business and new residents of the development through the introduction of or increase in residential use in the area, impact on heritage and archaeology, method of demolition, landscaping impact, impact to air traffic and defence asset;</li> <li>(ii) statements setting out how impacts or risks are to be mitigated, having regard to the National Planning Policy Framework; or</li> <li>(iii) details of proposed building or other operations.</li> </ul>

Development Type	Validation Requirements
Part 20, Classes A to AD of Part 20 - New dwellinghouses	<p>For clarification purposes:  Class A: New dwellinghouses on detached blocks of flats  Class AA: New dwellinghouses on detached buildings in commercial or mixed use  Class AB: New dwellinghouses on terrace buildings in commercial or mixed use  Class AC: New dwellinghouses on terrace buildings in use as dwellinghouses  Class AD: New dwellinghouses on detached buildings in use as dwellinghouses</p> <p>(a) a written description (application forms are available) of the proposed development, which, in relation to development proposed under any of Classes A to AD, must include details of any dwellinghouse and other works proposed as the case may be including:</p> <ul style="list-style-type: none"> <li>(i) engineering operations reasonably necessary to construct additional storeys or new dwellinghouses;</li> <li>(ii) works for replacement of existing plant or installation of additional plant on the roof of the extended building reasonably necessary to service the new dwellinghouses (Class A, AA, and AB);</li> <li>(iii) works for the construction of appropriate and safe access to and egress from the new and existing dwellinghouses including means of escape from fire via additional external doors or external staircases;</li> <li>(iv) works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses;</li> </ul> <p>(b) a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;</p> <p>(c) floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building;</p> <p>(d) a written statement specifying the number of new dwellinghouses proposed by the development (that is, additional to any dwellinghouses in the existing building);</p> <p>(e) a list of all addresses of any flats and any other premises in the existing building;</p> <p>(f) the developer's contact address;</p> <p>(g) the developer's email address if the developer is content to receive communications electronically;</p> <p>(h) where the application requires the Environment Agency to be consulted i.e. those within Flood Zone 2 or 3, or in an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency, a site-specific flood risk assessment;</p> <p>(i) in relation to Class A and Class AA, where the application requires the Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development; (required if the development relates to a building which will contain two or more dwellinghouses; and meet the height condition of 18m or more in height, or 7 or more storeys)</p> <p>(j) in relation to Class A and Class AA, where the existing building is 18 metres or more in height, the fire safety of the external wall construction of the existing building must be considered for prior approval, and in such applications a report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 must be submitted; and</p> <p>(k) correct fee.</p> <p>The local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application, which may include:</p> <ul style="list-style-type: none"> <li>(i) assessments of impacts or risks i.e. transport and highways impacts, air traffic and defence asset impacts, contamination risks, flooding risks, visual impact, residential amenity impact on occupiers and neighbouring residents, impact on business and new residents of the development through the introduction of or increase in residential use in the area;</li> <li>(ii) statements setting out how impacts or risks are to be mitigated, having regard to the National Planning Policy Framework; or</li> <li>(iii) details of proposed building or other operations.</li> </ul>