

Middlesbrough Development Corporation
Teesside Airport Business Suite
Teesside International Airport
Darlington
DL2 1NJ



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Hartlepool and Middlesbrough Development Corporations' Validation Checklist

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1.0 Introduction

Background to the Hartlepool and Middlesbrough Mayoral Development Corporations' Planning Application Validation Checklist

- 1.1 Paragraph 44 of the revised National Planning Policy Framework [NPPF] (2021) makes it clear that local planning authorities should only request supporting information that is relevant, necessary and material to the application. Government guidance states that Councils should review local lists at least every two years.
- 1.2 Local lists can be a very useful guide, helping applicants establish the information the local authority will require to validate a planning application. An up-to-date local list can give applicants certainty about what information is necessary at an early stage in the design process, reducing delays at the validation stage.

Pre-Application Advice and Discretion

- 1.3 It is extremely difficult to create a “one size fits all” list for all development types and as such the wording of the document allows discretion for the Hartlepool and Middlesbrough Mayoral Development Corporations [‘The Development Corporations’] to seek, or not to seek, an information requirement depending on the nature of the development and the site. Information requests by the Development Corporations in terms of information requested in order to validate applications will be reasonable, having regard to the nature and scale of the proposed development and information requests will relate to matters that it is reasonable to think will be a material consideration in the determination of the application.
- 1.4 We would strongly encourage pre-application discussions where you are in any doubt and for complex and major schemes it is recommended you seek pre-application advice in any case.

Review

- 1.5 Should you have any comments and concerns, the Development Corporations will be happy to review those comments, and make any changes to the validation list as necessary to improve it. The email addresses to send any comments to are:
- 1.6 Hartlepool Development Corporation HDCplanning@teesvalley-ca.gov.uk
- 1.7 Middlesbrough Development Corporation MDCplanning@teesvalley-ca.gov.uk
- 1.8 Please note that the Development Corporations 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 website as soon as practicable. Please be aware of this should you choose to print a copy of this publication.

Using the Checklists

- 1.9 In relation to the local list, criteria are included, wherever possible, to indicate when local list requirements will be triggered. Much however is dependent on the location of development, its size, scale and nature/character and/or its impact on local amenities and the environment and 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.

- 1.10 Clearly there are some circumstances where applicants will need to discuss the local list requirements with the Development Corporations before submitting an application. Applicants are strongly encouraged to do this because if an application lacks the information specified by the Government and in this checklist, the Development Corporations will, in general, be entitled to invalidate the application and so decline to determine it.
- 1.11 Where the application is not accompanied by the information required by the Development Corporations, the applicant should provide written justification as to why it is not appropriate in the particular circumstances.
- 1.12 Where an application is considered to be invalid, the Development Corporations will write to explain what information is required, why any missing information is required and indicate a time period within which this must be provided.
- 1.13 Where an application is initially considered to be valid, but it is later discovered to be invalid for issues including i) incorrect land ownership certificates or ii) the red line boundary being incorrect or requiring amendment, it will be put on hold (the 'clock stopped') until such time as the required information is submitted. On receipt of the information the determination period for the application will be restarted.
- 1.14 The Government recognises that the recommended list which it has drawn up will not cater for all the wide and varied specific local requirements of every Development Corporation or local planning authority [LPA] and applicants may still be asked to provide additional information by any Development Corporation/LPA after an application has been validated. The government has introduced provisions within the appeals system for an appeal to be made on grounds of non-determination where there is an outstanding disagreement between an applicant and Development Corporation/LPA over the level of information required in order to validate an application. It is hoped however that such provisions would only be required as a matter of last resort.

Pre-application Advice

- 1.15 In all but the most straightforward cases, the planning application process will be more efficient if applicants have sought advice about a proposed development and the information that will be expected to be submitted with an application, before making any application.
- 1.16 Pre-application discussions are therefore an important stage in ensuring that applications are complete in terms of their information requirements. The Government recommends that LPAs/Development Corporations and applicants should take a positive attitude towards pre-application discussions so that formal applications can be dealt with in a more certain and 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 and assist in proposals being adapted to better reflect community aspirations. 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 and minimising delay in the handling of your application.
- 1.17 The Development Corporations operate a pre-application enquiry system and offers written responses, meetings and site meetings. Further information can be viewed on the link below.

[Pre-Application Advice - About \(teesvalley-ca.gov.uk\)](https://teesvalley-ca.gov.uk/pre-application-advice)

General Data Protection Regulation

- 1.18 The Development Corporations will collect and process personal information in line with our legal obligations, details of which can be found by contacting the Development Corporations on 01325 792600 or via the following email addresses:

HDCplanning@teesvalley-ca.gov.uk

MDCplanning@teesvalley-ca.gov.uk

- 1.19 Personal Information will be handled in accordance with the General Data Protection Regulation.

2.0 National and Local Validation Requirements

Completed Application Form

- 2.1 All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity.
- 2.2 The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. This can be done via the [Planning Portal](#). For electronic applications, a typed signature of the applicant or agent’s name is acceptable.

Where applicants wish to make an application in paper form, the original of the completed application form, plus one additional copy must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e., a total of two sets are required. The application forms can be requested from the Development Corporations.

- 2.3 The vast majority of applications can be made using the standard application form. The standard application form cannot currently be used for applications for mining operations or the use of land for mineral-working deposits, although there is a separate paper form for onshore oil and gas development. For ‘householder’ applications, please use the relevant householder application form.
- 2.4 Applications made under the Planning (Hazardous Substances) Act 1990 for hazardous substance consent are also not covered by the Standard Application Form. Such applications must be made on a form provided by the Development Corporations.

Ownership Certificates (A, B, C or D as applicable) and Agricultural Land Declaration

- 2.5 The relevant certificates concerning the ownership of the application site and agricultural land declaration (which now forms part of the certificates as opposed to being a separate section) must accompany all forms of applications.
- 2.6 For this purpose, an ‘owner’ is anyone with a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years.
- 2.7 Certificate A must be completed when the applicant is the sole owner of the site.
- 2.8 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. If a certificate has been served more than 21 days before the application was submitted the application will not be valid. A copy of this notice should be sent to the Development Corporation (included in the planning application).
- 2.9 If Certificate B has been completed, 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 site (apart from the applicant). Certificate B should include **both** the name and address of the relevant landowner.
- 2.10 Certificate C must be completed when some of the owners of the site are known but not all.

- 2.11 If Certificate C has been completed, written notice must be served on the known owners of the site in question in the same way as the procedure under Certificate B and a copy sent to the Development Corporation with the planning application.
- 2.12 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 the application.
- 2.13 Certificate D must be completed when none of the owners of the site are known.
- 2.14 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.
- 2.15 The relevant notice templates are available from the Planning Portal website.
<https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>
- 2.16 All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify through the completion of Certificates A, B, C or D that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form (and certificates) and must be signed in order for the application to be valid.
- 2.17 No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, 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.

The correct fee

- 2.18 Most applications incur a fee, and they cannot be validated without the correct fee being paid. The Planning Portal includes a fee calculator and a fee schedule for applicants, although each Development Corporation is able to advise applicants on specific cases and payment methods. These can be found at:
<https://www.planningportal.co.uk/app/fee-calculator>
- 2.19 Note: For the purposes of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development.
- 2.20 This is an external measurement including thickness of external and internal walls. The fee can be confirmed by contacting the Development Corporation.

3.0 Design and Access Statement

When is this required?

- 3.1 Applications for major development as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015);
- The provision of dwellinghouses where:
 - the number of dwellinghouses to be provided is 10 or more;
 - the development is to be carried out on a site having an area of 0.5 hectares or more;
 - 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 a conservation area;
 - (a) the provision of one or more dwellinghouse; or
 - (b) the provision of a building (or extension) where the proposed floor space is more than 100 square metres;
 - Applications for listed building consent;
- 3.2 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.

What information is required?

- 3.3 A Design and Access Statement sets 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.
- 3.4 For Planning Applications, they must:
- Explain the design principles and concepts that have been applied to the development;
 - Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
 - Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
 - State what, if any, consultation has been undertaken on issues relating to 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 access to the development have been addressed.
 - Provide 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.
- 3.5 For Listed Building Consent applications, they 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.

3.6 Where appropriate a Design and Access Statement may also include a Heritage Statement (see requirement 15).

3.7 Alongside the submission of a Design and Access Statement and a Planning Statement, the Development Corporation would expect developers to consider and incorporate reference to the Residential Design Guide (2019) with a greater focus on Building for Life 12 and Nationally Described Space Standards within their application submissions.

Outline Planning Applications

3.8 An outline planning application is a means of establishing the principle of a proposed development without having to supply all of the details. The grant of Outline planning permission will then be conditional upon the subsequent approval of details of ‘reserved matters’ – as defined below.

3.9 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.

3.10 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.

3.11 An applicant can choose to submit details of any of the reserved matters as part of an outline application. Unless the applicant has indicated that those details are submitted “for illustrative purposes only” (or has otherwise indicated that they are not formally part of the application), the Development Corporation must treat them as part of the development in respect of which the application is being made; the Development Corporation cannot reserve that matter by condition for subsequent approval.

3.12 If the Development Corporation considers that an outline application ought not to be considered separately from all or any of the reserved matters, they must, within the period of 1 month beginning with the date of receipt of the application, notify the applicant that they are unable to determine it unless further details are submitted, specifying the further details they require.

Reserved Matters Applications

3.13 Reserved matters are defined by the government 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 vehicles, cycles and pedestrians 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.

3.14

(N.B) For applications for approval of reserved matters pursuant to outline permissions where the outline application was submitted prior to 10 August 2006, the relevant reserved matters are siting, design, external appearance, means of access and the landscaping of the site.)

4.0 Application Plans

Location Plan

- 4.1 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 for larger or more rural sites at 1:2000 or 1:2500). The location plan should identify sufficient roads (at least 2 road names) 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 red line on the location plan and show the direction of north.
- 4.2 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, 2 road names, visibility splays, landscaping, car parking and open areas around buildings.
- 4.3 A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.
- 4.4 Applicants should note that the copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright. It should also be noted that use of Google Maps or similar platforms should not be used as this also infringes copyright and such plans are unlikely to be to the correct scale.

Site/Block Plan (Existing and Proposed)

- 4.5 All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:200 or 1:500).
- 4.6 An existing site plan should accurately show:
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.
- 4.7 The following information should also be shown, unless these would not influence or be affected by the proposed development:
- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
 - All public rights of way crossing or adjoining the site;
 - The position of all existing trees on the site, and those on adjacent land;
 - The extent and type of any hard surfacing;
 - Boundary treatment including the type and height of walls or fencing.
- 4.8 A proposed site plan should accurately show:
- The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.
- 4.9 The following information should also be shown, unless these would not influence or be affected by the proposed development:
- All the buildings, roads and footpaths on land adjoining the site including access arrangements;

- All public rights of way crossing or adjoining the site;
- The position of all proposed trees and those to be retained on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

Elevational Drawings (Existing/Proposed)

- 4.10 Elevation plans should be submitted for all applications where external alterations are proposed.
- 4.11 The drawings of the elevations should be at a scale of 1:50, 1:75 or 1:100 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.
- 4.12 Proposed blank elevations must also be included, if only to show that this is in fact the case.

Existing and Proposed Floor Plans

- 4.13 The submitted drawings should be at a scale of 1:50, 1:75 or 1:100 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.
- 4.14 Floor plans, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;

Existing and Proposed Site Sections and Site Levels (where applicable)

- 4.15 Section drawings should be drawn at a scale of 1:50, 1:75 or 1:100 showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

Roof Plan

- 4.16 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.
- 4.17 A roof plan is used to show the shape of the roof, its location, and specifying the roofing material to be used, and should be drawn to a scale of 1:50, 1:75 or 1:100.

For applications for advertisement consent only:

- 4.18 The following should be submitted:
- Where multiple adverts are proposed a site plan to a scale of either 1:100, 1:200 or 1:500 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, 1:75 or 1:100 showing 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.

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

5.0 Air Quality Assessment

When is this required?

5.1 The following criteria are provided to help establish when an air quality assessment is likely to be considered necessary, but they are by no means exhaustive:

- Where a development would lead to a minimum 5% increase in traffic within an Air Quality Management Area (AQMA) or 10% elsewhere;
- Where the Average Annual Daily Traffic (AADT) would exceed 10,000 vehicles (or 5,000 if narrow and congested);
- Where a development would increase the number of Heavy Goods Vehicle journeys by more than 200 per day;
- Where there would be an increase of 50 parking spaces within an AQMA or 100 spaces elsewhere;
- Major development (greater than 10 dwellings/1,000 square metres floorspace) within or adjacent to an AQMA;
- Development in excess of 100 dwellings or 10,000 square metres floorspace (or an equivalent combination);
- Where a development would include Biomass boilers or a Combined Heat and Power Plant;
- Proposals for industrial processes where there are direct emissions to the air.

5.2 If further details or clarification are required on whether an air quality assessment is required, please contact the Development Corporation.

What information is required?

5.3 The purpose of an air quality assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development. There are three basic steps in an assessment:

- 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).
- The report should also contain the following information:
 - Relevant details of the proposed development;
 - Description of the relevant air quality standards and objectives;
 - Details of the assessment methodology and input data including: traffic data; emissions data; meteorological data; baseline pollutant concentrations; other relevant parameters;
 - Results of the modelling assessment and an assessment of the significance of the result;
 - Summary of the assessment results, which should include: impacts of construction phase of development; impact that change in emissions will have on ambient air quality concentrations; any exceedance of air quality objectives or worsening of air quality; a

verification of the model outputs; any impacts upon sensitive ecological habitats vulnerable to deposition from increased emissions

- 5.4 For developments with a potential impact on the strategic highway road network National Highways should be contacted.
- 5.5 Where the Development Corporation/LPA 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.

Policy Background

Government Policy or Guidance

- National Planning Policy Framework (NPPF) – paragraphs 186
- National Planning Practice Guidance – Air Quality Section

Area specific requirements and further information:

- Development Control: Planning for Air quality - 2010 update (Environmental Protection UK)

<http://www.iaqm.co.uk/text/guidance/epuk/aqguidance.pdf>

<https://www.gov.uk/government/publications/2010-to-2015-government-policy-environmental-quality/2010-to-2015-government-policy-environmental-quality>

6.0 Archaeological Assessments

When is this required?

- 6.1 Planning applications that may affect the significance of any heritage asset, including its setting.
- 6.2 This will include Scheduled Monuments, sites on the Historic Environment Record and development in the vicinity of such sites, and sites with the potential to include heritage assets with archaeological interest.

<http://www.teesarchaeology.com/projects/HER/HER.html>

- 6.3 Early discussion should take place with Tees Archaeology to determine if an Archaeological Assessment is required.

What Information is required?

- 6.4 There are two stages in assessing the archaeological impact of a development, Desk Based Assessment and if required either Archaeological Evaluation and/or Archaeological Building Assessment.

Archaeological Desk Based Assessment

- 6.5 An Archaeological Desk Based Assessment should include details of any heritage assets affected by the development and an assessment of their significance, it should be produced by an experienced professional archaeologist. The level of detail should be proportionate to the assets' importance and sufficient to understand the impact of the proposal on their significance. It should make recommendations for any further work.
- 6.6 Further information about the purpose and contents of a Desk Based Assessment can be found on the website of the Chartered Institute for Archaeologists:

<http://www.archaeologists.net/codes/cifa>

- 6.7 Where there is insufficient information to properly assess the significance of the heritage asset or the impact of the proposal on it then an Archaeological Evaluation or Archaeological Building Assessment will be required.

Archaeological Evaluation

- 6.8 An Archaeological Evaluation will be required where there is insufficient information to allow an Archaeological Desk Based Assessment to fully assess the significance of a heritage asset or the impact of the proposal on it, or where a site has the potential to include heritage assets with archaeological interest.
- 6.9 Archaeological Evaluation can include fieldwalking, earthwork survey, geophysical survey and/or trial trenching. It must be carried out by experienced professional archaeologists. The intent of archaeological evaluation is to define the character, extent, quality and preservation of any archaeological remains and allow an assessment of their significance.
- 6.10 The requirement for some form of archaeological evaluation may be set out in the Desk Based Assessment or may arise from discussion of the Desk Based Assessment with Tees Archaeology.

6.11 The nature and extent of any Archaeological Evaluation will be agreed with Tees Archaeology.

Archaeological Building Assessment

6.12 An Archaeological Building Assessment will be required where a structure of heritage interest is identified in the Archaeological Desk Based Assessment but where there is insufficient information to fully assess the significance of a heritage asset or the impact of the proposal on it.

6.13 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. It must be undertaken by an experienced professional archaeologist or buildings historian.

6.14 This does not apply to Listed Buildings or buildings in a Conservation Area. These would fall under the requirement for a Heritage Statement.

6.15 The requirement for some form of archaeological building assessment may be set out in the Desk Based Assessment or may arise from discussion of the Desk Based Assessment with Tees Archaeology.

6.16 The type and extent of any Archaeological Building Assessment will be agreed with Tees Archaeology.

6.17 Applicants are advised to discuss proposals with a planning officer or Tees Archaeology if they are uncertain of any requirements.

Policy Background

6.18 Government policy or guidance:

- National Planning Policy Framework – Section 16 – Conserving and Enhancing the Historic Environment
- National Planning Practice Guidance – Conserving and enhancing the historic environment section.
- Historic England Good Practice in Planning Notes 1,2 and 3;
- <https://historicengland.org.uk/advice/planning/planning-system/>

6.19 Area specific requirements and further information:

- Rosie Banens, Archaeologist (Planning), Tees Archaeology, Sir William Gray House, Clarence Road, Hartlepool, TS24 8BT
- Email rosie.banens@hartlepool.gov.uk | Tel 01429 523457 | www.teesarchaeology.com

7.0 Ecological Survey Assessment and Mitigation Report & Protected Species Survey Assessment and Mitigation Report

7.1 The Development Corporation has a duty to consider the conservation of biodiversity when determining a planning application. This includes having regard to the safeguarding of designated sites and species protected under the Wildlife and Countryside Act 1981 (amended), the Conservation of Habitats and Species Regulations 2017 (amended) the Badger Act 1992 and Hedgerow Regulations 1997 as well as to safeguard designated sites and habitats and species of Principal Importance under Section 41 of the Natural Environment and Rural Communities Act (2006).

When could either of these be required?

7.2 Protected species are defined here as species which have protection under the Conservation of Habitats and Species Regulations and the Wildlife and Countryside Act, which in the Development Corporation includes all species of typical bat, otter, great crested newt, water vole, barn owl and others. Applications that involve modification / demolition (including in part) of the following must provide a protected species survey, assessment and mitigation report unless an exception applies:

- Permanent agricultural buildings;
- Buildings with weather boarding, wooden cladding and/or hanging tiles within 200 metres of woodland or water;
- Pre-1980 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;
- Buildings known to support roosting bats.

7.3 Applications that include the following must provide a protected species survey, assessment and mitigation report unless an exception applies:

- Floodlighting within 50 metres of woodland, water or hedgerows / lines of trees with an obvious connection to woodland or water;
- Works to fell or lop veteran trees, trees with obvious cracks, holes and cavities, or trees with a diameter greater than a metre at chest height;
- 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;
- Proposals for wind turbines.

7.4 Applications affecting any of the following must provide an ecological survey assessment and mitigation report, unless an exception applies:

- European protected sites or candidate sites: Special Protection Area (SPA)/Ramsar Site, Special Area of Conservation (SAC) – Habitats Regulations Assessment (HRA) required.

- Site of Special Scientific Interest (SSSI);
- Local Wildlife Sites (LWS);
- Local Nature Reserve (LNR)
- Wildlife Corridors;
- Habitats and species of Principal Importance ('Priority') as defined in Section 41 of the Natural Environment and Rural Communities Act 2006 and the Priority habitats and species in the Tees Valley, (Biodiversity Action Plan (BAP)).

Exceptions:

7.5 A survey assessment & mitigation report may be waived if:

- Following consultation at the pre-application stage, it is confirmed in writing by the Development Corporation that a survey/report is not required;
- A reasoned risk assessment, undertaken by a suitably qualified ecologist, is submitted demonstrating that no protected species are present, or that none would be adversely affected by the proposal;
- Please seek pre-application advice from the Development Corporation for clarification on when a survey assessment and mitigation report or a HRA screening would be required.

What information is required?

7.6 Where a development has the potential to impact on protected sites, priority habitats or species, appropriate surveys and assessments will be required with the application. Reports should adhere to Chartered Institute of Ecology and Environmental Management (CIEEM) guidelines and the British Standard BS 42020:2013 Biodiversity: Code of Practice for planning and development.

7.7 The survey assessment must identify and describe potential impacts from the proposal likely to harm designated sites, priority habitats, priority species and/or their habitats and other listed biodiversity features identified by the survey (these should include both direct and indirect effects both during construction and afterwards) where harm is likely.

7.8 Survey assessment must also record any W&C Act Schedule 9 invasive species and how the report show how they will be dealt with as part of the application.

7.9 The report must include detail regarding alternative designs or locations, how adverse effects will be avoided, how unavoidable impacts will be mitigated or reduced and how the impacts that cannot be avoided or mitigated will be compensated. The assessment should indicate if there will be a net loss or a net gain for biodiversity.

7.10 Appropriate, accompanying plans should show any wildlife habitats or features and the location of protected habitats and/or species to the development.

7.11 Where protected or priority species are known or have a reasonable likelihood of occurring, a detailed survey and assessment must be carried out by a specialist (species which are not detectable due to the time of year and are not in the biological record database, but nevertheless could reasonably expected to occur, must be included). Species surveys cannot be conditioned as the findings could impact upon the design of the scheme. The use of eDNA sampling techniques for assessing great crested newt presence/ absence in ponds may be

appropriate. If this technique is used, the full set of results should be appended to the report. The application may require an in-combination assessment of species, if the species is impacted by multiple applications, for example breeding farmland birds.

- 7.12 Failure to provide information regarding priority species and habitats at the outset can significantly delay the processing of your planning application. Depending on the results of the initial survey, further surveys may be required. The results from these may require design and layout changes to accommodate impacts that have not been addressed in the original proposal.
- 7.13 The Defra Biodiversity Metric 3.1 tool for calculating biodiversity losses and gains should be used for all major applications in order to assess habitats to the nationally agreed standard.
- 7.14 Surveys should be undertaken by competent persons with suitable qualifications and experience and must be carried out at the correct time of year, as well as in suitable weather conditions using recognised survey methodologies and guidelines; some surveys can only take place at certain times of the year.
- 7.15 An Ecological Survey Report should contain the following information:
- Up to date information on national and local designated sites on and close to the application site.
 - A baseline assessment of habitats on site and links to nearby habitats off site (using the Defra Biodiversity Metric 3.1 for major applications);
 - A baseline assessment of Priority species present or likely to be present on the site and adjacent to the red line boundary;
 - Desktop local wildlife records searches covering an appropriate distance from the centre of the site;
 - Assessment of likely adverse impacts and the agreed remedial measures following the mitigation hierarchy (avoid, mitigate, compensate).

Biodiversity enhancement measures.

- 7.16 Recent planning updates have introduced the concept of a minimum 10% Biodiversity Net Gain.
- 7.17 All mitigation measures must be agreed by the applicant and the Report must be marked 'Final'.
- 7.18 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) (<https://www.cieem.net/general-survey-advice>) as well as British Standard BS 42020:2013 Biodiversity - Code of practice for planning and development.

Habitats Regulations Assessment (HRA)

- 7.19 Where a development could impact upon a European Protected Site or candidate site a HRA will be required. This includes housing developments which have an indirect impact on Sites through off-site recreational disturbance caused by house owners. The HRA is an overall assessment process, which involves four stages, including screening and Appropriate Assessment. The process seeks to identify and mitigate any potential 'likely significant effects'

(LSE) which may impact upon the designated site, either alone or in-combination with other plans and projects. The MDC runs a Coastal Mitigation Project to which financial contributions can be made to mitigate LSE.

7.20 For further details please contact the Development Corporation at pre-application stage.

Policy Background

7.21 Government policy or guidance:

- National Planning Policy Framework 2021 – Section 15: Conserving and enhancing the natural environment
- National Planning Practice Guidance – Natural Environment section

7.22 Area specific requirements and further information:

- Natural England website <https://www.gov.uk/government/organisations/natural-england>
- The Biodiversity Metric 3.1
<http://nepubprod.appspot.com/publication/6049804846366720#BNG>

8.0 Fire Statement – High Rise Residential Buildings

When is this required?

- 8.1 Fire statements will support the consideration of information on fire safety matters, as they relate to land use planning. They are a national requirement for all planning applications that:
- Contain two or more dwellings or educational accommodation; and
 - Meet the height condition of 18m or more in height, or 7 or more storeys.
- 8.2 “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 (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.

What information is required?

- 8.3 Fire statements must include 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; and
 - How any policies relating to fire safety in relevant local development documents have been taken into account.
- 8.4 Fire statements will be required to include information on the entire development as set out on the plan which identifies the land to which the application relates.
- 8.5 The Secretary of State has provided a form which can be used as a fire statement, although a form of similar effect may be accepted;

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

Policy Background

- 8.6 Government Policy and Guidance:
- National Planning Policy Framework
 - National Planning Practice Guidance – Fire safety and high-rise residential buildings

9.0 Flood Risk and Drainage Assessments

When is this required?

- 9.1 All planning applications for:

- Development within the MDC/LPA's own identified critical drainage area, Flood Zones 2 & 3 or areas affected by 'flood risk from surface water' or 'flood risk from reservoirs';
<https://flood-map-for-planning.service.gov.uk/>
- Development on sites of 1ha or greater;
- Development or changes of use to a more vulnerable class that may be subject to other sources of flooding (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/>

What information is required?

- 9.2 For both residential extensions and non-residential extensions of less than 250 square metres in an identified critical drainage area and Flood Risk Zones 2 and 3, a simple flood risk assessment is required. Further advice can be obtained using the link below:
<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>
- 9.3 Otherwise, a Flood Risk Assessment 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.
- 9.4 A Flood Risk Assessment should include the following information:
- Zone 1
 - (a) Existing flood risk to the site from localised sources & impact of development upon run off rates;
 - (b) Design measures proposed to mitigate run off rates (SUDS).
 - Zone 2
 - a Existing flood risk to the site from all sources & potential impact of development upon flood risk only (High level assessment only);
 - b Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDS).
 - Zone 3
 - c Existing flood risk to the site from all sources (e.g., flood depth, flow routes, flood velocity, defence failure);
 - d Potential impact of development upon flood risk;
 - e Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDS).
- 9.5 Applications for new development in Flood Zones 2 and 3 should contain a sequential testing statement (except for householder extensions, non-residential extensions of less than 250sq. metres or renewable energy proposals) which should demonstrate to the MDC 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.

- 9.6 The applicant needs to submit the following evidence to allow the Development Corporation 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.

9.7 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 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

<http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/>)

- 9.8 For the exception test to be passed it has to satisfy each of the following three 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.

Policy Background

- 9.9 Government policy or guidance:
- National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
 - National Planning Practice Guidance – Flood Risk and Coastal Change section

Environment Agency Standing Advice Development and Flood Risk

<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

<http://www.environment-agency.gov.uk/research/planning/33098.aspx>

10.0 Drainage Assessment – Surface Water

When is this required?

10.1 All major development as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

What information is required?

10.2 All design development should be in accordance with the following documents (or their subsequent revisions):

- Non-Statutory technical standards for sustainable drainage systems March 2015 Link:

<https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

- LASOO Non-Statutory technical standards for sustainable drainage systems Practice Guidance Link:

<http://www.lasoo.org.uk/non-statutory-technical-standards-for-sustainable-drainage>

10.3 Information needs to be submitted to evidence all surface water shall be managed for the development. The drainage hierarchy is:

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

10.4 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.

10.5 For greenfield developments, the peak runoff rate 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 for the same event.

10.6 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 from the development for the same rainfall event, but should never exceed the rate of discharge from the development prior to redevelopment for that event.

Infiltration

10.7 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.

10.8 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 Assessment. Supporting calculations should be included in the Drainage Assessment and form part of the planning application.

Discharge to watercourse

- 10.9 The existing greenfield run off rate for the site should be calculated. Attenuation systems should be designed in line with latest national and local guidance.
- 10.10 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. Supporting calculations should be included in the Drainage Assessment.

Discharge to sewer

- 10.11 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 will need to be submitted which confirms the outcome of the other investigations undertaken and reasons why discharge to the sewer is the only feasible option.
- 10.12 Written evidence from Northumbrian Water Ltd or the owner of the sewer will also be required that confirms that the proposed development can be connected to the water sewer network. Confirmation of the agreed discharge rate must be supplied.
- 10.13 For all approaches to drainage the following will be required:
- Drainage design statement – This should outline how the development will comply with the DEFRA non statutory technical standards, Planning Practice Guidance, and The SuDS Manual (C753) (or update).
 - Detailed design drawings - layout of drainage network, details of drainage features including SUDS components (if applicable), inlets and outlets and flow controls.
 - Detailed infiltration assessment of SUDS infiltration components (if applicable).
 - Construction details and planning including phasing of development and Construction Management Plan (refer to CIRIA guidance – Construction Method Statements RP992/22 or update) and The SuDS Manual (C753) (or update).
 - SUDS Management Plan should set out ownership and management of SUDS components and maintenance requirements over the lifetime of the development. This should include the maintenance plan setting minimum standards of maintenance over the lifetime, integrating with other green infrastructure and long-term funding plan (including annual charges and replacement of SUDS) (refer to CIRIA guidance on maintenance plan RP992/21 or update) and The SuDS Manual (C753) (or update).
 - Details of the proposed management and maintenance of the drainage system.

Policy Background

- 10.14 Government policy or guidance:
- National Planning Policy Framework – Section 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>
- Tees Valley Authorities Local Standards for Suitable Drainage;
https://www.hartlepool.gov.uk/info/20226/flooding/615/tees_valley_authorities_local_standards_for_suitable_drainage

11.0 Drainage Assessment – Foul Water

When is this required?

- 11.1 All major development as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

What information is required?

- 11.2 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.
- 11.3 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).
- 11.4 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 will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory including percolation tests.
- 11.5 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.

Policy background

- 11.6 Government policy or guidance:
- National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
 - National Planning Practice Guidance – Flood Risk and Coastal Change section
- 11.7 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

12.0 Heritage Statement

When is this required?

12.1 A Heritage Statement is required for:

- Listed Building Consent applications;
- Planning applications for developments within or otherwise affecting conservation areas; including demolition, and where the proposal would materially affect its appearance;
- Planning applications that may affect the significance of any heritage asset, including its setting for example Locally Listed Buildings.

12.2 This will also include Scheduled Monuments, sites on the Historic Environment Record (HER) and development in the vicinity of such sites, and sites with the potential to include heritage assets.

What information is required?

12.3 A Heritage Statement could form part of a more comprehensive Design and Access Statement, where this is also needed.

12.4 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 (HER, see link below) should have been consulted and the heritage assets assessed using appropriate expertise, where necessary.

12.5 The HER can be viewed on the following link:

<http://www.teesarchaeology.com/projects/HER/HER.html>

Works to a Listed Building

12.6 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.

Planning Applications for development within Conservation Areas or works to a locally listed building

- 12.7 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.
- 12.8 For planning applications within Conservation Areas or impacting on a locally listed building, the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area or locally listed building and to explain how the proposal enhances or preserves the character or appearance of the conservation area or locally listed building. Appropriate photographs should accompany the appraisal.

Applications affecting the setting of heritage assets

- 12.9 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 ancient monuments. 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 heritage asset, its setting and the setting of adjacent heritage assets may be required.
- 12.10 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.

Policy Background

- 12.11 Government policy or guidance:
- National Planning Policy Framework – Section 16 Conserving and Enhancing the Historic Environment
 - National Planning Practice Guidance – Conserving and enhancing the historic environment section
 - Historic England Advice Note 12 on Statements of Heritage Significance-
<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>
 - Historic England Advice Notes 1 – 10
<https://historicengland.org.uk/advice/planning/planning-system/>

13.0 Land Contamination Assessment

When is this required?

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

What information is required?

- 13.2 The Phase 1 Land Contamination Assessment should include a desktop study, site walkover and a conceptual site model.
- 13.3 The purpose of a Phase 1 Land Contamination Assessment is to establish the previous uses of the land under consideration or land adjacent to, and to initially identify potential sources of contamination, receptors and pathway that could be risks to human health, surface or ground waters, buildings or protected species (the receptors).
- 13.4 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.
- 13.5 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.
- 13.6 The Phase 1 Land Contamination Assessment compiled following the completion of the conceptual model will determine whether a Phase 2 Intrusive Site Investigation is required.
- 13.7 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.
- 13.8 Some sites which are potentially contaminated may also be of archeological interest and therefore co-ordination is desirable to prevent site investigation in relation to the former adversely affecting the latter.

Policy Background

- 13.9 Government policy or guidance:
- National Planning Policy Framework
 - National Planning Practice Guidance – Land affected by contamination section
 - Environment Agency website: <https://www.gov.uk/government/collections/land-contamination-technical-guidance>

14.0 Landscaping Details

When is this required?

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

What information is required?

14.2 The submitted scheme 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.

14.3 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.

14.4 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. Landscape schemes should aim to prioritise native species of local provenance in their design where they lie in rural areas.

Policy Background

14.5 Government policy or guidance:

- National Planning Policy Framework – Section 12. Achieving well-designed places

15.0 Local Landscape Visual Assessment (LVA)

When is this required?

- 15.1 Planning applications where the location of the development would be a significant consideration in the assessment of the application. Such developments include, but are not limited to, housing schemes (larger schemes or schemes in rural or sensitive areas), industrial and commercial schemes involving large structures, renewable energy schemes not covered by EIAs, and engineering or other operations likely to result in an impact on landscape character and views.

What information is required?

- 15.2 The provision of a Landscape Visual Assessment to determine the likely impact of a development on the landscape and associated views may be required for certain applications. This would be for applications of sufficient scale, mass or visual impact in locations where landscape character and views are considerations but where a full Landscape and Visual Impact Assessment as part of an Environmental Impact Assessment is not necessary. Such developments include, but are not limited to, housing schemes (larger schemes or schemes in rural or sensitive areas), industrial and commercial schemes involving large structures, renewable energy schemes not covered by EIAs, and engineering or other operations likely to result in an impact on landscape character and views. The purpose of a local Landscape Visual Assessment is to ensure that such issues have been considered as part of the application and to provide a clear evidence base for the decision-making process.
- 15.3 A local LVA would require the determination of key viewpoints in agreement with the Development Corporation and provision of basic photomontage type information to convey the likely impacts of the development from the various viewpoints. The perceived visual impact from each viewpoint should also be assessed and provided within the LVA submission. Any mitigation measure deemed necessary should also be included.

Policy Background

- 15.4 Government policy or guidance:
- National Planning Policy Framework – Section 12. Achieving well-designed places

16.0 Marketing Information

When is this required?

16.1 Planning applications for:

- Conversion to residential use of rural buildings, including outside the development limits as allocated in the development plan;
- Change of use from retail to other uses in town centre Primary Shopping Frontages;
- Non Class E (Commercial, Business and Service), Class B2 (General Industrial) and Class B8 (Storage or Distribution) uses on land allocated for such purposes in the development plan;
- Demolition of listed and locally listed buildings and buildings in conservation areas; and
- Removal of historic restrictive agricultural occupancy conditions

16.2 With regard to the first three bullet points marketing information will not always be required and the need for such evidence should be clarified with the Development Corporation at pre-application stage including the scope of the marketing exercise and timescales.

What information is required?

16.3 It should be demonstrated that the property/land has been advertised for sale or lease on the open market for uses appropriate to the use allocated in the development plan. Details of the marketing and all offers received, if applicable, should be submitted along with a written assessment.

Policy Background

16.4 Government policy or guidance:

- National Planning Policy Framework
- National Planning Practice Guidance – Conserving and enhancing the historic environment

17.0 Noise Assessment

When is this required?

17.1 A noise impact assessment prepared by a suitably qualified acoustician should support applications that raise issues of disturbance or are considered to be noise sensitive developments. A noise survey/sound insulation details may be required for the following types of application:

- Changes of use to restaurants, snack bars, cafes, nightclubs, hot food takeaways, places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms, cinemas, music, concert halls, dance, sports halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls and casinos;
- New residential development adjacent to classified roads (including trunk roads), or adjacent to railway lines or existing industrial uses (except Class E);
- New residential development near to licensed premises and cultural venues;
- New industrial development close to existing residential development;
- Minerals and waste development; and
- Energy generation development.

17.2 In addition, a vibration survey may be required if a development is proposed adjacent to a railway line.

What information is required?

17.3 A noise impact assessment prepared by a suitably qualified acoustician should support applications that raise issues of disturbance or are considered to be noise sensitive developments. Sound insulation details may be required for the types of application named in the above list.

17.4 The Noise Impact Assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity and environmental receptors particularly on sites in close proximity to nationally and internationally designated sites. The assessment should also outline how the developer intends to overcome these issues. For developments likely to be affected by noise associated with the strategic road network, please contact Highways England for details of its noise assessment requirements.

Policy Background

17.5 Government policy or guidance:

- National Planning Policy Framework
- National Planning Practice Guidance – Noise section

18.0 Nitrate Pollution of the Teesmouth & Cleveland Coast SPA/Ramsar site

When is this required?

- 18.1 A Nutrient Neutrality assessment should be prepared by a competent person, with the relevant experience for applications that are likely to increase the input of nitrate and/or phosphate into the River Tees catchment area. A Nutrient Neutrality assessment is required for the following types of 'in scope' applications:
- New dwellings, student accommodation, care homes, tourism attractions and tourist accommodation and permitted development (which gives rise to new overnight accommodation) and agriculture and industrial plans and projects that have potential to release additional nitrogen and or phosphorous into the system.
- 18.2 Other types of business or commercial development, not involving overnight accommodation, will generally not need to be included in the assessment unless they have other (non-sewerage) water quality implications.

What information is required?

- 18.3 A Nutrient Neutrality assessment should be prepared by a competent person, with the relevant experience for applications that are likely to increase the input of nitrate and/or phosphate into the River Tees catchment area. Where a development meets the above criteria, the submission of the results of the Nutrient Neutrality Budget Calculator is required.
- 18.4 A Nutrient Neutrality statement will also need to be submitted, which should include:
- Location of development in relation to the River Tees catchment;
 - Details of proposed application;
 - Details of the current land use (please show where there is a difference in land use over the last 10 years);
 - Details of how foul and surface water drainage will be disposed of;
 - Details of the nitrate budget calculation including a table of key findings;
 - Details of any mitigation if appropriate; and
 - Overall justification of the proposed land use and number of dwellings.
- 18.5 The completion of the calculator and the Nutrient Neutrality statement should be carried out by a competent person with the relevant experience.
- 18.6 If the results show no increase in nitrates, subject to our verification, no mitigation is required, please submit nitrates calculator results with your application.
- 18.7 If the results show an increase in nitrates, mitigation needs to be considered and secured. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site, you would be advised not to submit the application. The Development Corporation cannot determine the application favourably with no mitigation secured.

Policy Background

18.8

Government policy or guidance:

- National Planning Policy Framework – Section 15. Conserving and enhancing the natural environment
- National Planning Practice Guidance – Appropriate Assessment; Natural Environment; and Strategic Environmental Assessment and Sustainability Appraisal

19.0 Open Space Assessment

When is this required?

- 19.1 All planning applications for development on existing open space.
- 19.2 Open space can be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, that can offer important opportunities for sport and recreation and can also act as a visual amenity.

What information is required?

- 19.3 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.
- 19.4 Planning permission is not normally given for the development of existing open spaces that local communities need. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land and buildings are surplus to local requirements. Any such evidence should accompany the planning application.

Policy Background

- 19.5 Government policy or guidance:
- National Planning Policy Framework
 - National Planning Practice Guidance - Open space, sports and recreation facilities, public rights of way and local green space section

20.0 Planning Obligations – Draft Head of Terms

When is this required?

20.1 Applications for planning permission where the Development Corporation have indicated at pre-application stage that a Section 106 agreement would be necessary. Please seek clarification from the Development Corporation.

What information is required?

20.2 Planning obligations (Section 106 agreements) are private agreements negotiated between the Development Corporation and persons with an interest in a piece of land that seek to address various planning issues such as affordable housing, public open space provision, highway works or landscape and nature conservation mitigation.

20.3 To make the planning application process quicker, it is expected that a draft head of terms will be submitted along with the application and the ownership and contact details necessary for the planning obligation to be progressed.

20.4 Please seek pre-application advice from the Development Corporation for further details on what contributions would be required.

Policy Background

20.5 Government policy or guidance:

- National Planning Policy Framework
- National Planning Practice Guidance – Planning obligations section

21.0 Planning Statement

When is this required?

- 21.1 All planning applications for 10 dwellings or more or where a minimum of 1000 sq. metres of commercial/retail development would be created, or 'major' planning applications including those that would constitute a departure from the development plan.
- 21.2 It would also be beneficial for numerous other minor applications including small dwelling sites, changes of use, proposals in sensitive locations (for example beyond the development limits) to assist in allowing the applicant to explain/justify the proposals in further detail.

What information is required?

- 21.3 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 Development Corporation / LPA and wider community/statutory consultees undertaken prior to submission. This can be in the form of a Statement of Community Involvement.
- 21.4 The Planning Statement can also include information on employment creation as well as 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.
- 21.5 The Planning Statement can also be merged with/include a Sustainability Statement (see Item 24).
- 21.6 The MDC strongly encourages applications relating to residential developments to provide and incorporate an assessment of the scheme against Nationally Described Space Standards as well as providing a Building For Life 12 Assessment.

Policy Background

- 21.7 Government policy or guidance:
- National Planning Practice Guidance – Consultation and pre-decision matters section

22.0 Statement of Community Involvement

When is this required?

22.1 A Statement of Community Involvement (SCI) would be required for some major development applications as advised at pre-application stage by the Development Corporation. Although not always required, the Development Corporation encourages developers to undertake pre-application discussions and community involvement. The Development Corporation urges developers to involve the community as early as possible in the process of the application and allow the community to help shape the proposal.

What information is required?

22.2 A SCI will explain how the applicant has complied with the requirements for pre- application consultation and seek to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

Policy Background

22.3 Government policy or guidance:

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

23.0 Structural Survey

When is this required?

23.1 All applications that involve:

- The change of use or conversion of rural buildings (e.g., barn conversions), including those 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.

23.2 Please seek pre-application advice from the Development Corporation for further details on when this would be required.

What information is required?

23.3 A full structural engineers survey by a suitably qualified professional. This should include each of 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 conversion;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed conversion;
- 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).

Policy Background

23.4 Government policy or guidance:

- National Planning Policy Framework

24.0 Sustainability Statement

When is this required?

24.1 All major planning applications.

What information is required?

- 24.2 A sustainability statement must be submitted with all major planning applications. The statement must outline how the proposed development will be designed and built to achieve high energy efficiency and how on-site renewable energy provision will be incorporated.
- 24.3 All developments, where feasible and viable, will be expected to:
- Ensure that the layout, building orientation, scale and form minimises energy consumption and makes the best use of solar gain, passive heating and cooling, natural light and natural ventilation.
 - Ensure that green infrastructure is used appropriately to assist in ensuring energy efficiency.
 - Incorporate sustainable construction and drainage methods.
- 24.4 The sustainability statement can be incorporated into the Design and Access statement, Planning Statement or any other supporting document as appropriate.
- 24.5 Without such information it could be difficult to understand how development will contribute to reducing its impact on climate change and how a development would mitigate against any impacts.
- 24.6 The statement should include an outline strategy to reduce CO₂ emissions to include building design and materials, energy demand reduction, and renewable energy supply and generation

Policy Background

- 24.7 Government policy or guidance:
- National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
 - National Planning Practice Guidance – Climate change section

25.0 Telecommunications Development

When is this required?

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

What information is required?

25.2 Telecommunications applications will need to be accompanied by:

- Area of search;
- Details of the proposed structure;
- Technical justification;
- Evidence of mast sharing;
- Details of any consultation undertaken;
- 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).

Policy Background

25.3 Government policy or guidance:

- National Planning Policy Framework

25.4 Area specific requirements and further information:

- Code of Best Practice on Mobile Network Development in England (Mobile Operators Association) (2016)
- <http://www.mobileuk.org/cms-assets/documents/259876-147086.code-of-best-practice-2016-edition-pub>

26.0 Town Centre Use Assessment

When is this required and what information should be supplied?

- 26.1 The NPPF states that local planning authorities should apply a sequential test to planning application for main town centre uses that are not in an existing centre and not in accordance with an up-to-date Local Plan.
- 26.2 The NPPF 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.
- 26.3 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.
- 26.4 The sequential approach should not be applied to applications for small scale rural offices or other small scale rural development.

Policy Background

- 26.5 Government policy or guidance:
- National Planning Policy Framework – Section 7 Ensuring the vitality of town centres
 - National Planning Practice Guidance – Ensuring the vitality of town centres section

27.0 Transport Assessments & Statements, Travel Plans, Parking & Highways

When is this required?

- 27.1 For new development, changes of use of buildings or land and alterations to existing buildings, the transportation and accessibility outcomes of development needs to be set out as part of your 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.
- 27.2 Where a new development is likely to have significant transportation implications, a Transport Assessment (TA) and Travel Plan (TP) should be prepared. In some instances, a simplified report in the form of a Transport Statement (TS) may be sufficient, which can be incorporated into the Design & Access Statement where applicable. These documents are used to determine whether the impact of the development is acceptable.
- 27.3 The scale and type of development will normally determine the requirement for a TS, TA or TP, and the relevant thresholds can be found on the link below to the Council's Transport Assessments and Travel Plans Supplementary Planning Document.
- 27.4 Please seek pre-application advice from the Development Corporation for definitive advice on the scope of these documents in order to avoid abortive work.

What information is required?

- 27.5 A Transport Statement should cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.
- 27.6 A Transport Assessment should quantify and assess the impact of the proposals on traffic movement and highway safety, quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted and provide details of any proposals for access or transport improvements. This may need to include Road Safety Audits (summary stage 1 and 2).
- 27.7 A Travel Plan is a long-term management strategy which aims to increase sustainable travel to a site through positive actions. It is set out in a document that is reviewed regularly. The starting point is a Transport Assessment which shows what the issues are. 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).
- 27.8 Where applicable, the contents of these should include:
- Site location plan (strategic and local context);

- Site audit to include transport links, transport issues, barriers to non-car use and possible improvements to encourage sustainable modes;
- Travel surveys – include example of distributed survey, means of distribution, number distributed, number of responses, results and analysis etc;
- Clearly defined objectives, targets and indicators;
- Details of committed measures, timetable for implementing, marketing proposals and budget;
- Travel Plan Coordinator - definition of role, contact details etc.
- Monitoring plan and mitigation proposals if targets not reached.

Parking and servicing requirements

27.9 Parking and servicing need to be considered as an important part of any scheme. Car parking provision needs to be at an appropriate level to cater for the development and visitors whilst taking into account the location, circumstances in the surrounding area, nature of the development, sustainability, impact on residential amenity and highway safety, and the availability of public transport. Servicing requirements need to be fully considered so they are not a danger or inconvenience. Information on parking and servicing can be combined within the Transport Assessment or Transport Statement where required or provided in a supporting document and/or annotated plans.

27.10 Information that may be sought includes:

- Setting out the rationale for the approach to parking provision (car, cycle, disabled and motorcycle provision);
- Car parking accumulation information;
- Car parking layout plan;
- Cycle parking layout plan;
- Servicing plan covering deliveries, refuse collection and taxi pick up and drop off (Auto tracks may be required in some instances);
- Parking and servicing management plan;
- Existing and proposed Traffic Regulation Orders Plan for a defined area;
- Details of Car Club and Electric Charging Point Facilities.

27.11 Applications for those changes of use to apartments and HMOs which claim they are for social housing requiring lower levels of parking provision, will need to be supported with suitable evidence.

Policy Background

27.12 Government policy or guidance:

- National Planning Policy Framework
- National Planning Practice Guidance – Travel plans, transport assessments and statements in decision-taking section.

27.13 Area specific requirements and further information:

- Tees Valley Design Guide and Specification for Residential and Industrial Estates;
https://www.hartlepool.gov.uk/downloads/file/1380/highway_design_guide_-_specification
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28.0 Tree Survey and/or Statement of Arboricultural Impact of Development

When is this required?

- 28.1 Where a development site includes trees, where the canopies of trees on an adjacent site overhang the site boundary, or where there are street trees along the site frontage that would be affected by the development proposal.

What information is required?

- 28.2 All trees should 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 root 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.

- 28.3 However, the following details will also be required where a tree is protected by a TPO or 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).

- 28.4 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 Impact Assessment (AIA) and where appropriate an Arboricultural Method Statement (AMS) with a Tree Protection Plan.

Policy Background

- 28.5 Government policy or guidance:

- National Planning Policy Framework

- 28.6 Area specific requirements and further information:

- 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 and 8 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.
- Trees and Development Guidelines Supplementary Planning Document;
https://www.hartlepool.gov.uk/downloads/file/191/trees_and_development_guidelines_spd

29.0 Ventilation / Extraction Details

When is this required?

- 29.1 Planning applications where ventilation or extraction equipment is to be installed, including those for the sale or preparation of cooked food, launderettes, and significant retail, business, industrial or leisure developments.
- 29.2 Where a hot food takeaway or restaurant or pub is proposed close to an existing residential property, details of extraction facilities will normally be required for validation purposes.

What information is required?

- 29.3 Details of the position and design of ventilation and extraction equipment. This may include technical specification including an acoustic assessment of the extraction system, noise mitigation measures and odour abatement techniques where required. Elevation drawings showing the size, location and external appearance of plant and equipment will also be required, drawn to a scale of 1:50 or 1:100 (in line with requirement 8).

Policy Background

- 29.4 Government policy or guidance:
- National Planning Policy Framework
 - National Planning Practice Guidance – Noise section

30.0 Waste Audit

When is this required?

30.1 Applications for major development as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015);

- The provision of dwellinghouses where –
 - (a) the number of dwellinghouses to be provided is 10 or more; or
 - (b) the development is to be carried out on a site having an area of 0.5 hectares or more
- 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)
- The winning and working of minerals or the use of land for mineral-working deposits
- Waste development

What information is required?

30.2 The audit should identify the amount and type of waste, which is expected to be produced by the development, both during the construction phase and once it is in use. The audit should set out how this waste will be minimised and where it will be managed, in order to meet the strategic objective of driving waste management up the waste hierarchy.

Policy Background

30.3 Government policy or guidance:

- National Planning Policy Framework – paragraph 20
- Tees Valley Joint Minerals and Waste Development Plan Documents Policies & Sites DPD (2011):
- MWP1: Waste Audit