

Local List of Planning Validation Requirements

July 2023

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Important Notes

This document has been produced in accordance with the guidelines published in the [National Planning Practice Guidance](#) relating to the validation requirements for making planning applications. You are advised to refer to the [National Planning Practice Guidance](#) or the [Planning Portal](#) for further information in relation to submission of planning applications.

Validation of Applications

The Council will not register or validate an application if it is incomplete i.e. information listed in the appropriate validation criteria is not provided in a complete form. The Council will, however, use its discretion to ensure a proportionate approach is made.

Under the provisions of Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 (as amended) the Council also has the power, in the course of dealing with an application, to require an applicant to supply any further information, plans and drawings necessary to enable them to determine the application. Applicants should note that a validated application can be refused on the basis of inadequate information. This is more likely to happen when the information submitted is judged to be of insufficient quality.

Where the applicant considers that the information is not required in any particular case, this should be clearly set out within the application. All plans and supporting documents are open to inspection by the public and therefore any confidential documents should be clearly marked (including a reason for the sensitivity).

Except where an application is made by electronic communications, 3 copies of the application form and any plans, drawings and information accompanying the application will be required (4 including the original set of plans). For major/complex applications we may request additional sets of documents for consultation purposes including a USB memory stick version.

Where amended plans are submitted once an application has been validated, the drawings should clearly identify the changes from the original proposal; and be accompanied by a list of all submitted and superseded drawing numbers. Local planning advice, together with the necessary links to make a planning application, can be found on Southend-on-Sea City Council's website:- [Make a Planning Application – Southend-on-Sea City Council](#)

For the purpose of this document and in accordance with article 2 of [the The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) **'major developments'** are defined as follows:

For *dwelling*s, a major development is one where the number of residential units to be constructed is 10 or more. Where the number of residential units to be to be constructed is not given in the application, a site area of 0.5 hectares or more should be used as the definition of a major development.

For *all other uses*, a major development is one where the floor space to be built is 1,000 square metres or more, or where the site area is 1 hectare or more.

Planning Registration Team enquiries: planningregistrationteam@southend.gov.uk

(Phone line open 8:45am – 1:00pm) Monday to Friday 01702 215004

Abbreviations:

CA	Conservation Area
CS	Core Strategy Development Plan Document 2007
DM DPD	Development Management Development Plan Document 2015
DMPO	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
EIA	Environmental Impact Assessment
TCPR	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
GPDO	The Town and Country Planning (General Permitted Development) Order 2015
HIA	Health Impact Assessment
LBC	Listed Building Consent
LPA	Local Planning Authority
NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance
SCI	Statement of Community Involvement
SPD1	Supplementary Planning Document 1: Design & Townscape Guide 2009
SPD2	Supplementary Planning Document 2: Planning Obligations - A Guide to S106 and Developer Contributions 2015
SSSI	Site of Special Scientific Interest
TIA	Transport Impact Assessment

National Requirements

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>N1: - Application form (plus ownership certificate and agricultural land declaration)</p>	<p>All applications except applications for hazardous substance consent</p>	<p>Applications submitted electronically do not need to be accompanied by any further copies either of the application or accompanying information.</p> <p>Applicants who apply on a paper copy of the standard application form must provide the original plus 3 copies of the form (a total of 4 copies). Further copies of applications and their accompanying information may be requested on major developments.</p>	<p>What to submit - How to apply - Planning Portal</p> <p>Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk)</p> <p>Making an application - GOV.UK (www.gov.uk)</p>	<p>Town and Country Planning (Development Management Procedure (England) Order 2015 [hereafter referred to as “DMPO”])</p>
<p>N2 - Correct Application Fee</p>	<p>In most cases there will be a fee. However, for some applications such as listed building consent, planning permission for relevant demolition in a conservation area and works to trees, no fee is required.</p>	<p>For details please refer to The Town & Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) which also gives a full list of fee exemptions.</p> <p>Any cheques should be made payable to ‘Southend-on-Sea City Council’ with the site address and, where applicable, the planning portal reference number written on the back.</p>	<p>Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk)</p>	<p>DMPO, TCPR</p>

National Requirements

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>N3: - Site Location Plan</p>	<p>All applications.</p>	<p>A location plan must be based on an up- to-date map. The scale must be either 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan must show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>In addition, to enable the digital processing and consideration of applications the Council requires a <u>linear scale bar</u> to be included on all plans, to ensure accurate electronic scaling and measuring.</p> <p>The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>	<p>Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk)</p>	<p>DMPO</p>

National Requirements

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>N4: - Design and Access Statement</p>	<ul style="list-style-type: none"> • Applications for major development. • Applications for development in a designated area, where the proposed development consists of: <ul style="list-style-type: none"> • one or more dwellings; or • a building or buildings with a floor space of 100 square metres or more. • Applications for listed building consent. <p>For the purposes of Design and Access Statements, a designated area means a World Heritage Site or a conservation area.</p> <p>Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement.</p> <p>Applications to amend the conditions attached to a planning permission do not need to be accompanied by a Design and Access Statement.</p>	<p>A Design and Access Statement is a concise report that provides a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application.</p> <p>See Design and Access Statements - GOV.UK</p> <p>for specific details of what must be included in Design and Access Statements accompanying an application for planning permission or listed building consent.</p>	<p>Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk)</p> <p>Making an application - GOV.UK (www.gov.uk)</p>	<p>DMPO</p>

National Requirements

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
N5 - [for outline planning applications only]: Proposed use and access information	Outline planning applications.	Information about the proposed use or uses, and the amount of development proposed for each use; and details of the area or areas where access points to the development will be situated.	Planning permission: When you need it - GOV.UK (www.gov.uk) Outline planning consent - Consent types - Planning Portal	DMPO
N6 - [for EIA applications only]: Environmental Statement (and non- technical summary)	Where a project is of a type listed in Schedule 1 or Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 requiring Environmental Impact Assessment and the submission of an Environmental Statement.	<p>The Environmental Statement must contain the information specified in Regulation 18(3) and must meet the requirements of Regulation 18(4). It must also include any additional information specified in Schedule 4 to the 2017 Regulations which is relevant to the specific characteristics of the particular development or type of development and to the environmental features likely to be significantly affected.</p> <p>See Environmental Impact Assessment - GOV.UK (www.gov.uk)</p> <p>For further details of what must be included in an Environmental Statement</p>	Environmental Impact Assessment - GOV.UK (www.gov.uk)	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

National Requirements

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
N7 - Fire Statement (Planning Gateway One)	<p>Applications for relevant buildings (“relevant buildings”) will be required to complete a Fire Statement Form in accordance with Article 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)</p> <p>Relevant buildings are new buildings, existing buildings to be refurbished or development within the curtilage of an existing building that is 18 metres or more in height or 7 or more storeys, and contain either two or more dwellings, or educational accommodation. For full details of definitions please refer to the DMPO.</p>	<p>Fire statements support the consideration of information on fire safety issues relevant to land use planning matters e.g. where fire safety issues relate to site layout and access. The level of detail and focus of information should not contain the breadth and depth of information on fire safety which will be submitted at building control application stage. Requirements of the fire statement will not duplicate or require compliance with the building regulations or the Fire Safety Order , and local planning authorities will not be responsible for any building regulation matters or the enforcement of building control requirements.</p> <p>A fire statement may be submitted on a different form provided the form is substantially to the same effect as the form published by the Secretary of State. It can be completed digitally or printed and filled out by hand.</p>	<p>Link to form template and guidance Planning application and fire statement forms: templates - GOV.UK www.gov.uk</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)</p>

NOTE RELATING TO ALL PLANS: All plans must be drawn to an identified standard metric scale, titled according to their content, labeled with the original size of the document and scale (e.g. 1:100 @ A1), and prepared on a white background with dark, preferably black, ink. In addition, to enable the digital processing and consideration of applications the Council requires a linear scale bar to be included on all plans, to ensure accurate electronic scaling and measuring.

Local Requirements – plans & supporting statement:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>L1: - Existing and Proposed Block (Site) Plan</p>	<p>All applications <i>except</i> where there is no proposed change to the footprint of the building(s) on site, or the application is for outline planning permission.</p> <p>For applications for outline planning permission, the block plan will only need to show the relevant level of detail as required under article 5(3) of the Development Management Procedure Order 2015 (as amended).</p> <p>PLUS the following (unless these would not influence or be affected by the proposed development):</p> <ul style="list-style-type: none"> d) All buildings, roads and footpaths on land adjoining the site including access arrangements. e) All public rights of way crossing or adjoining the site. f) The position of all trees on the site, and those on adjacent land. g) The extent and type of any hard surfacing and soft landscaping. <p>The type and height of boundary treatments (e.g. walls, fences etc.)</p>	<p>Scale of 1:500 or 1:200 and clearly showing:</p> <ul style="list-style-type: none"> a) Direction of North. b) Proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>Details of existing and proposed parking and cycle storage and vehicle/pedestrian access arrangements.</p>	<p>Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk)</p> <p>www.rtpi.org.uk</p> <p>As these drawings need to be accurate you may wish to use the services of a professional architect/draughtsman.</p>	<p>DMPO</p>

Local Requirements – plans & supporting statement:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L2: - Existing and Proposed Elevations	All applications proposing new building or alterations to the exterior of existing buildings (<i>except</i> outline applications where 'appearance' is reserved).	<p>Scale of 1:50 or 1:100 and clearly showing:</p> <ul style="list-style-type: none"> All sides of the proposal. The proposed works in relation to what is already there. <p>The relationship between the site and any adjoining buildings that are in close proximity.</p>	the services of a professional architect/draughtsman.	DMPO
L3: - Existing and Proposed Floor Plans	All applications proposing new or amended floorspace and/or proposals to alter existing buildings (<i>except</i> outline applications).	<p>Scale of 1:50 or 1:100 and clearly:</p> <ul style="list-style-type: none"> Showing existing and proposed buildings in context with adjacent buildings (including property numbers where applicable). Highlighting any existing walls or buildings that are to be demolished. 	<p>Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk) www.rtpi.org.uk</p> <p>As these drawings need to be accurate you may wish to use the services of a professional architect/draughtsman.</p>	DMPO

Local Requirements – plans & supporting statement:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L4: - Existing and Proposed Roof	For any application that involves creation or alteration of any roof (<i>except</i> outline applications).	Scale of 1:50 or 1:100 and detailing: The shape and position of the roof.	Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk) www.rtpi.org.uk As these drawings need to be accurate you may wish to use the services of a professional architect/draughtsman.	DMPO
L5: - Existing and Proposed Sections (including existing and finished floor and site levels)	For any application (<i>except</i> outline applications) where: <ul style="list-style-type: none"> • A change in ground levels is involved or where development is proposed next to changing ground levels. • The development is on a sloping site or where ground levels are a critical issue in terms of the design. A cross section through the existing/proposed building(s) and surrounding structures provides a useful illustration of the relationships between the different parts of the buildings that are not apparent on plan drawings.	Cross section(s) through the existing and proposed building(s), drawn at a scale of 1:50 or 1:100 and clearly showing: <ul style="list-style-type: none"> • How the proposed development relates to existing and finished floor and site levels (with levels related to a fixed datum point off site). • The relationship of the development to site boundaries and neighbouring buildings. Details of existing and proposed foundations and eaves (where a change is proposed).	Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk) www.rtpi.org.uk As these drawings need to be accurate you may wish to use the services of a professional architect/draughtsman.	DMPO

Local Requirements – plans & supporting statement:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>L6: - Existing and Proposed Street Scene Elevation</p>	<p>For any application where scale is to be considered or the design is likely to be critical in the context of the street scene.</p>	<p>Plan at a scale of 1:50 or 1:100 showing a minimum of two properties either side of the site.</p>	<p>Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide (planningportal.co.uk) www.rtpi.org.uk</p> <p>As these drawings need to be accurate you may wish to use the services of a professional architect/draughtsman.</p>	<p>DMPO</p>

Local Requirements – plans & supporting statement:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L7: - Supporting Planning Statement	<p>For all applications involving major development, and any other application that involves a key policy consideration such as:</p> <ul style="list-style-type: none"> • Loss of employment premises/land • Affordable housing. • Loss of retail in a protected frontage. • Loss of sport/leisure/recreation facilities or green/open space. <p>Community benefits such as regeneration or job creation.</p>	<p>Statement should include:</p> <ul style="list-style-type: none"> • A full explanation of the proposal including any relevant background or site history. • An overview of how the proposal accords with national planning policy, Technical Housing Standards, the Local Plan and any other supplementary planning guidance and development briefs or corporate policy guidance. <p>Identify the context and need for the proposed development including justifications for proposed change of use where appropriate e.g. marketing evidence to support a justification for loss of a protected use.</p>	<p>Southend-on-Sea City Council Southend Council Planning Policy Development Management Document - Adopted - Development Management (DPD) – Southend-on-Sea City Council</p>	<p>DMPO, Technical Housing Standards (2015), NPPF, NPPG, CS, DM DPD</p>
L8: - Air Quality Assessment	<p>Proposals that will have a significant impact on air quality or that are potential pollutants.</p>	<p>Assessment should outline the proposed mitigation measures.</p>	<p>Air quality - GOV.UK (www.gov.uk) http://www.essexair.org.uk</p>	<p>NPPF, NPPG, CS, DM DPD</p>

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>L9: Arboricultural/ Tree Survey</p>	<p>All tree work applications and any application where there are trees, within or adjacent to a site that could influence or be affected by the proposed development.</p> <p>NOTE: You should check whether there are any trees protected by a Tree Preservation Order (TPO) on a site before any work begins.</p>	<p>All trees should be shown on the Site Plan and the survey should include:</p> <ul style="list-style-type: none"> • Arboricultural Statement in accordance with BS5837 (“British Standard for Trees in relation to design, demolition and construction – Recommendations”). • Comprehensive survey of all existing trees. • Details of trees to be removed or retained. • Details of proposed works to existing trees. • Details of replacements where applicable. • Details of how retained trees are to be protected during development. • An Arboricultural Method Statement (if development is taking place within the root protection area). <p>A report from an appropriately qualified person will be required where an application proposes to fell preserved trees on the basis of allegations relating to structural</p>	<p>BS5837: Trees in relation to design, demolition and construction (2012)</p> <p>Apply to work on a tree that's protected - GOV.UK (www.gov.uk)</p>	<p>NPPF, NPPG, CS, DM DPD</p>

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>L10a: Biodiversity Survey and Report</p>	<p>Where the development will affect protected wildlife sites:</p> <ul style="list-style-type: none"> • Special Area of Conservation (SAC) • Special Protection Areas (SPA) • Ramsar Wetland • Site of Special Scientific Interest (SSSI) • Marine Conservation Zone (MCZ) • Locally protected site (nature reserve, wildlife site, geological site) <p>Or where the development is likely to have a significant impact on protected species, habitats or biodiversity.</p>	<p>The applicant must:</p> <ul style="list-style-type: none"> • Submit information to allow the proposed development to be appropriately assessed under the requirements of the relevant legislation. • Provide an assessment of how the development will impact on protected species, habitats or biodiversity and include details of any mitigation measures. 	<p>Natural environment - GOV.UK (www.gov.uk)</p> <p>Natural England - GOV.UK (www.gov.uk)</p>	<p>The Conservation of Habitats and Species Regulations 2010 (as amended), NPPF, NPPG, CS, DM DPD</p>

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L10b: Biodiversity Net Gain	<p>From 1 November 2023: For all major applications, a statement should be submitted to demonstrate that the proposed development will deliver at least 10% net gain increase from the pre-development biodiversity value, calculated using the most current published version of the Biodiversity Metric produced by Natural England.</p> <p>From 1 April 2024: All developments will be subject to the above requirement, unless specifically exempted by secondary legislation, policy and guidance, Metric assessors should adhere to the best practice principles developed by CIRIA/CIEEM/IEMA.</p> <p>Note: If a project has already begun using a previous version of the Biodiversity Metric Natural England do not recommend changing metrics mid-project, as this may result discrepancies between calculation.</p>	<p>The applicant must provide:</p> <ul style="list-style-type: none"> • The pre-development biodiversity value; • The proposed approach to enhancing biodiversity on-site; • Any proposed off-site biodiversity enhancements (including the use of statutory credits) that have been planned or arranged for the development <p>This requirement will be framed as a pre-commencement condition, meaning that the biodiversity net gain condition must be discharged before the development can begin.</p>	<p>Natural environment - GOV.UK (www.gov.uk)</p> <p>Natural England - GOV.UK (www.gov.uk)</p> <p>Metric: http://publications.naturengland.org.uk/publication/6049804846366720</p>	The Environment Act 2021 and related secondary legislation, policy and guidance.

INFORMATIVE: A RAMS tariff payment for each net additional dwelling created in Southend and neighbouring council areas is required to fund mitigation measures to avoid harm to protected Habitat sites on the Essex coast, to comply with the Conservation of Habitats and Species Regulations 2010 (as amended).

Applications where RAMS applies will be refused if a RAMS mitigation payment has not been paid or secured as part of a legal agreement. The charge for 2022/23 is £137.71 per dwelling. The RAMS tariff is updated each year in line with the Retail Price Index, with any increase coming into force on the 1st April each year.

The RAMS tariff can be paid online [Form Information \(itouchvision.com\)](https://www.touchvision.com)

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L11: Car Parking Management Strategy	For all applications that includes 50 or more car parking spaces.	Should explain in detail the operation and management of the car parking facilities e.g. timed use of parking by different users, policy for allocation of spaces and parking enforcement approach.	NOTE: Particularly for large car parks, consideration should be given to the Safer Parking Award – http://www.parkmark.co.uk/	NPPF, NPPG, CS, DM DPD
L12: Community Infrastructure Levy (CIL) Additional Information Requirement Form	Any application for development that: <ul style="list-style-type: none"> Creates a new dwelling of any size; or creates 100sqm or more of new build floorspace (before making any deductions for existing floorspace that is to be demolished); and involves new buildings or floorspace into which people normally go.	Completed ‘CIL Additional Information Requirement Form’. NOTE: Although not a validation requirement, it is also advisable to submit the “CIL Assumption of Liability” and any claims for Exemptions/Relief at this stage to avoid delays later in the process.	Download the forms - Community Infrastructure Levy - Planning Portal Community Infrastructure Levy - GOV.UK (www.gov.uk) www.southend.gov.uk/cil	The Community Infrastructure Levy Regulations 2010 (as amended)

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L13: Contaminated Land Assessment	Where contamination of an existing site is known or suspected.	A Contaminated Land Assessment must be carried out by or under the direction of a suitably qualified competent person in accordance with BS10175 Investigation of Potentially Contaminated Sites – Code of Practice (2011)	BS10175 Investigation of Potentially Contaminated Sites – Code of Practice (2011) Contaminated land: Overview - GOV.UK (www.gov.uk) land-affected-by-contamination-technical-guidance-for-applicants-and-developers-2nd-edition-2009 (southend.gov.uk)	NPPF, NPPG, CS, DM DPD
L14: Daylight/Sunlight Assessment	a) Applications where there may be a potential adverse impact on current levels of sunlight and daylight or increased overshadowing of adjoining properties or buildings, including associated gardens or amenity space. Applications for any major residential development to assess the internal daylight conditions of new residential units and the overshadowing of proposed amenity space.	a) Diagrammatic and technical information showing how the proposed development will impact on its neighbours' sunlight/daylight/overshadowing conditions during all four seasons of the year. Diagrammatic and technical information demonstrating the daylight and overshadowing conditions in the new residential units and their amenity space.	Right to Light Planning: Site Layout Planning for Natural light - BRE Group Refer to latest BRE Report for guidance on interpreting recommendations in BS8206 and BS EN 17037 BRE report (2011) and any successor guidance	NPPF, NPPG, CS, DM DPD

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L15: Flood Risk Assessment (including Drainage Strategy)	<p>You need to do a flood risk assessment for developments within one of the following categories:</p> <ul style="list-style-type: none"> In flood zone 2 or 3 including minor development and change of use; more than 1 hectare (ha) in flood zone 1; less than 1 ha 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); and <p>in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency.</p>	<p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should investigate the ability of the scheme to include Sustainable Urban Drainage Systems (SuDS) as part of the surface water drainage strategy identified; and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Evidence that demonstrates, that where required, the Sequential and Exception Test of the NPPG have been met.</p>	<p>Flood map for planning - GOV.UK (flood-map-for-planning.service.gov.uk)</p> <p>Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</p> <p>Flood risk assessment: the sequential test for applicants - GOV.UK (www.gov.uk)</p>	NPPF, NPPG, CS, DM DPD
L16: Foul Sewerage and Utilities Assessment	<p>All applications for major development; and where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a full assessment will be required.</p>	<p>Should include details of the method of storage, treatment and disposal.</p>	<p>Septic tanks and sewage treatment plants: what you need to do: Your property has a new discharge - GOV.UK (www.gov.uk)</p>	NPPF, NPPG, CS, DM DPD

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L17: Health Impact Assessment (HIA)	<p>All applications for developments above 100 residential units and/or 10,000sqm of commercial floor space, or where there are environmental impacts that may affect the health of residents of an area.</p> <p>NOTE: Pre-application advice should be sought prior to submission.</p>	<p>The HIA must:</p> <ul style="list-style-type: none"> Identify the potential health consequences of the proposed development. Identify measures proposed to encourage healthy activities such as walking and cycling. Show how the proposal maximises the positive health benefits and minimises potential adverse effects on health. <p>The HIA should also connect with other statements such as the Environmental Statement and Transport Assessment where appropriate.</p>	<p>Health impact assessment (who.int)</p> <p>Health Impact Assessment Tools - GOV.UK (www.gov.uk)</p>	NPPF, NPPG, CS, DM DPD
L18: Heritage Statement	<p>For any application affecting a listed building, Conservation Area or Scheduled Monument.</p>	<p>A Heritage Statement should include:</p> <ul style="list-style-type: none"> Detailed schedule of the proposed work. A Structural Survey for significant work. Consideration of the significance of archaeology, history and character of the building/structure or area. <p>The principles of and justification for the proposed works and their impact on the building/area's special interest and any mitigation to be implemented</p>	<p>www.historicengland.org.uk</p>	NPPF, NPPG, CS, DM DPD

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L19: Lighting Assessment	For all applications where external lighting is a significant issue (e.g. proposals for floodlighting and major new developments).	Should include details of the proposed lighting scheme and demonstrate how the proposal will not have an adverse impact on amenity or wildlife.	Light pollution - GOV.UK (www.gov.uk)	NPPF, NPPG, CS, DM DPD
L20: Noise Impact Assessment/ Acoustic Report	Where noise may have a significant impact on existing or proposed residential amenity e.g. bar/nightclub use; or where noise sensitive uses are in proximity to significant noise sources such as a railway line, main road, MOD testing area, service yard, industrial development or substantial car park.	A report prepared by a suitably qualified person assessing the noise impact on existing and proposed properties and any mitigation to be implemented.	Noise - GOV.UK (www.gov.uk)	NPPF, NPPG, CS, DM DPD
L21: Report to inform an assessment under The Conservation of Habitats and Species Regulations 2010 (as amended) (see also L10)	Any application that might have a significant effect on a protected site/area. Note: Benfleet and Southend Marshes are a Site of Special Scientific Interest (SSSI), Special Protection Area (SPA) and Ramsar Site (i.e. included on Ramsar List of Wetlands of International Importance) and is therefore of international importance requiring the authority to undertake an assessment about a development's impact upon it.	Any relevant information to enable the authority to undertake a habitats regulations assessment to check the effects of the development against the protected site's conservation objectives.	Protected sites and areas: how to review planning applications - GOV.UK (www.gov.uk) Details of the Benfleet and Southend Marshes Conservation Objectives: European Site Conservation Objectives for Benfleet and Southend Marshes SPA - UK9009171 (naturalengland.org.uk)	The Conservation of Habitats and Species Regulations 2010 (as amended), NPPF, NPPG, CS, DM DPD

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>L22: Retail, Leisure or Office Sequential Test and Impact Assessment</p>	<p>Retail, leisure or office developments over 2500sqm outside the town centre (the area shown as the “Town Centre Primary Shopping Area” on the Policies Map included in the emerging Southend Central Area Action Plan).</p>	<p>The sequential test guides main town centre uses firstly to town centre locations, then edge of centre locations, and if neither are available, to out of centre locations, with a preference for accessible sites which are well connected to the town centre.</p> <p>The sequential test will identify development that cannot be located in a sequentially preferable manner, and which would then be subject to the impact test.</p> <p>The impact test determines whether there would be likely significant adverse impacts of locating main town centre development outside of the existing town centre (and therefore whether the proposal should be refused in line with policy).</p> <p>The submission must:</p> <ul style="list-style-type: none"> • Set out the reasons for the chosen site location in the context of the Sequential Test set out in the NPPF. • Address the impact on town centre vitality and viability, plus any impact on other centres. <p>Address the impact on any Local Plan allocated sites outside the town centre.</p>	<p>Town centres and retail - GOV.UK (www.gov.uk)</p>	<p>NPPF, NPPG, CS, DM DPD</p>

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L23: Recycling/Waste Management Strategy	All applications for major development.	<p>Plan will need to demonstrate: How refuse and recycling will be stored and collected.</p> <p>That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs.</p>	Design & Townscape Guide (SPD 1) – Southend-on-Sea City Council	NPPF, NPPG, CS, DM DPD, SPD1
L24: Statement of Community Involvement	Major development or potentially controversial applications where there is significant impact on the environment or local community or where the nature of the development is likely to attract significant local interest.	<p>The statement must:</p> <ul style="list-style-type: none"> Set out details of any consultation undertaken with statutory consultees and the local community. <p>Explain how the views of the community have been taken into account in the formulation of the proposal.</p>	Statement of Community Involvement (SCI) – Southend-on-Sea City Council	NPPF, NPPG
L25: Structural Survey	Where an application could have a significant impact on unstable land; or involves the substantial or total demolition of buildings for structural reasons (where consent is required for their demolition); and of particular importance, applications where it is proposed to demolish part of any heritage asset due to its structural condition.	A structural survey must be carried out by a structural engineer or a suitably qualified person. Where alteration/demolition is proposed, this must be clearly shown on the floor plans and elevations submitted, and be cross referenced to the structural survey.	Land stability - GOV.UK (www.gov.uk)	NPPF, NPPG, CS, DM DPD, SPD1
L26: Sustainability Statement	All new development that creates additional residential and/or commercial units	You must provide details of sustainable design and construction measures showing how you propose to ensure the development is energy efficient (using the energy hierarchy) and resource efficient in accordance with DM DPD policy DM2 (as relevant).	http://www.breeam.com/	NPPF, NPPG, CS, DM DPD, SPD1

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L27: Sustainable Urban Drainage Systems (SUDS) assessment and details	For all major developments.	<p>Details to include:</p> <ul style="list-style-type: none"> • An investigation of the feasibility of SUDS techniques using the Sustainable Urban Drainage hierarchy, clearly explaining why any sequentially preferable options have been discounted. • A detailed drainage plan • A detailed Design Statement and Method statement • A SUDS Management and Maintenance Plan (including details of land ownership for all land required for drainage and relevant permissions). 		NPPF (para. 103 and 109), NPPG, CS, DM DPD, SPD1
L28: Telecommunications Development – Supplementary Information	Any application seeking express planning permission for telecommunication development.	<p>Supplementary information should accompany the application and include:</p> <ul style="list-style-type: none"> • Area of search. • Details of consultation undertaken. • Details of proposed structure. • Technical justification. • Information about the proposed development. • Signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency public exposure guidelines of the International Commission on Non- Ionizing Radiation Protection (ICNIRP). 	<p>Applications - Applications - Planning Portal</p> <p>National Planning Policy Framework - 10. Supporting high quality communications infrastructure - Guidance - GOV.UK (www.gov.uk)</p>	NPPF, NPPG, CS, DM DPD, SPD1

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L29: Transport Statement (including Travel Plan Statement)	<p>A transport statement will be required for development with relatively small transport implications as set out in Appendix 1.</p>	<p>In reference to national guidance a Transport Statement should include:</p> <ul style="list-style-type: none"> • Details of past, present and proposed vehicle movement numbers and types; • Details of the means of access, hours of operation, and parking; • Potential areas of concern – e.g. accessing site etc; • Mitigation measures proposed; • Residential sensitive/ areas. <p>A Travel Plan Statement should set out a set of positive measures promoting sustainable transport, together with a description on how these will be implemented. The level of information required should be agreed with the local authority planning officer at the earliest opportunity. It may not be appropriate to set specific targets within these plans.</p>	<p>Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</p>	<p>NPPF, NPPG, CS, DM DPD</p>

<p>L30: Transport Assessment (including Travel Plan)</p>	<p>Required for development with significant transport implications as set out in Appendix 1.</p> <p>Travel Plans may also be required in specific circumstances for developments below the thresholds shown in table above. For example:</p> <ul style="list-style-type: none"> • Where a development is seeking to rely upon a Travel Plan to justify a lower level of parking than required by local planning policy. • Where a development is proposed in a sensitive area of parking stress, or traffic congestion. • Where the proposed development has the potential for significant traffic impact which requires mitigation, or has accessibility issues to be addressed. This may apply particularly to mixed-use developments where each individual land use may not reach these thresholds but in combination will have a relatively significant impact, or to developments that may generate a significant number of visitor trips. • For phased developments where the initial phasing may not reach the specified threshold but future 	<p>In reference to national guidance a Transport Assessment is a thorough assessment of the transport implications of development, and an account of mitigation measures necessary to avoid unacceptable or 'severe' impacts. This should include information about:</p> <p>the proposed development (particularly proposed transport access and layout across all modes of transport);</p> <ul style="list-style-type: none"> • neighbouring uses, amenity and character, existing functional classification of the nearby road network; • existing public transport provision, including provision/ frequency of services and proposed public transport changes; • travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site; • cumulative transport impacts of committed development in the area; • current traffic flows on links and at junctions within the study area; • injury accident records • likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas; • measures to improve the accessibility of the location where these are necessary to make the development acceptable in planning terms; • parking facilities in the area and the parking strategy of the development; • ways of encouraging environmental sustainability by reducing the need to 	<p>Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</p>	<p>NPPF, NPPG, CS, DM DPD</p>
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Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
	<p>phases will reach/exceed the threshold.</p> <ul style="list-style-type: none"> • For applications for extensions or other proposals, where the proposal itself does not reach the requisite threshold but where the combined existing and proposed development meets or exceeds the threshold. <p>Any Travel Plan developed under these circumstances should relate to the whole site. It is essential that Travel Plan requirements for any development are agreed with the local planning authority at the scoping/pre-application stage.</p>	<p>travel; and</p> <ul style="list-style-type: none"> • measures to mitigate the residual impacts of development. <p>A Travel Plan should set out the long-term management strategy for integrating proposals for sustainable travel into the proposed development. It should:</p> <ul style="list-style-type: none"> • identify the specific required outcomes, targets and measures; • set out clear future monitoring and management arrangements; <p>consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.</p>		

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
L31: Ventilation/ Extraction System Details	For all applications where ventilation/ air conditioning units/ extraction/ refrigeration equipment is proposed.	<p>To be provided:</p> <ul style="list-style-type: none"> Detailed drawings and technical specifications. Details of the position and design of equipment, including odour abatement techniques and acoustic noise characteristics. <p>An acoustic assessment prepared by a suitably qualified acoustician including any mitigation to be implemented.</p>	Air quality - GOV.UK (www.gov.uk)	NPPF, NPPG, CS, DM DPD, SPD1

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further information	Policy Driver
<p>L32: Viability Assessment</p>	<p>For all residential development that exceeds 10 units or a gross floorspace of 1,000 square metres (gross internal area).</p> <p>Any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available.</p> <p>Where an exemption from publication is sought, the Council will determine whether the information to be excluded is commercially sensitive, for example information relating to negotiations over land purchase, or compensation that may be due to individuals. Any sensitive personal information should not be made public.</p>	<p>A financial viability assessment using the residual valuation method fully supported with the relevant evidence.</p> <p>An executive summary must set out the gross development value, benchmark land value including landowner premium, costs (as set out in national guidance where applicable) and return to developer.</p> <p>Where a viability assessment is submitted to accompany a planning application, the executive summary should refer back to the viability assessment that informed the plan and summarise what has changed since then. It should also set out the proposed developer contributions and how this compares with policy requirements.</p> <p>NOTE: Where it is necessary for the Council to assess the financial viability of a scheme, a written undertaking is likely to be required to cover the cost of independent financial advice.</p>	<p>Viability - GOV.UK (www.gov.uk)</p> <p>assessing-financial-viability_final.pdf (rics.org)</p> <p>You are advised to seek professional valuation advice.</p>	<p>NPPF, NPPG, CS (policy CP6 and CP8), DM DPD, SPD1, SPD2</p>

Local Requirements – technical documents:

Information item	Types of application that require this information	What information is required	Where to look for further	Policy Driver
<p>L33: Agricultural Land impact assessment</p>	<p>For development affecting any land identified on the Local Plan proposals map as Best and Most Versatile agricultural land (BMV).</p>	<p>A report prepared by a suitably qualified person, to assess the impact on agricultural land should identify:</p> <ul style="list-style-type: none"> • Agricultural grades of any affected land using the Agricultural Land Classification • Justification for any permanent loss or irreversible damage to natural resources including soil quality <p>Developers can check Natural England mapping to confirm if proposals affect agricultural land:</p> <p>If there is not enough information from previous data, a new field survey may be required to inform a planning decision. You should use soil scientists or experienced soil specialists to carry out new surveys.</p> <p>Natural England is a statutory consultee for proposals that are both:</p> <ul style="list-style-type: none"> • Likely to cause the loss (or likely cumulative loss) of 20ha or more of BMV • Not in accordance with an approved development plan 	<p>Guid to assessing development proposals on agricultural land - GOV.UK (www.gov.uk)</p> <p>Map showing Post 1988 Agricultural Land Classification (England) - (www.magic.defra.co.uk)</p> <p>Natural Resources - Planning Policy (southend.gov.uk)</p>	<p>NPPF, CS (Policy CP4 and CP5)</p>

Appendix 1: Development Thresholds for Transport Statement (including Travel Plan Statement) and Transport Assessment (Including Travel Plan)

Use Class	Transport Statement (including Travel Plan Statement)	Transport Assessment (Including Travel Plan)
Hotels (C1)	Including 50 bedrooms or more	including 100 bedrooms or more
New Residential Institutions C2	Including 50 or more students or 30 or more hospital beds	including 150 or more students or 50 or more hospital beds
Residential development C3	Including 20 – 49 dwellings or more	Including 50 dwellings or more
Business development E(g)	including 1500 sqm or more;	Including 2500 sqm or more;
Financial Services E(c)	including 1500 sqm or more;	Including 2500 sqm or more;
General industrial development B2	Including 2500 sqm or more	Including 4000 sqm or more;
Storage and distribution development B8	Including 3000 sqm or more;	Including 5000 sqm or more
Food retail development E(a)	Including 800 sqm or more;	Including 1000 sqm or more;
Non-food retail development E(a)	Including 800 sqm or more;	Including 1500 sqm or more;
Food/ Drink E(b), Sui Generis	Including 800 sqm or more	Including 2500 sqm or more;
Schools and Nurseries Provision of education F1(a) Creche, day nursery or day centre (not including a residential use) E(f)	All school/nursery developments	Any new school or higher and further education facility
For other uses please contact the council.		