

# Planning Application Validation Requirements 2025-2027

Information required to support planning applications and related consents



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# Introduction

To process planning permission applications quickly and help everyone understand the impact of proposed developments, certain information must be provided to the Council. This information needs to be checked before an application can be considered valid and the decision-making process can start.

This document outlines both the mandatory national requirements and local requirements in one place. The Council can request information<sup>1</sup> if it is:

- Reasonable, considering the nature and scale of the proposed development; and
- Relevant to the application decision.

The National Planning Policy Framework (NPPF)<sup>2</sup> states: "Local planning authorities should publish a list of their information requirements for planning permission applications. These requirements should be kept to the minimum needed to make decisions and reviewed at least every 2 years. Authorities should only request supporting information that is relevant, necessary, and material to the application."

Additional items will be requested on a case-by-case basis, considering the nature and scale of the development and applicable constraints and planning policies.

Providing clear and proportionate information helps everyone understand the proposals and make informed comments<sup>3</sup>. Lack of detail can lead to uncertainty, objections, and delays or refusals. Applicants should determine the necessary information early in the pre-application process.

**The Council will not process an incomplete application. If all required information is not provided, the application will not be validated. Note that a validated application may still be refused if the information is inadequate.**

We will use our discretion to ensure a proportionate approach. If an applicant believes certain information is not required, this should be clearly stated in the application.

This document was adopted on XXXXX following consultation. It is available at XXXX and will be reviewed every 2 years or sooner if needed. This document is designed for digital use, with links to external information sources. For further clarification, please contact Planning Services at [planning@westnorthants.gov.uk](mailto:planning@westnorthants.gov.uk).

For more information on how to make a planning application and access our pre-application service please visit <https://www.westnorthants.gov.uk/planning-applications-and-enforcement/make-planning-application>.

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<sup>1</sup> Section 62 of the Town and Country Planning Act 1990 ('the 1990 Act') and section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990




<sup>2</sup> Paragraph 45: [www.gov.uk/guidance/national-planning-policy-framework/4-decision-making](https://www.gov.uk/guidance/national-planning-policy-framework/4-decision-making)

<sup>3</sup> Paragraph 43: [www.gov.uk/guidance/national-planning-policy-framework/4-decision-making](https://www.gov.uk/guidance/national-planning-policy-framework/4-decision-making)

# How to use the Validation List

This Validation List is organised by application types, in alphabetical order. Click on the application you intend to submit in the context page to be directed to the relevant section in this document.

For each of the application types, there are two tables: one for the national requirement list, and another for the local requirement list.

Please submit this		What to include	Why this is needed
			
National Requirement			
Information	What is required	Justification	
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015, <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>	
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017, <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>	
Local Requirement			
Information	What is required	Justification	
<b>Plan: Existing and proposed elevations</b>	Drawn to a scale of 1:50 or 1:100 and including all new elevations and sections through the signage. These should show the proposed signage in situ.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"><li>• Policy ENV1 and ENV10 For Daventry District</li><li>• Policy SS2 and SDP1 For South Northamptonshire</li><li>• Policy Q1 and Q2 of Northampton</li></ul>	
<b>Plan: Layout Plan</b>	Showing the location within the site of all proposed signage	Policies within Local Plans Part 2 <ul style="list-style-type: none"><li>• Policy ENV1 and ENV10 For Daventry District</li><li>• Policy SS2 and SDP1 For South Northamptonshire</li><li>• Policy Q1 and Q2 of Northampton</li></ul>	

At the end of this Validation List, you'll find a matrix that serves as a helpful guide to identify the required information for each application.



## 1. Advertisement Consent

It is necessary to have [advertisement consent](#) to display a sign or advert. Exemptions or deemed consent provisions allow for many forms of signs and adverts to be displayed without the need for express consent.

Whilst most express consents will benefit from deemed consent provisions after 5 years, conditions may be attached requiring a shorter period of display. An application for the renewal of express consent may not be made more than 6 months before the date on which the existing consent is due to expire.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015, <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017, <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Plan: Existing and proposed elevations</b>	Drawn to a scale of 1:50 or 1:100 and including all new elevations and sections through the signage. These should show the proposed signage in situ.	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Layout Plan</b>	Showing the location within the site of all proposed signage	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Site Photographs</b>	Photographs to show existing signage. Photographs should be clearly labelled to explain what is shown in each image.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>



## 2. Demolition Consent

Certain permitted development rights allow for the demolition of a building or structure without full planning permission, but a prior approval from the Local Planning Authority may still be required. This is covered under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 11, Class B.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Design and Access Statement</b>	<p>A Design and Access Statement (DAS) is a document that explains the design principles and concepts that have been applied to the development, and how issues related to access have been dealt with. The key components of a DAS are:</p> <p><b>Design:</b> This section covers the design process, including the rationale behind the design choices. It addresses aspects such as layout, scale, appearance, and landscaping.</p> <p><b>Access:</b> This part explains how the development ensures inclusive access for all users, including considerations for people with disabilities. It covers aspects like vehicular and pedestrian access, public transport links, and how the design promotes accessibility.</p> <p>For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significance of heritage assets, the particular physical features that contribute to special interests, and setting.</p>	National Requirement
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017

Information	What is required	Justification
<b>Information</b>	What is required	Justification
<b>Site Notice</b>	<p>The applicant must display a site notice by site display on or near the land on which the building to be demolished is sited and must leave the notice in place for not less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the local planning authority.</p> <p>The site notice should be dated and include details of the applicant, identify the building to be demolished (a plan may be included location on larger sites) and contact details of West Northamptonshire Council.</p> <p>N.B. The Site Notice must be posted on the site by the applicants, a copy of this and confirmation that this has been done must be provided with the application.</p>	National Requirement
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Ecology: Preliminary Roost Assessment</b>	A Preliminary Roost Assessment (PRA) is required where a vacant building is converted, a building is demolished, or where a building has potential roost features. The report must contain up to date surveys, carried out at the appropriate time of year, based on the latest guidance and carried out by a suitably qualified ecologist. Full details of mitigation must be submitted before the application and information to support those proposals will be required.	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE5 South Northamptonshire</li> <li>• Policy ENV3 of Northampton</li> </ul>
<b>Heritage Statement</b>	Unless any Design and Access statement includes the necessary information, a separate <a href="#">heritage impact assessment</a> should be provided to justify the proposed	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry</li> </ul>

Information	What is required	Justification
	<p>demolition, having regard to the significance of the structure affected and the impact of the demolition on the character and appearance of the conservation area, including the effect of any restoration of the site. This assessment must also include:</p> <p>in the case of buildings, a calculation of the volume of the building(s) subject of the application; and/or</p> <p>in the case of gates, fences, walls or railings, a specification of the height of the gates, fences, walls or railings(s) subject of the application.</p> <p>The level of detail should be proportionate to the importance of the assets and be sufficient to understand the potential impact of the proposal on their significance.</p>	<p>District</p> <ul style="list-style-type: none"> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Layout Plan</b>	Clearly identifying the building(s)/structures subject of the application;	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Demolition Method Statement</b>	A statement identifying the works that are to be carried out, the order in which they are to be undertaken, including the techniques that are to be used, how material arising from the demolition will be removed/re-used, details of impact mitigation measures and of site restoration.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Site Photographs</b>	Photographs to show the building to be demolished. Photographs should be clearly labelled to explain what is shown in each image.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
<b>Structural survey</b>	A structural survey may be required, for example, to support any proposal for demolition on the grounds that the building or structure is structurally unsound or beyond viable repair.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

### 3. Details required by conditions

Conditions attached to permissions and consents may command the submission and approval of details before a certain point in time, such as prior to occupation, before construction of a particular element of the development or before development commences. In these cases, it is necessary to apply to the local planning authority for approval of the detail(s) required by that condition(s).

#### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017 <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
<b>Plans: Necessary Plans/documents</b>	plans and drawings, or assessments and reports, relevant to the condition(s) applied for;	

## Local Requirement

Information	What is required	Justification
<b>Condition tracker</b>	for a site which is being delivered in phases, a conditions tracker outlining the status of each condition attached to the permission and the documents which have been submitted and/or approved as of the date of the application, including to which phase(s) of the site they relate.	
<b>Condition Pro-forma</b>	pro-forma, which clearly identifies: <ul style="list-style-type: none"> <li>the relevant condition(s);</li> <li>the document(s) submitted in respect of that condition(s) and a description thereof; and if relevant, the assessment, report, plan or drawing reference number(s) (and revision number(s)) relevant to that condition(s).</li> </ul>	
<b>Where a BNG condition requires discharging</b>	<ul style="list-style-type: none"> <li>Biodiversity Gain Plan submitted using the DEFRA template <a href="https://www.gov.uk/government/publications/biodiversity-gain-plan">https://www.gov.uk/government/publications/biodiversity-gain-plan</a></li> <li>The Statutory Biodiversity Metric tool with all baseline habitat information completed which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export</li> <li>Habitat condition sheet assessment</li> <li>Where a Habitat Management and Monitoring Plan (HMMP) is required submitted using the DEFRA template <a href="https://www.gov.uk/guidance/creating-a-habitat-management-and-monitoring-plan-for-biodiversity-net-gain">https://www.gov.uk/guidance/creating-a-habitat-management-and-monitoring-plan-for-biodiversity-net-gain</a></li> <li>Pre- and post- development site plans clearly showing polygons and areas for each habitat used to populate the statutory metric calculation tool (shapefiles in GIS may be requested)</li> <li>GIS layers of the post development habitat plans</li> </ul>	Biodiversity Duty/ Environment Act 2021

## 4. Hedgerow Removal Application

A hedgerow is a boundary line made up of bushes, which can include trees. It is subject to control under the [Hedgerow Regulations 1997](#) if it is more than 20m long with no gaps greater than 20m in length, or less than 20m long but meets another hedge at each end. Such a hedgerow is protected if it is on or next to:

- i. land used for agriculture or forestry;
- ii. land used for breeding or keeping horses, ponies or donkeys;
- iii. common land;
- iv. a village green;
- v. a [site of special scientific interest](#);
- vi. a protected European site such as a special area of conservation or special protection area;
- vii. a national nature reserve;
- viii. a local nature reserve; or
- ix. Crown land.

For the avoidance of doubt, hedgerows surrounding a residential property are not subject to control unless the hedgerow(s) concerned also provides a boundary to any of the above land<sup>20</sup>.

Anyone wishing to remove a protected hedgerow must first apply to the local planning authority so they may determine if the hedgerow is 'important' in the definition of the Hedgerow Regulations.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Justification Statement</b>	Clear justification as to why the work is considered necessary statement of reasons for the works, confirming whether the applicant is the owner, tenant or manager of the hedgerow, or the relevant utility company eligible to remove it; evidence that the hedge is less than 30 years old;	



Information	What is required	Justification
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and must clearly show the location and length of the hedgerow or hedgerows to which the application relates. The plan should be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Evidence</b>	For where the works are applied for on the basis of structural damage or nuisance, substantiated evidence describing any structural damage to property or in relation to tree health or safety, as applicable.	Policy BN3 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Specification of Tree Works</b>	A clear and precise specification in line with BS 3998:2010 Tree work – Recommendations	Policy BN3 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>

## 5. Householder Applications

The most common planning application is that for householder development. This captures extensions and alterations to existing dwellinghouses, including the erection of outbuildings and creation of dropped kerbs and driveways. Usually, the most important considerations in dealing with these applications are the impact of the development on the living conditions of neighbouring residential properties, the impact of the design on the host dwelling and the street scene, and any impact on parking provision and highway safety.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, including certificates and agricultural land declaration must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Biodiversity Statement</b>	Each application should be accompanied by a Biodiversity Statement stating whether the Biodiversity Net Gain (BNG) General Condition applies to that development. This may be within the application form, cover letter, or BNG Statement and referenced in the Application Inventory	National Requirements
<b>Community Infrastructure Levy (CIL)</b>	Completed CIL Form 1 and 2  The CIL Additional Information form and guidance notes can be found on the Planning Portal website	National Requirements
<b>fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Plan: Block/site plan</b>	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

Information	What is required	Justification
	position of all trees on site and those on adjacent land.	
<b>Plan: Existing and proposed elevations</b>	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p> <p>Proposed materials and obscure glazing should also be indicated.</p>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Existing and proposed floor plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Existing and proposed roof plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Existing and proposed sections</b>	<p>Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.</p>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Levels</b>	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Plans should show existing site levels and finished floor levels for the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

Information	What is required	Justification
<b>Plans: Necessary Plans/ drawings</b>	Plans or drawings in information necessary to describe the development which is the subject of the application. Plans or drawings must be to an identified scale and plans must show the direction of north.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement


Information	What is required	Justification
<b>Daylight/Sunlight Assessment</b>	A daylight/Sunlight Assessment will be required for all applications where the proposed development may affect the current levels of daylight-sunlight enjoyed by occupiers of an adjoining residential property.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Dropped Kerb Plan</b>	for proposals involving the provision or alteration of a vehicular access, a block plan showing the position for the lowered kerb and hard surfaces in the public highway, along with details of the materials and drainage to any driveway created.	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy MO2 of Northampton</li> </ul>
<b>Ecology: Preliminary Roost Assessment</b>	A Preliminary Roost Assessment (PRA) is required where a vacant building is converted, a building is demolished, or where a building has potential roost features. The report must contain up to date surveys, carried out at the appropriate time of year, based on the latest guidance and carried out by a suitably qualified	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part</p>

Information	What is required		Justification
	ecologist. Full details of mitigation must be submitted before the application and information to support those proposals will be required.		2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE5 South Northamptonshire</li> <li>• Policy ENV3 of Northampton</li> </ul>
<b>Flood Risk Assessment</b>	Householder and other minor extensions (not exceeding 250sqm) in Flood Zones 2 and 3, applicants need to indicate which if the flood measures are being sought and submit this information with the application.		Policy BN7 of the Joint Core Strategy
	<b>Applicant to choose one or other of the flood mitigation measures below</b>	<b>Applicant to provide the LPA with the supporting information detailed below as part of their FRA</b>	Policies within Local Plans Part 2
	<b>Either:</b> Floor levels within the proposed development will be set no lower than existing levels <b>AND</b> flood proofing of the proposed development has been incorporated where appropriate.	Details of any flood proofing/resilience and resistance techniques, to be included in accordance with 'Improving the flood performance of new buildings' CLG (2007).	<ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5 For Northampton</li> </ul>
	<b>Or:</b> Floor levels within the extension will be set 300mm above the known or modelled 1 in 100 annual probability river flood (1%) or 1 in 200 annual probability sea flood (0.5%) in any year. This flood level is the extent of the Flood Zones.	This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level. All levels should be stated in relation to Ordnance Datum <sup>1</sup> .	
<b>Heritage Impact Assessment</b>	<p>All householder application affecting a heritage asset (scheduled monument, listed building, conservation area, registered historic park and garden, locally listed building, local area of special character, locally listed historic park and garden or other non- designated heritage asset). A proportionate assessment of the heritage asset(s) concerned, and the works/development proposed. This should consider:</p> <p>a) documents relating to the heritage asset, including the statutory listing</p>		<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
	<p>entry or conservation area character appraisal, as appropriate, as well as the historic environment record, historical mapping and photographs, publications and archives, and local history groups and civic societies;</p> <p>b) a description of the asset(s) and its setting (this may include important views towards and from the heritage asset);</p> <p>c) a summary of the asset's significance in terms of architectural, archaeological, artistic or historical interest, taking account of Historic England's Conservation Principles;</p> <p>d) a justification for the development, considering why the proposals are required; whether there are alternative methods or locations to achieve the development; what the public benefits would be; whether the development would harm the heritage asset or put it at risk in any way; whether there ways of avoiding or mitigating the impacts on the heritage asset; and whether the scale, design and materials proposed are appropriate; and</p> <p>e) for works to listed buildings, whether the works required would also accord with other regulatory requirements, such as Building Regulations, environmental health, etc.</p>	
<b>Householder application for External Wall Insulation (EWI)</b>	<p>Block/Site plan indicating which elevations are to be insulated</p> <p>Photograph or detailed scale drawing of existing elevation(s) to be changed;</p> <p>Photo-montage or detailed scale drawing showing the proposed cladding, including details of any dentil course, headers, cills etc;</p> <p>Section detail of the proposed cladding: Details of the cladding finish.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q1 For Northampton</li> </ul>
<b>Plan: Parking Plan</b>	<p>For proposals involving the creation of additional bedrooms or affecting parking spaces and driveways, a parking plan showing the location and dimensions of existing and proposed parking spaces within the property;</p>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For</li> </ul>

Information	What is required	Justification
<b>Plan: Tree protection plan</b>	<p>A tree protection plan may be required where there are trees within or adjacent to the site.</p> <p>Tree Protection Plan - to identify; the location and species of the trees, their trunk diameter at chest height, their Root Protection Areas, crown spread to N,E,S,W aspects, and distance from trunk centres to tree protection fence, together with the type of the temporary fence e.g. Heras barrier and method to anchor into ground. This needs to be superimposed upon the proposed layout block plan.</p> <p>A statement included within the single sheet plan to confirm that the approved tree protection measures will be erected to the RPA's prior to any site activity taking place upon the site and remain in place sacrosanct until end of physical build phase. (If any of the garden trees are TPO'd this may need to be carried out by an experienced arboriculturist. The Council may request or condition within an AMS a timetable for tree officer and site-foreperson to attend site visits before and after construction for signing off the satisfactory erection of the tree protection barriers, prior to construction/ preparatory works, and after physical build phase, to allow for removal of the tree barriers). Nb RPA radius for non-veteran trees is worked out at x12 times trunk diameter as read at chest height (1.5m above ground level).</p>	<p>South Northamptonshire</p> <ul style="list-style-type: none"> <li>• Policy MO4 of Northampton</li> </ul> <p>BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations</p> <p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy NE4 South Northamptonshire</li> </ul>
<b>Site Photos</b>	<p>All applications should include photographs, particularly for proposed side or rear extensions or alterations, within a separate (confidential) document to aid the Council's assessment of the application.</p> <p>A site location or block plan must be provided to show the location of the photo and the angle of view (as per the example below, for a rear extension).</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>



Information	What is required	Justification
	<p> <u>PHOTO1</u>  VIEW OF REAR OF APPLICATION SITE AND RELATIONSHIP TO NO.2  <u>PHOTO2</u>  VIEW OF REAR OF APPLICATION SITE  <u>PHOTO3</u>  VIEW OF REAR OF APPLICATION SITE AND RELATIONSHIP TO NO.4  <u>PHOTO4</u>  VIEW OF REAR GARDEN OF APPLICATION SITE FROM HOUSE </p>  <p>Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates).</p>	

## 6. Lawful Development Certificate

There are 2 types of Lawful Development Certificate. The local planning authority can grant a Certificate confirming that:

- (a) an existing use of land, operational development or activity being carried out in breach of a planning condition is lawful for planning purposes under section 191 of the 1990 Act; or
- (b) a proposed use of buildings or land, or operations proposed to be carried out in, on, over or under land, would be lawful for planning purposes under section 192 of the 1990 Act.

Provision has recently been made under the Planning (Listed Buildings and Conservation Areas) Act 1990 establish whether proposed works to a listed building, where those works would not affect the character of the listed building, would be lawful under section 26 of that Act.

In all cases, the onus is on the applicant to provide the evidence to substantiate their claim for an LDC.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Evidence</b>	<p>Should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required or evidence of when the development was constructed or the use commenced, covering the relevant period of time.</p> <p>for applications made under section 191; any statement(s) of fact to be in the form of a statutory declaration;</p> <p>For proposed works to a listed building this should include a statement explaining why the applicant believes the proposed works would not affect the character of the listed building(s) as a building of special architectural or historic interest</p>	
<b>Justification Statement</b>	<p>This should outline the reasons or need for the development/amendment/works, including plans, where relevant. In addition, an assessment of alternative sites should be included.</p> <p>For proposed works to a listed building this should include such plans, drawings and information as are necessary to describe the proposed works, together with a description of the part or parts of the listed building(s) that are likely to be affected</p>	
<b>Plan: Block Plan</b>	<p>A Identify the position of any buildings on the site and adjoining properties</p> <p>Drawn to a scale of 1:500</p>	
<b>Plan: Existing and proposed elevations</b>	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p> <p>Proposed materials and obscure glazing should also be indicated.</p>	

Information	What is required	Justification
<b>Plan: Existing and proposed floor plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	
<b>Plan: Existing and proposed roof plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	

## 7. Listed Building Consent

These are applications for works to [listed buildings](#), including curtilage structures, which are either made separate to or in conjunction with a planning application, recognising that internal works and some extensions to property may require listed building consent, but not planning permission.

[Listed building consent](#) is needed for *"any works for the demolition of a listed building or for its alteration or extension in any manner which would affect its character as a building of special architectural or historic interest"*. The construction of new buildings and structures within the curtilage of a listed building do not require listed building consent if they do not connect to the listed building or a structure forming part of the listed curtilage.

The local planning authority has a statutory duty to have special regard to the impact of the proposed works on the special architectural or historic interest of the listed building. Hence the implications of the works need to be fully understood, and this can only come from a detailed, proportionate and informative submission/assessment.

Additionally, in order to avoid the need for conditions to be attached to any consent granted, submissions should provide as much information as possible, including detailed drawings of joinery, eaves/verges/cills and lintels, brickwork patterns, etc., working methods, and details of the materials to be used.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015 <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>
<b>Design and Access Statement</b>	A Design and Access Statement (DAS) is a document that explains the design principles and concepts that have been applied to the development, and how issues related to access have been dealt with. The key components of a DAS are: <ul style="list-style-type: none"><li>• Design: This section covers the design process, including the rationale behind the design choices. It addresses aspects such as layout, scale, appearance, and landscaping.</li></ul>	

Information	What is required	Justification
	<ul style="list-style-type: none"> <li>Access: This part explains how the development ensures inclusive access for all users, including considerations for people with disabilities. It covers aspects like vehicular and pedestrian access, public transport links, and how the design promotes accessibility.</li> </ul> <p>For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significance of heritage assets, the particular physical features that contribute to special interests, and setting.</p>	
<b>Plan: Block/site plan</b>	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Ecology: Preliminary Roost Assessment</b>	A Preliminary Roost Assessment (PRA) is required where a vacant building is converted, a building is demolished, or where a building has potential roost features. The report must contain up to date surveys, carried out at the appropriate time of year, based on the latest guidance and carried out by a	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> </ul>

	suitably qualified ecologist. Full details of mitigation must be submitted before the application and information to support those proposals will be required.	<ul style="list-style-type: none"> <li>• Policy SS2, NE5 South Northamptonshire</li> <li>• Policy ENV3 of Northampton</li> </ul>
<b>Fabric condition Survey</b>	Where it is proposed to renew or replace existing features that may be of architectural or historic interest on the grounds of poor/deteriorating condition, a fabric condition survey relating to each item, which describes its age, character, construction and condition, and explains why it is not capable of being retained and repaired, is likely to be required.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Heritage Statement</b>	<p>Unless any Design and Access statement includes the necessary information, a separate heritage impact assessment should be provided.</p> <p>The level of detail should be proportionate to the importance of the assets and be sufficient to understand the potential impact of the proposal on their significance.</p>	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Method Statement</b>	<p>A statement identifying the repair and/or alteration works that are to be carried out, the order in which they are to be undertaken, the materials and techniques that are to be used and any restoration.</p> <p>Generally, repairs and alterations need to be carried out in a way which matches or complements the fabric and design of the listed building, retaining as much historic fabric and features as possible, together with the use of appropriate materials and methods of repair.</p>	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>



<b>Plan: Existing and proposed elevations</b>	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p> <p>Proposed materials and obscure glazing should also be indicated.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed floor plans</b>	<p>Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed roof plans</b>	<p>Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>

<b>Plan: Existing and proposed sections</b>	<p>Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Specific Plans</b>	<p>Plans to a scale of not less than 1:20 to show proposed new, or alterations to existing, architectural details such as all doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Site Photographs</b>	<p>Photographs to show the building and its features as existing. Photographs should be clearly labelled to explain what is shown in each image.</p> <p>All applications should include photographs within a separate (confidential) document to aid the Council's assessment of the application. Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates).</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>

<b>Structural Report</b>	<p>A structural survey of a property may be required, for example, when considering major alteration or demolition works as part of the listed building applications, when structural repairs or replacement of original/historic structural fabric is required or, where conversions are being undertaken, a structural report would be required to demonstrate that the building is capable of being converted without substantial rebuilding or loss of significance. The structural survey should be carried out by a specialist who is experienced at dealing with historic and listed buildings and has the breadth of knowledge to understand and advise on all relevant issues. The report should describe the construction materials and techniques used throughout the building, provide an assessment of the building's condition and identify any structural defects or areas of concern. Any recommendations for intervention into the historic structure, including repair/replacement of fabric, should be clearly described and, where necessary, illustrated.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
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8. Major development applications (more than 10 residential dwellings or site area of more than 0.5ha/ more than 1000 sq.m of commercial floorspace or site area over 1 ha)

## National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form, including certificates and agricultural land declaration must be completed in full must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Biodiversity Net Gain Matrix Form</b>	<p>If the development is not exempt, detailed ecological information must be provided by a suitably qualified ecologist to demonstrate how measurable BNG will be delivered.</p> <p>This must, as a minimum, include a plan showing onsite habitat(s), and a copy of a Statutory Metric assessment of the site (baseline habitats recorded), which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</p> <p>Further details on what is required to be submitted and when can be found on <a href="https://www.gov.uk/guidance/biodiversity-net-gain">https://www.gov.uk/guidance/biodiversity-net-gain</a></p>	
<b>Biodiversity Statement</b>	Each application should be accompanied by a Biodiversity Statement stating whether the Biodiversity Net Gain (BNG) General Condition applies to that development. This may be within the application form, cover letter, or BNG Statement and referenced in the Application Inventory	National Requirements
<b>Community Infrastructure Levy (CIL)</b>	<p>Completed CIL Form 1 and 2</p> <p>The CIL Additional Information form and guidance notes can be found on the Planning Portal website</p>	National Requirements

Information	What is required	Justification
<b>Design and access statement</b>	<p>A Design and Access Statement (DAS) is a document that explains the design principles and concepts that have been applied to the development, and how issues related to access have been dealt with. The key components of a DAS are:</p> <p>Design: This section covers the design process, including the rationale behind the design choices. It addresses aspects such as layout, scale, appearance, and landscaping.</p> <p>Access: This part explains how the development ensures inclusive access for all users, including considerations for people with disabilities. It covers aspects like vehicular and pedestrian access, public transport links, and how the design promotes accessibility.</p> <p>For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significance of heritage assets, the particular physical features that contribute to special interests, and setting.</p>	The statutory requirements for design and access statements are set out in Article 9 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Fire statement</b>	<p>Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys.</p> <p>The application must be accompanied by a fire statement, completed by an expert and submitted as part of the application for planning permission. The Fire Statement should include as a minimum:</p> <ul style="list-style-type: none"> <li>the principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>the site layout;</li> <li>emergency vehicle access and water supplies for firefighting purposes;</li> </ul>	National Requirement

Information	What is required	Justification
	what, if any, consultation has been undertaken on issues relating to the fire safety of the development, and what account has been taken of this; how any planning policies relating to fire safety have been taken into account.	
<b>Plan: Block/site plan</b>	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plans: Necessary Plans/ drawings</b>	Plans or drawings in information necessary to describe the development which is the subject of the application. Plans or drawings must be to an identified scale and plans must show the direction of north.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Site location plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Statement of Community Involvement</b>	For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres	
<b>Transport: Active Travel England Planning Application Assessment toolkit</b>	The Active Travel England Planning Application Assessment toolkit is required for the following development: comprising of 150 homes or more more than 7,500 square metres in size an area of at least five hectares	National Requirement

## Local Requirement

Information	What is required	Justification
<b>Affordable housing statement</b>	<p>A statement detailing the overall mix of housing tenures and provision of accessible and adaptable homes. The statement must include the following:</p> <ul style="list-style-type: none"> <li>any arrangements with social housing providers;</li> <li>justification for different proportions and/or mix of affordable or market tenures, where deviating from policy;</li> <li>for full and reserved matters applications, a layout plan which shows the location of market and affordable housing;</li> <li>any details of innovative design and construction methods; and</li> <li>any other material information which influences the provision of affordable housing or housing mix (e.g. need for or viability of scheme to provide affordable housing).</li> </ul>	<p>Policy H2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy H08 For Daventry District</li> <li>Policy LH8 South Northamptonshire</li> <li>Policy H02 of Northampton</li> </ul> <p>Housing SPD</p>
<b>Air Quality Assessment</b>	<p>Proposals for new development which are likely to cause pollution or likely to result in exposure to sources of pollution or risks to safety will need to demonstrate that they provide opportunities to minimise and where possible reduce pollution issues that are a barrier to achieving sustainable development and healthy communities</p>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy CW11 and ENV10 For Daventry District</li> <li>Policy SS2 and SDP2 For South Northamptonshire</li> <li>Policy Q3 and Q4 For Northampton</li> </ul>
<b>Archaeological desk-based assessment</b>	<p>An assessment designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development. This should analyse the Historic Environment Record, any areas of archaeological potential highlighted in the adopted Conservation Area Appraisals and Management Plans. Such assessments should establish the nature and extent of any further pre-determination works that may be necessary, including geophysical surveys and/or field evaluation.</p> <p>Please contact the Council's Planning Archaeology to ascertain is a Desk Based Assessment is required.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV7, ENV10 For Daventry District</li> <li>Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>Policy ENV6, Q1 and Q2 of Northampton</li> </ul>



Information	What is required	Justification
<b>Contaminated Land Assessment</b>	<p>Any application where the development is known or suspected to be affected by land contamination</p> <p>An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> <li>-Site inspection scope;</li> <li>-Review of historical land use;</li> <li>-Review of environmental setting</li> </ul>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> </ul> <p>Policy Q4 of Northampton</p>
<b>Crime Statement</b>	<p>This can be a separate document or included within the Design and Access Statement where appropriate. It should include the following information:</p> <p>What crime or fear of crime could be associated with the development and why</p> <p>How crime and fear of crime has been designed out taking into account 'Secured by Design' and 'Park Mark' standards</p>	<p>Policy D4, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy H02 of Northampton</li> </ul>
<b>Daylight/Sunlight Assessment</b>	<p>A daylight/Sunlight Assessment will be required for all applications where the proposed development may affect the current levels of daylight-sunlight enjoyed by occupiers of an adjoining residential property.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Drainage Strategy</b>	<p>Details of Sustainable Urban Drainage Systems (SuDS) being provided onsite or within close proximity to assist with the management of surface water.</p> <p>Foul drainage details may also be required.</p>	<p>Policy BN7 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5 For Northampton</li> </ul>
<b>Ecology: Biodiversity Net Gain Local</b>	<p>If the development is not exempt, the following is required.</p> <ul style="list-style-type: none"> <li>• Habitat condition assessment which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>• Draft Biodiversity Gain Plan</li> </ul>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p>

Information	What is required	Justification
<b>requirement</b>	<ul style="list-style-type: none"> <li>Draft Post Development BNG Matrix which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>Draft post development habitats plan</li> </ul>	<ul style="list-style-type: none"> <li>Policy ENV5 For Daventry District</li> <li>Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Ecology: Biodiversity Checklist</b>	Complete the Biodiversity Checklist within Appendix 1 of the Biodiversity SPD <a href="https://cms.westnorthants.gov.uk/media/8843/download">https://cms.westnorthants.gov.uk/media/8843/download</a>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV5 For Daventry District</li> <li>Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Ecology: survey and report</b>	<p>All applications which are likely to affect a protected or nationally, regionally or locally important species and /or protected or nationally, regionally or locally important habitats or geological features, will require a Preliminary Ecological Appraisal Report (PEAR) and any predetermination surveys generated from this initial appraisal.</p> <p>The results of the above should be submitted as an Ecological Impact Assessment (EcIA) as part of the planning application.</p> <p>Details of Biodiversity Enhancements for priority species and habitats that are NOT part of the BNG requirements e.g. plan of bird and bat boxes, native tree/shrub planting, shall be submitted.</p> <p>Any reference to locations of Badger setts need to be removed from the EcIA, and submitted as part of a separate report clearly marked Sensitive/Confidential</p> <p>Where entering the <a href="#">District Licensing Scheme for Great Crested Newts</a>,</p>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV5 For Daventry District</li> <li>Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>

Information	What is required	Justification
	the relevant reports and/or certificate should also be included.	
<b>Environment Statement (EIA)</b>	Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA regulations. Those developments included in Schedule 2 of the EIA Regulations may also require and EIA.	The Town & Country Planning (Environmental Impact Assessment) England and Wales Regulations 1999, (amended) Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015
<b>Flood Risk Assessment</b>	Any development falling into the following categories:  - within flood zone 2 or 3; - more than 1 hectare (ha) in flood zone 1; - less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected byflooding from any other source or ; - within 20 metres of any watercourse; Adjacent to, or including, any flood bank or other flood control structure	Policy BN7 of the Joint Core Strategy  Policies within Local Plans Part 2 • Policy ENV11 For Daventry District • Policy SS2 For South Northamptonshire • Policy Q5For Northampton
<b>Green space/playing field assessment</b>	For development leading to the loss of playing fields, formal open space, public open space or amenity open space (whether publicly adopted or not), and for major applications for residential development (where the proximity to existing playing fields or public open space will need to be considered	Policies within Local Plans Part 2 • Policy CW2, For Daventry District • Policy GS1, South Northamptonshire • Policy CRC4 of Northampton
<b>Habitat Regulation Assessment</b>	A habitat regulation assessment will be required for any development with the potential to impact the Upper Nene Valley Gravel Pits SPA and within a 3km buffer zone of this.	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 • PolicyENV5 For Daventry District • Policy NE1 South Northamptonshire • Policy ENV5 of Northampton

Information	What is required	Justification
		Upper Nene Valley Gravel Pits SPA SPD (adopted by West Northamptonshire November 2021)  <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a>
<b>Health Impact Assessment</b>	An assessment to identify all positive and negative health effects that may result from the development so to enhance the benefits for, and minimise any risks to, health. The assessment should consider the impacts on different sectors of the population, noting that certain groups are potentially more vulnerable to negative impacts from development.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy CW1, For Daventry District</li> <li>• Policy SS2, South Northamptonshire Q4 of Northampton</li> </ul>
<b>Heritage Impact Assessment</b>	<p>A proportionate assessment of the heritage asset(s) concerned (scheduled monument, listed building, conservation area, registered historic park and garden, locally listed building, local area of special character, locally listed historic park and garden or other non-designated heritage asset), and the works/development proposed. This should consider:</p> <ol style="list-style-type: none"> <li>a) documents relating to the heritage asset, including the statutory listing entry or conservation area character appraisal, as appropriate, as well as the historic environment record, historical mapping and photographs, publications and archives, and local history groups and civic societies;</li> <li>b) a description of the asset(s) and its setting (this may include important views towards and from the heritage asset);</li> <li>c) a summary of the asset's significance in terms of architectural, archaeological, artistic or historical interest, taking account of Historic England's Conservation Principles;</li> <li>d) a justification for the development, considering why the proposals are required; whether there are alternative methods or locations to achieve the development; what the public benefits would be; whether the development would harm the heritage asset or put it at risk in any way; whether there ways of avoiding or mitigating the impacts on the heritage</li> </ol>	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
	<p>asset; and whether the scale, design and materials proposed are appropriate; and</p> <p>e) for works to listed buildings, whether the works required would also accord with other regulatory requirements, such as Building Regulations, environmental health, etc.</p> <p>Where enabling development is proposed, this assessment should consider the implications of the development and be supported by a viability appraisal in order to demonstrate the quantum proposed is appropriate. More information is available in the Planning Practice Guidance and from Historic England.</p>	
<b>Housing Quality Statement</b>	The Housing Quality Statement must provide an assessment of how each of the proposed homes complies with the relevant policies, guidance and Nationally Described Space Standards relating to unit mix, tenure mix (for affordable housing), accessible design, dwelling and/or room size, and amenity space provision (including private, communal and play space).	<p>Policy H2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy H08 For Daventry District</li> <li>• Policy LH8, LH10 South Northamptonshire</li> <li>• Policy HO2, HO3 of Northampton</li> <li>• Housing SPD</li> </ul>
<b>Landscape and visual impact assessment</b>	<p>for development which, in the opinion of the local planning authority, is likely to have notable visual or landscape impacts.</p> <p>An assessment which identifies the effects of the development on views and on the landscape itself, taking into account the various receptors of those effects and ascertaining the degree of harm or benefit which arises. The assessment should be carried out in line with the Landscape Institute's <a href="#">Guidelines for Landscape and Visual Impact Assessment</a> (currently the 3rd edition, or 'GLVIA3') including consideration of cumulative effects and the significance of effects.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 For Daventry District</li> <li>• Policy NE2 South Northamptonshire</li> <li>• Policy Q1 and ENV1 of Northampton</li> </ul>
<b>Lighting Assessment</b>	Applications for floodlighting must include a lighting assessment which must include: hours of operation, light levels, off site light spillage, column	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p>

Information	What is required	Justification
	heights, equipment design, layout plan with beam orientations and details of any mitigation measures required	<ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Marketing Information</b>	Any proposals for the redevelopment of employment sites not allocated for alternative uses within the Local Plan; Any development for change of use/redevelopment of premises last used for social/community, leisure use or local retail service	<p>Policy E1, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>• Policy EC1, CRC1, CRC5 of Northampton</li> </ul>
<b>Noise Impact Assessment</b>	<p>Residential schemes in close proximity to noise sources (such as roads, commercial premises)</p> <p>The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required.</p>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Odour Assessment</b>	for development where commercial or communal extraction or ventilation is required	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Parking and access arrangement Plan</b>	Details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>• Policy MO4 and HO3 of Northampton</li> </ul>

Information	What is required	Justification
	If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted	
<b>Parking Assessment/beat survey</b>	Any development where the level of parking proposed does not meet the standards at out within the Development Plan A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>• Policy MO4 and HO3 of Northampton</li> </ul>
<b>Plan: Existing and proposed elevations</b>	Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.  Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.  Proposed materials and obscure glazing should also be indicated.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed floor plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
<b>Plan: Existing and proposed roof plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed sections</b>	<p>Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Landscaping Scheme</b>	<p>Landscaping schemes should include:</p> <ul style="list-style-type: none"> <li>• Planting plans; written specifications (including cultivation and other operations associated with tree, plant or grass establishment); schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate;</li> <li>• Show existing vegetation to be retained together with measures for its protection during the course of construction.</li> <li>• Indicate existing vegetation that will be removed.</li> <li>• Means of enclosure; hard surfacing materials; structures and ancillary objects (refuse bins, lighting columns etc)</li> <li>• Areas of Public Open Space</li> </ul>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 For Daventry District</li> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>



Information	What is required	Justification
	<ul style="list-style-type: none"> <li>• Green and Blue infrastructure</li> </ul> Contain a management statement where appropriate.	
<b>Plan: Levels</b>	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Plans should show existing site levels and finished floor levels for the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Phasing Plan</b>	Proposals for large scale major development – particularly where phasing is proposed	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy Q1, Q2 of Northampton</li> </ul>
<b>Plan: Street Scene Plan</b>	for developments facing public realm and/or filling a gap between existing buildings, a street scene drawing(s), particularly where the development is visible from the public realm;	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 For Northampton</li> </ul>
<b>Planning Obligations Statement</b>	A statement summarising the types of financial contributions and on or off-site infrastructure improvements necessary to make the development acceptable in planning terms, and confirmation of whether the development will support these in full, in part or not at all. In the event of the latter two options, a full justification and/or a viability assessment is required.	Policy INF1, INF2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy CW2, For Daventry District</li> <li>• Policy INF1, INF2, INF3, GS1, South Northamptonshire</li> <li>• Policy IFS2, CRC4 of Northampton</li> </ul>
<b>Planning Statement</b>	A statement which identifies the context and need (if relevant) for a proposed development. In particular it is expected to provide information	Whole Development Plan: West Northamptonshire Joint Core Strategy

Information	What is required	Justification
	<p>the extent to which it complies with relevant planning policies, including any adopted Neighbourhood Plan, SPDs Neighbourhood Plan, SPDs and SPGs, the NPPF and PPG. It should also consider emerging planning policies and include the details of any pre-application advice or consultation.</p> <p>Depending on the scope and nature of the proposed development, the type of application and the sensitivity of the site's location, the statement may vary from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.</p>	(Part 1), Northampton Local Plan (Part 2), Settlement and Countryside Local Plan (Part 2) For Daventry District, South Northamptonshire Local Plan (Part 2)
<b>Play and Open Space Statement</b>	A statement which identifies the types of play and open space required, such as local play areas, neighbourhood play areas, playing fields, local parks, district parks, allotments, etc., as well as the required and proposed quantity of and facilities within each, given in hectares or square metres as appropriate. If provision is to be met through a financial contribution to enhance existing facilities nearby, justification for off-site provision must be provided along with relative walking distances, times and routes to such facilities.	<p>Policy INF1, INF2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy CW2, For Daventry District</li> <li>• Policy INF1, INF2, INF3, GS1, South Northamptonshire</li> <li>• Policy IFS2, CRC4 of Northampton</li> </ul>
<b>Retail Impact Assessment</b>	An assessment to establish whether the impact of certain out of centre and edge of centre proposals over time (up to 5 years or 10 for major schemes) on existing town and local centres is or is not significantly adverse. The impact should be assessed in relation to all town and local centres that may be affected, which are not necessarily just those closest to the proposal and may be in neighbouring authority areas. The retail impact test checklist set out in the Planning Practice Guidance should be followed.	<p>Policy S9, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>Policy CRC1, of Northampton</li> </ul>
<b>SAMM Payment</b>	For residential developments which result in a net increase in the number of dwellings within 3km of the Special Protection Area (SPA), it is necessary to avoid and mitigate likely significant effect on the SPA by	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p>

Information	What is required	Justification
	making a financial contribution per dwelling towards Strategic Access Management and Monitoring (SAMM) or provide other suitable infrastructure.	<ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy NE1 South Northamptonshire</li> <li>• Policy ENV5 of Northampton Upper Nene Valley Gravel Pits SPA SPD (adopted by West Northamptonshire November 2021)</li> </ul> <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a>
<b>Schedule of development</b>	<p>All proposals for new dwellings for new residential or commercial floor space</p> <p>Detailed schedule of the number and types of residential units proposed; and/or</p> <p>Detailed schedule of the breakdown of commercial floor space</p>	
<b>Schedule of plans/ drawing</b>	All proposals for new dwellings or change of use should provide a document listing the relevant plans and drawing.	
<b>Sequential Test</b>	<p>Any proposals for retail and other Main Town Centre uses or office development that fall outside a defined centre.</p> <p>An assessment of available premises within or on the edge of town and local centres in an agreed area of search. This area should be agreed in advance through pre-application advice. If the proposal has particular market and locational requirements which mean that they may only be accommodated in specific locations, then a robust justification for this 'filtering' of available premises must be provided. The scope for flexibility in the format and/or scale of the proposal must also be outlined.</p>	<p>Policy S9, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, For Daventry District</li> <li>• Policy EMP2, EMP3, EMP4, INF2, South Northamptonshire</li> <li>• Policy RS4, CRC1, CRC5 of Northampton</li> </ul>
<b>Site Photos</b>	All applications should include photographs within a separate (confidential) document to aid the Council's assessment of the application. Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates).	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
	Contextual elevations and 3D visualisations which accurately represent the development should be provided for all Major development and see additional requirements for Townscape and Visual Impact Assessments (TVIA)..	
<b>Site Waste Management Plan</b>	<p>All applications for residential development(including changes of use) that will have an impact on the generation of waste.</p> <p>A plan to demonstrate that waste storage and collection arrangements for the development can be accommodated.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, For South Northamptonshire</li> <li>• Policy Q2 of Northampton</li> </ul>
<b>Statement of Community Involvement</b>	A Community Engagement Statement is required to set out how the developer has complied with the requirements for pre-application consultation in the Council's Statement of Community Involvement (SCI).	<p>Daventry SCI (2017)</p> <p>Northampton SCI (2018)</p> <p>South Northamptonshire SCI (2020)</p>
<b>Structure Report</b>	A structural survey of a property may be required, for example, when considering demolition works or where conversions are being undertaken a structural report would be required to demonstrate that the building can be converted.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Sustainability Statement</b>	<p>A statement about how the design and construction of the development complies with sustainable design and construction policies.</p> <p>It should consider how the layout and construction methods embrace the policy objectives, how landscaping can be utilised to improve sustainability, opportunities for renewable energy linkages and generation, use of sustainable sources of building materials, and achieving carbon neutrality. Where an element of the scheme cannot fulfil the policy requirements, a justification should be provided.</p> <p>The statement should also outline how the development proposes to interact through providing positive environmental, social and economic implications, such as integration with sustainable transport networks and infrastructure and climate change mitigation.</p>	<p>Policy S10, S11, C2 of the Joint Core Strategy</p>

Information	What is required	Justification
<b>Transport: Public Transport Strategy</b>	<p>For development likely to generate notable use of or demand for sustainable modes of transport a Public Transport Strategy would be required, which sets out how the development is to be served by public transport.</p> <p>It will detail existing services, access to public transport connections and requirements for the delivery of new or enhanced public transport services and infrastructure. Engagement with the Council's Bus &amp; Rail Team and public transport operators will be necessary in developing a strategy</p>	<p>Policies C1, C2, C3, C4 and C5 of the Joint Strategy</p> <p>Policies within Local Plan Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4 Daventry District</li> <li>• Policy MO1 Northampton</li> <li>• Policy SS2 South Northamptonshire</li> </ul>
<b>Transport: Transport Assessment/ Statement</b>	<p>The Transport Assessment should demonstrate that the trip generation generated by the site has been assessed. It should include all aspects of movement by people and vehicles and should be accompanied by a Travel Plan.</p> <p>The <a href="#">PPG</a> provides brief guidance on when a Transport Assessment or Transport Statement is required and the scope and level of details.</p> <p>The scope and details of the transport assessment should be agreed with the local highway authority.</p>	<p>Policy CS2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ST1, For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy MO1, MO2, MO3 of Northampton</li> </ul>
<b>Transport: Travel Plan</b>	<p>A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.</p> <p>The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>• Policy MO4 and HO3 of Northampton</li> </ul>

Information	What is required	Justification
<b>Tree Survey</b>	Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist	Policy BN3 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> </ul> Policy ENV3, ENV4, ENV5 of Northampton
<b>Viability Assessment</b>	<p>where the level of affordable housing or financial contributions fall below that required by Development Plan policies</p> <p>A full unredacted FVA is required (which will be published online for transparency). The applicant should also provide an undertaking to cover the reasonable costs of independent third-party assessment of the FVA (arranged by the Council).</p>	Policy H2, of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy HO8, For Daventry District</li> </ul>

## 9. Minor residential development (up to 10 dwellings or site area of less than 0.5ha)/ change of use to residential)

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form, including certificates and agricultural land declaration must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Biodiversity Net Gain Matrix From</b>	<p>If the development is not exempt, detailed ecological information must be provided by a suitably qualified ecologist to demonstrate how measurable BNG will be delivered.</p> <p>This must, as a minimum, include a plan showing onsite habitat(s), and a copy of a Statutory Metric assessment of the site (baseline habitats recorded), which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</p> <p>Further details on what is required to be submitted and when can be found on <a href="https://www.gov.uk/guidance/biodiversity-net-gain">https://www.gov.uk/guidance/biodiversity-net-gain</a></p>	National Requirements
<b>Biodiversity Statement</b>	Each application should be accompanied by a Biodiversity Statement stating whether the Biodiversity Net Gain (BNG) General Condition applies to that development. This may be within the application form, cover letter, or BNG Statement and referenced in the Application Inventory	National Requirements
<b>Community Infrastructure Levy (CIL)</b>	<p>Completed CIL Form 1 and 2</p> <p>The CIL Additional Information form and guidance notes can be found on the Planning Portal website</p>	National Requirements

Information	What is required	Justification
<b>Design and access statement</b>	<p>required for:</p> <ul style="list-style-type: none"> <li>- applications for development in a designated area (Conservation Area) where the proposed development consists of:</li> <li>- one or more dwellings; or</li> <li>- a building or buildings with a floor space of 100 square meters or more;</li> </ul> <p>A Design and Access Statement (DAS) is a document that explains the design principles and concepts that have been applied to the development, and how issues related to access have been dealt with. The key components of a DAS are:</p> <ol style="list-style-type: none"> <li>1. Design: This section covers the design process, including the rationale behind the design choices. It addresses aspects such as layout, scale, appearance, and landscaping.</li> <li>2. Access: This part explains how the development ensures inclusive access for all users, including considerations for people with disabilities. It covers aspects like vehicular and pedestrian access, public transport links, and how the design promotes accessibility.</li> </ol> <p>For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significance of heritage assets, the particular physical features that contribute to special interests, and setting.</p>	The statutory requirements for design and access statements are set out in Article 9 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Fire statement</b>	Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys.	National Requirement



Information	What is required	Justification
	<p>The application must be accompanied by a fire statement, completed by an expert and submitted as part of the application for planning permission.</p> <p>The Fire Statement should include as a minimum:</p> <ul style="list-style-type: none"> <li>the principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>the site layout;</li> <li>emergency vehicle access and water supplies for firefighting purposes;</li> <li>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;</li> <li>how any planning policies relating to fire safety have been taken into account.</li> </ul>	
<b>Plan: Block/site plan</b>	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Site location plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Necessary Plans/ drawings</b>	Plans or drawings in information necessary to describe the development which is the subject of the application. Plans or drawings must be to an identified scale and plans must show the direction of north.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Statement of Community Involvement</b>	For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres	National requirements

## Local Requirement

Information	What is required	Justification
<b>Air Quality</b>	Proposals for new development which are likely to cause pollution or likely to result in exposure to sources of pollution or risks to safety will need to demonstrate that they provide opportunities to minimise and where possible reduce pollution issues that are a barrier to achieving sustainable development and healthy communities	Policy BN9 of the Joint Core Strategy  Policies within Local Plans Part 2 • Policy CW11 and ENV10 For Daventry District • Policy SS2 and SDP2 For South Northamptonshire • Policy Q3 and Q4 For Northampton
<b>Archaeological desk-based assessment</b>	An assessment designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development. This should analyse the Historic Environment Record, any areas of archaeological potential highlighted in the adopted Conservation Area Appraisals and Management Plans. Such assessments should establish the nature and extent of any further pre-determination works that may be necessary, including geophysical surveys and/or field evaluation.  Please contact the Council's Planning Archaeology to ascertain if a Desk Based Assessment is required.	Policies within Local Plans Part 2 • Policy ENV7, ENV10 For Daventry District • Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire • Policy ENV6, Q1 and Q2 of Northampton
<b>Contaminated Land Assessment</b>	Any application where the development is known or suspected to be affected by land contamination  An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report: - Site inspection scope; - Review of historical land use; - Review of environmental setting;	Policy BN9 of the Joint Core Strategy  Policies within Local Plans Part 2 • Policy ENV10 and CW1 For Daventry District • Policy SS2, South Northamptonshire • Policy Q4 of Northampton
<b>Crime Statement</b>	This can be a separate document or included within the Design and Access Statement where appropriate. It should include the following information: What crime or fear of crime could be associated with the development and why	Policy D4, of the Joint Core Strategy  Policies within Local Plans Part 2 • Policy ENV10 For Daventry District

Information	What is required	Justification
	How crime and fear of crime has been designed out taking into account 'Secured by Design' and 'Park Mark' standards	<ul style="list-style-type: none"> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy H02 of Northampton</li> </ul>
<b>Daylight/Sunlight Assessment</b>	A daylight/Sunlight Assessment will be required for all applications where the proposed development may affect the current levels of daylight-sunlight enjoyed by occupiers of an adjoining residential property.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Drainage Strategy</b>	For 5 - 9 dwellings or creation or change of use of 500-999sqm floor space  Details of Sustainable Urban Drainage Systems (SuDS) being provided onsite or within close proximity to assist with the management of surface water.  Foul drainage details may also be required.	Policy BN7 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5 For Northampton</li> </ul>
<b>Ecology: Biodiversity Net Gain Local requirement</b>	If the development is not exempt, the following is required. <ul style="list-style-type: none"> <li>• Habitat condition assessment which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>• Draft Biodiversity Gain Plan</li> <li>• Draft Post Development BNG Matrix which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>• Draft post development habitats plan</li> </ul>	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> </ul> Policy ENV3, ENV4, ENV5 of Northampton
<b>Ecology: Biodiversity Checklist</b>	Complete the Biodiversity Checklist within Appendix 1 of the Biodiversity SPD <a href="https://cms.westnorthants.gov.uk/media/8843/download">https://cms.westnorthants.gov.uk/media/8843/download</a>	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> </ul> Policy ENV3, ENV4, ENV5 of Northampton
<b>Ecology: survey and report</b>	All applications which are likely to affect a protected or nationally, regionally or locally important species and /or protected or nationally,	Policy BN2 of the Joint Core Strategy

Information	What is required	Justification
	<p>regionally or locally important habitats or geological features, will require a Preliminary Ecological Appraisal Report (PEAR) and any predetermination surveys generated from this initial appraisal.</p> <p>The results of the above should be submitted as an Ecological Impact Assessment (EcIA) as part of the planning application.</p> <p>Details of Biodiversity Enhancements for priority species and habitats that are NOT part of the BNG requirements e.g. plan of bird and bat boxes, native tree/shrub planting, shall be submitted.</p> <p>Any reference to locations of Badger setts need to be removed from the EcIA, and submitted as part of a separate report clearly marked Sensitive/Confidential</p> <p>Where entering the <a href="#">District Licensing Scheme for Great Crested Newts</a>, the relevant reports and/or certificate should also be included.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Flood Risk Assessment</b>	<p>Any development falling into the following categories:</p> <ul style="list-style-type: none"> <li>- within flood zone 2 or 3;</li> <li>- more than 1 hectare (ha) in flood zone 1;</li> <li>- less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or ;</li> <li>- within 20 metres of any watercourse;</li> </ul> <p>Adjacent to, or including, any flood bank or other flood control structure</p>	<p>Policy BN7 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5 For Northampton</li> </ul>
<b>Habitat Regulation Assessment</b>	<p>A habitat regulation assessment will be required for any development with the potential to impact the Upper Nene Valley Gravel Pits SPA and within a 3km buffer zone of this.</p>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy NE1 South Northamptonshire</li> <li>• Policy ENV5 of Northampton</li> </ul>

Information	What is required	Justification
		Upper Nene Valley Gravel Pits SPA SPD (adopted by West Northamptonshire November 2021) <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a>
<b>Heritage Impact Assessment</b>	<p>A proportionate assessment of the heritage asset(s) concerned (scheduled monument, listed building, conservation area, registered historic park and garden, locally listed building, local area of special character, locally listed historic park and garden or other non- designated heritage asset), and the works/development proposed. This should consider:</p> <ul style="list-style-type: none"> <li>a) documents relating to the heritage asset, including the statutory listing entry or conservation area character statement, as appropriate, as well as the historic environment record, historical mapping and photographs, publications and archives, and local history groups and civic societies;</li> <li>b) a description of the asset(s) and its setting (this may include important views towards and from the heritage asset);</li> <li>c) a summary of the asset's significance in terms of architectural, archaeological, artistic or historical interest, taking account of Historic England's Conservation Principles;</li> <li>d) a justification for the development, considering why the proposals are required; whether there are alternative methods or locations to achieve the development; what the public benefits would be; whether the development would harm the heritage asset or put it at risk in any way; whether there ways of avoiding or mitigating the impacts on the heritage asset; and whether the scale, design and materials proposed are appropriate; and</li> <li>e) for works to listed buildings, whether the works required would also accord with other regulatory requirements, such as Building Regulations, environmental health, etc.</li> </ul> <p>Where enabling development is proposed, this assessment should consider the implications of the development and be supported by a viability appraisal in order to demonstrate the quantum proposed is</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
	appropriate. More information is available in the Planning Practice Guidance and from Historic England.	
<b>Housing Quality Statement</b>	The Housing Quality Statement must provide an assessment of how each of the proposed homes complies with the relevant policies, guidance and Nationally Described Space Standards relating to unit mix, tenure mix (for affordable housing), accessible design, dwelling and/or room size, and amenity space provision (including private, communal and play space).	<p>Policy H2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy H08 For Daventry District</li> <li>• Policy LH8, LH10 South Northamptonshire</li> <li>• Policy HO2, HO3 of Northampton</li> </ul> <p>Housing SPD</p>
<b>Independent Design Review Panel</b>	For all developments pursuant of paragraph 84(e) for the NPPF.	<p>Policy SA, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy RA6 For Daventry District</li> <li>• Policy LH1, South Northamptonshire</li> <li>• Policy SD1 of Northampton</li> </ul>
<b>Marketing Information</b>	Any proposals for the redevelopment of employment sites not allocated for alternative uses within the Local Plan; Any development for change of use/redevelopment of premises last used for social/community, leisure use or local retails service	<p>Policy E1, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>• Policy EC1, CRC1, CRC5 of Northampton</li> </ul>
<b>Noise Impact Assessment</b>	<p>Residential schemes in close proximity to noise sources (such as roads, commercial premises)</p> <p>The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet</p>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>

Information	What is required	Justification
	national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required.	
<b>Parking and access arrangement Plan</b>	<p>Details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking.</p> <p>If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>Policy MO4 and HO3 of Northampton</li> </ul>
<b>Parking Assessment/beat survey</b>	<p>Any development where the level of parking proposed does not meet the standards at out within the Development Plan</p> <p>A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>• Policy MO4 and HO3 of Northampton</li> </ul>
<b>Plan: Existing and proposed elevations</b>	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p> <p>Proposed materials and obscure glazing should also be indicated.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
<b>Plan: Existing and proposed floor plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed roof plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed sections</b>	Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Landscaping Plan</b>	To show the approach to hard surfacing, boundary treatments, above ground earthworks and planting proposals across the site	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV1 For Daventry District</li> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>



Information	What is required	Justification
<b>Plan: Levels</b>	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Plans should show existing site levels and finished floor levels for the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Street Scene Plan</b>	For developments facing public realm and/or filling a gap between existing buildings, a street scene drawing(s), particularly where the development is visible from the public realm;	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 For Northampton</li> </ul>
<b>Plan: Tree Survey/ Protection Plan</b>	Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturist	Policy BN3 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy, NE4, South Northamptonshire</li> </ul>
<b>Planning Statement</b>	<p>A statement which identifies the context and need (if relevant) for a proposed development. In particular it is expected to provide information the extent to which it complies with relevant planning policies, including any adopted Neighbourhood Plan, SPDs and SPGs, the NPPF and PPG, and provides justification for the development where there is divergence from the plan. It should also consider emerging planning policies and include the details of any pre-application advice or consultation.</p> <p>Depending on the scope and nature of the proposed development, the type of application and the sensitivity of the site's location, the statement may vary from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.</p>	Whole Development Plan: West Northamptonshire Joint Core Strategy (Part 1), Northampton Local Plan (Part 2), Settlement and Countryside Local Plan (Part 2) For Daventry District, South Northamptonshire Local Plan (Part 2)

Information	What is required	Justification
<b>Rural Enterprise Statement</b>	for creation of a rural worker's dwelling	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy HO6, For Daventry District</li> <li>Policy LH4, South Northamptonshire</li> </ul>
<b>SAMM Payment</b>	For residential developments which result in a net increase in the number of dwellings within 3km of the Special Protection Area (SPA), it is necessary to avoid and mitigate likely significant effect on the SPA by making a financial contribution per dwelling towards Strategic Access Management and Monitoring (SAMM) or provide other suitable infrastructure.	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy NE1 South Northamptonshire</li> <li>• Policy ENV5 of Northampton</li> </ul> <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a>
<b>Schedule of development</b>	All proposals for new dwellings for new residential or commercial floor space  Detailed schedule of the number and types of residential units proposed; and/or Detailed schedule of the breakdown of commercial floor space	
<b>Schedule of plans and drawing</b>	All proposals for new dwellings or change of use should provide a document listing the relevant plans and drawing.	
<b>Site Photos</b>	All applications should include photographs within a separate (confidential) document to aid the Council's assessment of the application. Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates). Contextual elevations and 3D visualisations which accurately represent the development should be provided for all Major development and see additional requirements for Townscape and Visual Impact Assessments (TVIA).	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
<b>Site Waste Management Plan</b>	<p>All applications for residential development(including changes of use) that will have an impact on the generation of waste.</p> <p>A plan to demonstrate that waste storage and collection arrangements for the development can be accommodated.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV10 For Daventry District</li> <li>• Policy SS2, For South Northamptonshire</li> <li>• Policy Q2 of Northampton</li> </ul>
<b>Structure Report</b>	<p>A structural survey of a property may be required, for example, when considering demolition works or where conversions are being undertaken a structural report would be required to demonstrate that the building can be converted.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Sustainability Statement</b>	<p>A statement about how the design and construction of the development complies with sustainable design and construction policies.</p> <p>It should consider how the layout and construction methods embrace the policy objectives, how landscaping can be utilised to improve sustainability, opportunities for renewable energy linkages and generation, use of sustainable sources of building materials, and achieving carbon neutrality. Where an element of the scheme cannot fulfil the policy requirements, a justification should be provided.</p> <p>The statement should also outline how the development proposes to interact through providing positive environmental, social and economic implications, such as integration with sustainable transport networks and infrastructure and climate change mitigation.</p>	<p>Policy S10, S11, C2 of the Joint Core Strategy</p>
<b>Tree Survey</b>	<p>Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist</p>	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> </ul> <p>Policy ENV3, ENV4, ENV5 of</p>

Information	What is required	Justification
		Northampton

10. Minor commercial development applications (less than 1000 sq.m of floor space or site area of less than 1ha)/ change of use

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form, including certificates and agricultural land declaration must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Biodiversity Net Gain Matrix From</b>	<p>If the development is not exempt, detailed ecological information must be provided by a suitably qualified ecologist to demonstrate how measurable BNG will be delivered.</p> <p>This must, as a minimum, include a plan showing onsite habitat(s), and a copy of a Statutory Metric assessment of the site (baseline habitats recorded), which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</p> <p>Further details on what is required to be submitted and when can be found on <a href="https://www.gov.uk/guidance/biodiversity-net-gain">https://www.gov.uk/guidance/biodiversity-net-gain</a></p>	National Requirements
<b>Biodiversity Statement</b>	Each application should be accompanied by a Biodiversity Statement stating whether the Biodiversity Net Gain (BNG) General Condition applies to that development. This may be within the application form, cover letter, or BNG Statement and referenced in the Application Inventory	National Requirements

Information	What is required	Justification
<b>Community Infrastructure Levy (CIL)</b>	Completed CIL Form 1 and 2 The CIL Additional Information form and guidance notes can be found on the Planning Portal website	National Requirements
<b>Design and access statement</b>	<p>A Design and Access Statement (DAS) is a document that explains the design principles and concepts that have been applied to the development, and how issues related to access have been dealt with. The key components of a DAS are:</p> <ol style="list-style-type: none"> <li>1. Design: This section covers the design process, including the rationale behind the design choices. It addresses aspects such as layout, scale, appearance, and landscaping.</li> <li>2. Access: This part explains how the development ensures inclusive access for all users, including considerations for people with disabilities. It covers aspects like vehicular and pedestrian access, public transport links, and how the design promotes accessibility.</li> </ol> <p>For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significance of heritage assets, the particular physical features that contribute to special interests, and setting.</p>	The statutory requirements for design and access statements are set out in Article 9 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Fire statement</b>	<p>Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys.</p> <p>The application must be accompanied by a fire statement, completed by an expert and submitted as part of the application for planning permission.</p>	National Requirement

Information	What is required	Justification
	<p>The Fire Statement should included as a minimum:</p> <ul style="list-style-type: none"> <li>• the principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>• the site layout;</li> <li>• emergency vehicle access and water supplies for firefighting purposes;</li> <li>• 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;</li> <li>• how any planning policies relating to fire safety have been taken into account.</li> </ul>	
<b>Plan: Block/site plan</b>	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (General Development Procedure) Order(England) 2015
<b>Plan: Necessary plans/ drawings</b>	Plans or drawings in information necessary to describe the development which is the subject of the application. Plans or drawings must be to an identified scale and plans must show the direction of north.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Site location plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Statement of Community Involvement</b>	For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres	National Requirements

## Local Requirement

Information	What is required	Justification
<b>Air Quality</b>	Proposals for new development which are likely to cause pollution or likely to result in exposure to sources of pollution or risks to safety will need to demonstrate that they provide opportunities to minimise and where possible reduce pollution issues that are a barrier to achieving sustainable development and healthy communities	Policy BN9 of the Joint Core Strategy  Policies within Local Plans Part 2 • Policy CW11 and ENV10 For Daventry District • Policy SS2 and SDP2 For South Northamptonshire • Policy Q3 and Q4 For Northampton
<b>Archaeological desk-based assessment</b>	An assessment designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development. This should analyse the Historic Environment Record, any areas of archaeological potential highlighted in the adopted Conservation Area Appraisals and Management Plans. Such assessments should establish the nature and extent of any further pre-determination works that may be necessary, including geophysical surveys and/or field evaluation.  Please contact the Council's Planning Archaeology to ascertain if a Desk Based Assessment is required.	Policies within Local Plans Part 2 • Policy ENV7, ENV10 For Daventry District • Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire • Policy ENV6, Q1 and Q2 of Northampton
<b>Contaminated Land Assessment</b>	Any application where the development is known or suspected to be affected by land contamination  An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report: - Site inspection scope; - Review of historical land use; - Review of environmental setting;	Policy BN9 of the Joint Core Strategy  Policies within Local Plans Part 2 • Policy ENV10 and CW1 For Daventry District • Policy SS2, South Northamptonshire • Policy Q4 of Northampton
<b>Crime Statement</b>	This can be a separate document or included within the Design and Access Statement where appropriate. It should include the following information:	Policy D4, of the Joint Core Strategy  Policies within Local Plans Part 2 • Policy ENV10 For Daventry District

Information	What is required	Justification
	<p>What crime or fear of crime could be associated with the development and why</p> <p>How crime and fear of crime has been designed out taking into account 'Secured by Design' and 'Park Mark' standards</p>	<ul style="list-style-type: none"> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy H02 of Northampton</li> </ul>
<b>Daylight/Sunlight Assessment</b>	A daylight/Sunlight Assessment will be required for all applications where the proposed development may affect the current levels of daylight-sunlight enjoyed by occupiers of an adjoining residential property.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Drainage Strategy</b>	<p>For creation or change of use of 500-999sqm floor space</p> <p>Details of Sustainable Urban Drainage Systems (SuDS) being provided onsite or within close proximity to assist with the management of surface water.</p> <p>Foul drainage details may also be required.</p>	<p>Policy BN7 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5 For Northampton</li> </ul>
<b>Ecology: Biodiversity Net Gain Local requirement</b>	<p>If the development is not exempt, the following is required.</p> <ul style="list-style-type: none"> <li>• Habitat condition assessment which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>• Draft Biodiversity Gain Plan</li> <li>• Draft Post Development BNG Matrix which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>• Draft post development habitats plan</li> </ul>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> </ul> <p>Policy ENV3, ENV4, ENV5 of Northampton</p>
<b>Ecology: Biodiversity Checklist</b>	Complete the Biodiversity Checklist within Appendix 1 of the Biodiversity SPD <a href="https://cms.westnorthants.gov.uk/media/8843/download">https://cms.westnorthants.gov.uk/media/8843/download</a>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> </ul> <p>Policy ENV3, ENV4, ENV5 of Northampton</p>



Information	What is required	Justification
<b>Ecology: survey and report</b>	<p>All applications which are likely to affect a protected or nationally, regionally or locally important species and /or protected or nationally, regionally or locally important habitats or geological features, will require a Preliminary Ecological Appraisal Report (PEAR) and any predetermination surveys generated from this initial appraisal.</p> <p>The results of the above should be submitted as an Ecological Impact Assessment (EcIA) as part of the planning application.</p> <p>Details of Biodiversity Enhancements for priority species and habitats that are NOT part of the BNG requirements e.g. plan of bird and bat boxes, native tree/shrub planting, shall be submitted.</p> <p>Any reference to locations of Badger setts need to be removed from the EcIA, and submitted as part of a separate report clearly marked Sensitive/Confidential</p> <p>Where entering the <a href="#">District Licensing Scheme for Great Crested Newts</a>, the relevant reports and/or certificate should also be included.</p>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Flood Risk Assessment</b>	<p>Any development falling into the following categories:</p> <ul style="list-style-type: none"> <li>- within flood zone 2 or 3;</li> <li>- more than 1 hectare (ha) in flood zone 1;</li> <li>- less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or ;</li> <li>- within 20 metres of any watercourse;</li> </ul> <p>Adjacent to, or including, any flood bank or other flood control structure</p>	<p>Policy BN7 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5 For Northampton</li> </ul>
<b>Heritage Impact Assessment</b>	<p>A proportionate assessment of the heritage asset(s) concerned (scheduled monument, listed building, conservation area, registered historic park and garden, locally listed building, local area of special character,</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> </ul>

Information	What is required	Justification
	<p>locally listed historic park and garden or other non- designated heritage asset), and the works/development proposed. This should consider:</p> <ol style="list-style-type: none"> <li>documents relating to the heritage asset, including the statutory listing entry or conservation area character appraisal, as appropriate, as well as the historic environment record, historical mapping and photographs, publications and archives, and local history groups and civic societies;</li> <li>a description of the asset(s) and its setting (this may include important views towards and from the heritage asset);</li> <li>a summary of the asset's significance in terms of architectural, archaeological, artistic or historical interest, taking account of Historic England's Conservation Principles;</li> <li>a justification for the development, considering why the proposals are required; whether there are alternative methods or locations to achieve the development; what the public benefits would be; whether the development would harm the heritage asset or put it at risk in any way; whether there ways of avoiding or mitigating the impacts on the heritage asset; and whether the scale, design and materials proposed are appropriate; and</li> <li>for works to listed buildings, whether the works required would also accord with other regulatory requirements, such as Building Regulations, environmental health, etc.</li> </ol> <p>Where enabling development is proposed, this assessment should consider the implications of the development and be supported by a viability appraisal in order to demonstrate the quantum proposed is appropriate. More information is available in the Planning Practice Guidance and from Historic England.</p>	<ul style="list-style-type: none"> <li>Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Lighting Assessment</b>	<p>Applications for floodlighting must include a lighting assessment which must include: hours of operation, light levels, off site light spillage, column heights, equipment design, layout plan with beam orientations and details of any mitigation measures required</p>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV10 and CW1 For Daventry District</li> <li>Policy SS2, South Northamptonshire</li> </ul>

Information	What is required	Justification
		<ul style="list-style-type: none"> <li>• Policy Q4 of Northampton</li> </ul>
<b>Marketing Information</b>	Any proposals for the redevelopment of employment sites not allocated for alternative uses within the Local Plan; Any development for change of use/redevelopment of premises last used for social/community, leisure use or local retails service	<p>Policy E1, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>• Policy EC1, CRC1, CRC5 of Northampton</li> </ul>
<b>Noise Impact Assessment</b>	<p>Residential schemes in close proximity to noise sources (such as roads, commercial premises)</p> <p>The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required.</p>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Odour Assessment</b>	for development where commercial or communal extraction or ventilation is required	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Parking and access arrangement Plan</b>	<p>Details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking.</p> <p>If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> </ul> <p>Policy MO4 and HO3 of Northampton</p>

Information	What is required	Justification
<b>Parking Assessment/beat survey</b>	<p>Any development where the level of parking proposed does not meet the standards at out within the Development Plan</p> <p>A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>• Policy MO4 and HO3 of Northampton</li> </ul>
<b>Plan: Existing and proposed elevations</b>	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p> <p>Proposed materials and obscure glazing should also be indicated.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed floor plans</b>	<p>Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed roof plans</b>	<p>Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p>

Information	What is required	Justification
		<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed sections</b>	<p>Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Landscaping Plan</b>	To show the approach to hard surfacing, boundary treatments, above ground earthworks and planting proposals across the site	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 For Daventry District</li> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Landscaping Scheme</b>	<p>Landscaping schemes should include:</p> <p>Planting plans; written specifications (including cultivation and other operations associated with tree, plant or grass establishment); schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate;</p> <p>Show existing vegetation to be retained together with measures for its protection during the course of construction.</p> <p>Indicate existing vegetation that will be removed.</p> <p>Means of enclosure; hard surfacing materials; structures and ancillary objects (refuse bins, lighting columns etc)</p> <p>Areas of Public Open Space</p> <p>Green and Blue infrastructure</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p>

Information	What is required	Justification
	Contain a management statement where appropriate.	
<b>Plan: Levels</b>	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Plans should show existing site levels and finished floor levels for the proposed development.	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Street Scene Plan</b>	for developments facing public realm and/or filling a gap between existing buildings, a street scene drawing(s), particularly where the development is visible from the public realm;	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 For Northampton</li> </ul>
<b>Planning Statement</b>	<p>A statement which identifies the context and need (if relevant) for a proposed development. In particular it is expected to provide information the extent to which it complies with relevant planning policies, including any adopted Neighbourhood Plan, SPDs Neighbourhood Plan, SPDs and SPGs, the NPPF and PPG. It should also consider emerging planning policies and include the details of any pre-application advice or consultation.</p> <p>Depending on the scope and nature of the proposed development, the type of application and the sensitivity of the site's location, the statement may vary from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.</p>	Whole Development Plan: West Northamptonshire Joint Core Strategy (Part 1), Northampton Local Plan (Part 2), Settlement and Countryside Local Plan (Part 2) For Daventry District, South Northamptonshire Local Plan (Part 2)

Information	What is required	Justification
<b>Retail Impact Assessment</b>	An assessment to establish whether the impact of certain out of centre and edge of centre proposals over time (up to 5 years or 10 for major schemes) on existing town and local centres is or is not significantly adverse. The impact should be assessed in relation to all town and local centres that may be affected, which are not necessarily just those closest to the proposal and may be in neighbouring authority areas. The retail impact test checklist set out in the Planning Practice Guidance should be followed.	Policy S9, of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>• Policy CRC1, of Northampton</li> </ul>
<b>SAMM Payment</b>	For residential developments which result in a net increase in the number of dwellings within 3km of the Special Protection Area (SPA), it is necessary to avoid and mitigate likely significant effect on the SPA by making a financial contribution per dwelling towards Strategic Access Management and Monitoring (SAMM) or provide other suitable infrastructure.	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy NE1 South Northamptonshire</li> <li>• Policy ENV5 of Northampton</li> </ul> Upper Nene Valley Gravel Pits SPA SPD (adopted by West Northamptonshire November 2021) <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a>
<b>Schedule of development</b>	All proposals for new dwellings for new residential or commercial floor space  Detailed schedule of the number and types of residential units proposed; and/or Detailed schedule of the breakdown of commercial floor space	
<b>Schedule of plans and drawing</b>	All proposals for new dwellings or change of use should provide a document listing the relevant plans and drawing.	
<b>Sequential Test</b>	Any proposals for retail and other Main Town Centre uses or office development that fall outside a defined centre.	Policy S9, of the Joint Core Strategy

Information	What is required	Justification
	An assessment of available premises within or on the edge of town and local centres in an agreed area of search. This area should be agreed in advance through pre-application advice. If the proposal has particular market and locational requirements which mean that they may only be accommodated in specific locations, then a robust justification for this 'filtering' of available premises must be provided. The scope for flexibility in the format and/or scale of the proposal must also be outlined.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy EC4, For Daventry District</li> <li>• Policy EMP2, EMP3, EMP4, INF2, South Northamptonshire</li> <li>• Policy RS4, CRC1, CRC5 of Northampton</li> </ul>
<b>Site Photos</b>	All applications should include photographs within a separate (confidential) document to aid the Council's assessment of the application. Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates). Contextual elevations and 3D visualisations which accurately represent the development should be provided for all Major development and see additional requirements for Townscape and Visual Impact Assessments (TVIA).	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Site Waste Management Plan</b>	All applications for residential development (including changes of use) that will have an impact on the generation of waste.  A plan to demonstrate that waste storage and collection arrangements for the development can be accommodated.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, For South Northamptonshire</li> <li>Policy Q2 of Northampton</li> </ul>
<b>Structure Report</b>	A structural survey of a property may be required, for example, when considering demolition works or where conversions are being undertaken a structural report would be required to demonstrate that the building can be converted.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Sustainability Statement</b>	A statement about how the design and construction of the development complies with sustainable design and construction policies.	Policy S10, S11, C2 of the Joint Core Strategy



Information	What is required	Justification
	<p>It should consider how the layout and construction methods embrace the policy objectives, how landscaping can be utilised to improve sustainability, opportunities for renewable energy linkages and generation, use of sustainable sources of building materials, and achieving carbon neutrality. Where an element of the scheme cannot fulfil the policy requirements, a justification should be provided.</p> <p>The statement should also outline how the development proposes to interact through providing positive environmental, social and economic implications, such as integration with sustainable transport networks and infrastructure and climate change mitigation.</p>	
<b>Transport: Transport Assessment/ Statement</b>	<p>The Transport Assessment should demonstrate that the trip generation generated by the site has been assessed. It should include all aspects of movement by people and vehicles and should be accompanied by a Travel Plan.</p> <p>The <a href="#">PPG</a> provides brief guidance on when a Transport Assessment or Transport Statement is required and the scope and level of details.</p> <p>Required for all applications where the proposed development has significant transport implications. The scope and details of the transport assessment should be agreed with the local highway authority.</p>	<p>Policy CS2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ST1, For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy MO1, MO2, MO3 of Northampton</li> </ul>
<b>Tree Survey</b>	<p>Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist</p>	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy, NE4, South Northamptonshire</li> </ul>

## 11. Non-material amendments

This type of application facilitates amendments to plans, drawings, conditions and the description of a development, where the changes have an 'non-material' effect.

There is no statutory definition of non-material. This is because it will be dependent on the context of the overall scheme when compared to the originally permitted development. An amendment that is non-material in one context may be material in another. The local planning authority must be satisfied that the amendment sought is non-material in order to accept such an application, and this decision rests solely with the local planning authority. Further advice is available in the [Planning Practice Guidance](#).

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Updated BNG</b>	An updated biodiversity Net gain Statement and Metric	

## Local Requirement

Information	What is required	Justification
<b>Drawing Schedule</b>	For major developments	
<b>Marketing Report</b>	where the application concerns the removal of an occupancy or restrictive use condition, a marketing report to demonstrate that the property can no longer be occupied in accordance with that condition	<p>Policy E1, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>• Policy EC1, CRC1, CRC5 of Northampton</li> </ul>
<b>Plan: Existing and proposed elevations</b>	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.<sup>2</sup></p> <p>Proposed materials and obscure glazing should also be indicated.</p>	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed floor plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	<p>Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
<b>Plan: Existing and proposed roof plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Planning Statement</b>	Written statement setting out clearly the changes proposed from the previously approved application, to which amendments are proposed, and why they are considered non-material.	
<b>Update plans and document</b>	For Major Development updates to: (if impacted by changes) <ul style="list-style-type: none"> <li>• Phasing Plan</li> <li>• Drawing Schedule</li> <li>• Housing Statement (if affordable housing is changing)</li> </ul>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Viability Appraisal</b>	where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an updated planning obligations statement and viability appraisal	Policy H2, of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy HO8, For Daventry District</li> </ul>

## 12. Outline Application

This application type is suited to developments where the design of the site is yet to be confirmed, but the certainty of a development opportunity is needed.

Detail of access, appearance, layout, scale and landscaping can be deferred to a later date. These are known as 'reserved matters'. An outline application can be made seeking consideration of none or some of the reserved matters, but not all. Where an application is made seeking consideration of some of the reserved matters, regard should be had to the information requirements set out in section 18.

Outline applications are not appropriate where the full detail of a proposal is necessary in order to establish whether the principle of development can be supported, such as extensions to buildings, dual applications (see paragraph 1.9), proposals in conservation areas, most infill proposals or for changes of use. In some circumstances, it is not appropriate to use outline applications where the proposal would affect a heritage asset, including its setting.

The local planning authority may invoke its legal powers to require the submission of details for one or more of the reserved matters. In many cases, access will need to be considered whilst layout and scale can be important for infill and backland developments.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form, including certificates and agricultural land declaration must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Biodiversity Net Gain Matrix Form</b>	<p>If the development is not exempt, detailed ecological information must be provided by a suitably qualified ecologist to demonstrate how measurable BNG will be delivered.</p> <p>This must, as a minimum, include a plan showing onsite habitat(s), and a copy of a Statutory Metric assessment of the site (baseline habitats recorded),</p>	National Requirements

Information	What is required	Justification
	<p>which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</p> <p>Further details on what is required to be submitted and when can be found on <a href="https://www.gov.uk/guidance/biodiversity-net-gain">https://www.gov.uk/guidance/biodiversity-net-gain</a></p>	
<b>Biodiversity Statement</b>	Each application should be accompanied by a Biodiversity Statement stating whether the Biodiversity Net Gain (BNG) General Condition applies to that development. This may be within the application form, cover letter, or BNG Statement and referenced in the Application Inventory	National Requirements
<b>Design and access statement</b>	<p>A design and access statement (DAS) is required for:</p> <ul style="list-style-type: none"> <li>- applications for major development;</li> <li>- applications for development in a designated area (Conservation Area) where the proposed development consists of: <ul style="list-style-type: none"> <li>- one or more dwellings; or - a building or buildings with a floor space of 100 square meters or more;</li> <li>-</li> </ul> </li> </ul> <p>A Design and Access Statement (DAS) is a document that explains the design principles and concepts that have been applied to the development, and how issues related to access have been dealt with. The key components of a DAS are:</p> <ol style="list-style-type: none"> <li>1. Design: This section covers the design process, including the rationale behind the design choices. It addresses aspects such as layout, scale, appearance, and landscaping.</li> <li>2. Access: This part explains how the development ensures inclusive access for all users, including considerations for people with disabilities. It covers aspects like vehicular and pedestrian access, public transport links, and how the design promotes accessibility.</li> </ol> <p>For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significance of heritage assets,</p>	The statutory requirements for design and access statements are set out in Article 9 of the Town and Country Planning (General Development Procedure) Order (England) 2015

Information	What is required	Justification
	the particular physical features that contribute to special interests, and setting.	
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Fire statement</b>	<p>Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys.</p> <p>The application must be accompanied by a fire statement, completed by an expert and submitted as part of the application for planning permission.</p> <p>The Fire Statement should include as a minimum:</p> <ul style="list-style-type: none"> <li>the principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>the site layout;</li> <li>emergency vehicle access and water supplies for firefighting purposes;</li> <li>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;</li> <li>how any planning policies relating to fire safety have been taken into account.</li> </ul>	National Requirement
<b>Parking and access arrangement Plan</b>	<p>Where access and/or layout is to be considered details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking.</p> <p>If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV10 For Daventry District</li> <li>Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>Policy MO4 and HO3 of Northampton</li> </ul>

Information	What is required	Justification
<b>Plan: Elevation Plans</b>	where appearance is to be considered, proposed elevations of the buildings	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Illustrative Masterplan</b>	where access, layout and/or scale is a Reserved Matter, an illustrative masterplan indicating, where relevant, the locations where vehicular and pedestrian access to the site could be made, the manner in which the site could be laid out to support the quantum of development and range of uses proposed, and/or parameters for the maximum ridge and eaves heights of buildings in each part of the site;	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Landscaping Scheme</b>	<p>Landscaping schemes should include:</p> <p>Planting plans; written specifications (including cultivation and other operations associated with tree, plant or grass establishment); schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate;</p> <p>Show existing vegetation to be retained together with measures for its protection during the course of construction.</p> <p>Indicate existing vegetation that will be removed.</p> <p>Means of enclosure; hard surfacing materials; structures and ancillary objects (refuse bins, lighting columns etc)</p> <p>Areas of Public Open Space</p> <p>Green and Blue infrastructure</p> <p>Contain a management statement where appropriate.</p>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Layout Plan</b>	<ul style="list-style-type: none"> <li>• where access is to be considered, a layout plan indicating the location(s) where vehicular and pedestrian access to the site will be made and their detailed setting out;</li> <li>• where layout is to be considered, a layout plan to show the position of routes, buildings, drainage features and open spaces within the site, as well as floor plans for buildings;</li> <li>• where layout or access is to be considered, swept path drawings for refuse and service vehicles;</li> <li>• where scale is to be considered, a layout plan to show the maximum</li> </ul>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015



Information	What is required	Justification
	ridge and eaves heights of buildings;	
<b>Plan: Site location plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Statement of Community Involvement</b>	For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres	National Requirements
<b>Transport: Active Travel England Planning Application Assessment toolkit</b>	<p>The Active Travel England Planning Application Assessment toolkit is required for the following development:</p> <ul style="list-style-type: none"> <li>• comprising of 150 homes or more</li> <li>• more than 7,500 square metres in size</li> <li>• an area of at least five hectares</li> </ul>	National Requirement

## Local Requirement

Information	What is required	Justification
<b>Affordable housing statement</b>	<p>A statement detailing the overall mix of housing tenures and provision of accessible and adaptable homes. The statement must include the following:</p> <ul style="list-style-type: none"> <li>• any arrangements with social housing providers;</li> <li>• justification for different proportions and/or mix of affordable or market tenures, where deviating from policy;</li> <li>• for full and reserved matters applications, a layout plan which shows the location of market and affordable housing;</li> <li>• any details of innovative design and construction methods; and</li> <li>• any other material information which influences the provision of affordable housing or housing mix (e.g. need for or viability of scheme to provide affordable housing).</li> </ul>	<p>Policy H2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy H08 For Daventry District</li> <li>• Policy LH8 South Northamptonshire</li> <li>• Policy H02 of Northampton</li> </ul> <p>Housing SPD</p>

Information	What is required	Justification
<b>Air Quality</b>	Proposals for new development which are likely to cause pollution or likely to result in exposure to sources of pollution or risks to safety will need to demonstrate that they provide opportunities to minimise and where possible reduce pollution issues that are a barrier to achieving sustainable development and healthy communities	Policy BN9 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy CW11 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP2 For South Northamptonshire</li> <li>• Policy Q3 and Q4 For Northampton</li> </ul>
<b>Archaeological desk-based assessment</b>	An assessment designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development. This should analyse the Historic Environment Record, any areas of archaeological potential highlighted in the adopted Conservation Area Appraisals and Management Plans. Such assessments should establish the nature and extent of any further pre-determination works that may be necessary, including geophysical surveys and/or field evaluation.  Please contact the Council's Planning Archaeology to ascertain if a Desk Based Assessment is required.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>
<b>Contaminated Land Assessment</b>	Any application where the development is known or suspected to be affected by land contamination  An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report: <ul style="list-style-type: none"> <li>- Site inspection scope;</li> <li>- Review of historical land use;</li> <li>- Review of environmental setting;</li> </ul>	Policy BN9 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Crime Statement</b>	This can be a separate document or included within the Design and Access Statement where appropriate. It should include the following information: What crime or fear of crime could be associated with the development and why How crime and fear of crime has been designed out taking into account 'Secured by Design' and 'Park Mark' standards	Policy D4, of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy H02 of Northampton</li> </ul>

Information	What is required	Justification
<b>Drainage Strategy</b>	<p>Details of Sustainable Urban Drainage Systems (SuDS) being provided onsite or within close proximity to assist with the management of surface water.</p> <p>Foul drainage details may also be required.</p>	<p>Policy BN7 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5For Northampton</li> </ul>
<b>Design Code</b>	Outline applications for major development, (here appearance is reserved matter) should be accompanied by design codes, with reference to the National Model Design Code.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Ecology: Biodiversity Net Gain Local requirement</b>	<p>If the development is not exempt, the following is required.</p> <ul style="list-style-type: none"> <li>• Habitat condition assessment which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>• Draft Biodiversity Gain Plan</li> <li>• Draft Post Development BNG Matrix which should be provided in both an Excel format as well as a 'fit to page' publishable .pdf export.</li> <li>• Draft post development habitats plan</li> </ul>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Ecology: Biodiversity Checklist</b>	Complete the Biodiversity Checklist within Appendix 1 of the Biodiversity SPD <a href="https://cms.westnorthants.gov.uk/media/8843/download">https://cms.westnorthants.gov.uk/media/8843/download</a>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>

Information	What is required	Justification
<b>Ecology: survey and report</b>	<p>All applications which are likely to affect a protected or nationally, regionally or locally important species and /or protected or nationally, regionally or locally important habitats or geological features, will require a Preliminary Ecological Appraisal Report (PEAR) and any predetermination surveys generated from this initial appraisal.</p> <p>The results of the above should be submitted as an Ecological Impact Assessment (EcIA) as part of the planning application.</p> <p>Details of Biodiversity Enhancements for priority species and habitats that are NOT part of the BNG requirements e.g. plan of bird and bat boxes, native tree/shrub planting, shall be submitted.</p> <p>Any reference to locations of Badger setts need to be removed from the EcIA, and submitted as part of a separate report clearly marked Sensitive/Confidential</p> <p>Where entering the <a href="#">District Licensing Scheme for Great Crested Newts</a>, the relevant reports and/or certificate should also be included.</p>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Environment Statement (EIA)</b>	<p>Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA regulations. Those developments included in Schedule 2 of the EIA Regulations may also require and EIA.</p>	<p>The Town &amp; Country Planning (Environmental Impact Assessment) England and Wales Regulations 1999, as amended Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</p>
<b>Flood Risk Assessment</b>	<p>Any development falling into the following categories:</p> <ul style="list-style-type: none"> <li>- within flood zone 2 or 3;</li> <li>- more than 1 hectare (ha) in flood zone 1;</li> <li>- less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or ;</li> </ul>	<p>Policy BN7 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> </ul>

Information	What is required	Justification
	-within 20 metres of any watercourse; Adjacent to, or including, any flood bank or other flood control structure	<ul style="list-style-type: none"> <li>• Policy Q5For Northampton</li> </ul>
<b>Green space/playing field assessment</b>	For development leading to the loss of playing fields, formal open space, public open space or amenity open space (whether publicly adopted or not), and for major applications for residential development (where the proximity to existing playing fields or public open space will need to be considered	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy CW2, For Daventry District</li> <li>• Policy GS1, South Northamptonshire</li> <li>• Policy CRC4 of Northampton</li> </ul>
<b>Health Impact Assessment</b>	An assessment to identify all positive and negative health effects that may result from the development so to enhance the benefits for, and minimise any risks to, health. The assessment should consider the impacts on different sectors of the population, noting that certain groups are potentially more vulnerable to negative impacts from development.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy CW1, For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> </ul> Q4 of Northampton
<b>Heritage Impact Assessment</b>	<p>A proportionate assessment of the heritage asset(s) concerned (scheduled monument, listed building, conservation area, registered historic park and garden, locally listed building, local area of special character, locally listed historic park and garden or other non- designated heritage asset), and the works/development proposed. This should consider:</p> <p>documents relating to the heritage asset, including the statutory listing entry or conservation area character appraisal, as appropriate, as well as the historic environment record, historical mapping and photographs, publications and archives, and local history groups and civic societies;</p> <p>a description of the asset(s) and its setting (this may include important views towards and from the heritage asset);</p> <p>a summary of the asset's significance in terms of architectural, archaeological, artistic or historical interest, taking account of Historic England's Conservation Principles;</p> <p>a justification for the development, considering why the proposals are required; whether there are alternative methods or locations to achieve the development; what the public benefits would be; whether the</p>	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> <li>• Policy ENV6, Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
	<p>development would harm the heritage asset or put it at risk in any way; whether there ways of avoiding or mitigating the impacts on the heritage asset; and whether the scale, design and materials proposed are appropriate; and</p> <p>for works to listed buildings, whether the works required would also accord with other regulatory requirements, such as Building Regulations, environmental health, etc.</p> <p>Where enabling development is proposed, this assessment should consider the implications of the development and be supported by a viability appraisal in order to demonstrate the quantum proposed is appropriate. More information is available in the Planning Practice Guidance and from Historic England.</p>	
<b>Housing Quality Statement</b>	<p>The Housing Quality Statement must provide an assessment of how each of the proposed homes complies with the relevant policies, guidance and Nationally Described Space Standards relating to unit mix, tenure mix (for affordable housing), accessible design, dwelling and/or room size, and amenity space provision (including private, communal and play space). Housing SPD</p>	<p>Policy H2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy H08 For Daventry District</li> <li>• Policy LH8, LH10 South Northamptonshire</li> <li>• Policy HO2, HO3 of Northampton</li> </ul>
<b>Landscape and visual impact assessment</b>	<p>for development which, in the opinion of the local planning authority, is likely to have notable visual or landscape impacts.</p> <p>An assessment which identifies the effects of the development on views and on the landscape itself, taking into account the various receptors of those effects and ascertaining the degree of harm or benefit which arises. The assessment should be carried out in line with the Landscape Institute's <a href="#">Guidelines for Landscape and Visual Impact Assessment</a> (currently the 3rd edition, or 'GLVIA3') including consideration of cumulative effects and the significance of effects.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV1 For Daventry District</li> <li>• Policy NE2 South Northamptonshire</li> <li>• Policy Q1 and ENV1 of Northampton</li> </ul>
<b>Lighting Assessment</b>	<p>Applications for floodlighting must include a lighting assessment which must include: hours of operation, light levels, off site light spillage, column</p>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p>

Information	What is required	Justification
	heights, equipment design, layout plan with beam orientations and details of any mitigation measures required	<ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Marketing Information</b>	Any proposals for the redevelopment of employment sites not allocated for alternative uses within the Local Plan; Any development for change of use/redevelopment of premises last used for social/community, leisure use or local retail service	<p>Policy E1, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>Policy EC1, CRC1, CRC5 of Northampton</li> </ul>
<b>Noise Impact Assessment</b>	<p>Residential schemes in close proximity to noise sources (such as roads, commercial premises)</p> <p>The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required.</p>	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Odour Assessment</b>	for development where commercial or communal extraction or ventilation is required	<p>Policy BN9 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 and CW1 For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy Q4 of Northampton</li> </ul>
<b>Parking Assessment/be at survey</b>	Any development where the level of parking proposed does not meet the standards at out within the Development Plan	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> </ul>

Information	What is required	Justification
	A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision.	<ul style="list-style-type: none"> <li>Policy MO4 and HO3 of Northampton</li> </ul>
<b>Plan: Illustrative Plan</b>	Where layout is a Reserved Matter	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>Policy ENV10 For Daventry District</li> <li>Policy SS2 and SDP1 For South Northamptonshire</li> <li>Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Phasing Plan</b>	Proposals for large scale major development – particularly where phasing is proposed	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>Policy ENV10 For Daventry District</li> <li>Policy SS2 South Northamptonshire</li> <li>Policy Q1, Q2 of Northampton</li> </ul>
<b>Plan: Street Scene Plan</b>	where scale and/or appearance is to be considered on proposals filling a gap between existing buildings, a street scene drawing(s), particularly where the development is visible from the public realm	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>Policy ENV10 For Daventry District</li> <li>Policy SS2 and SDP1 For South Northamptonshire</li> <li>Policy Q1 and Q2 of Northampton</li> </ul>
<b>Planning Obligations Statement</b>	A statement summarising the types of financial contributions and on or off-site infrastructure improvements necessary to make the development acceptable in planning terms, and confirmation of whether the development will support these in full, in part or not at all. In the event of the latter two options, a full justification and/or a viability assessment is required.	Policy INF1, INF2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>Policy CW2, For Daventry District</li> <li>Policy INF1, INF2, INF3, GS1, South Northamptonshire</li> <li>Policy IFS2, CRC4 of Northampton</li> </ul>



Information	What is required	Justification
<b>Planning Statement</b>	<p>A statement which identifies the context and need (if relevant) for a proposed development. In particular it is expected to provide information the extent to which it complies with relevant planning policies, including any adopted Neighbourhood Plan, SPDs Neighbourhood Plan, SPDs and SPGs, the NPPF and PPG. It should also consider emerging planning policies and include the details of any pre-application advice or consultation.</p> <p>Depending on the scope and nature of the proposed development, the type of application and the sensitivity of the site's location, the statement may vary from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.</p>	Whole Development Plan: West Northamptonshire Joint Core Strategy (Part 1), Northampton Local Plan (Part 2), Settlement and Countryside Local Plan (Part 2) For Daventry District, South Northamptonshire Local Plan (Part 2)
<b>Play and Open Space Statement</b>	A statement which identifies the types of play and open space required, such as local play areas, neighbourhood play areas, playing fields, local parks, district parks, allotments, etc., as well as the required and proposed quantity of and facilities within each, given in hectares or square metres as appropriate. If provision is to be met through a financial contribution to enhance existing facilities nearby, justification for off-site provision must be provided along with relative walking distances, times and routes to such facilities.	<p>Policy INF1, INF2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy CW2, For Daventry District</li> <li>• Policy INF1, INF2, INF3, GS1, South Northamptonshire</li> <li>• Policy IFS2, CRC4 of Northampton</li> </ul>
<b>Retail Impact Assessment</b>	<p>An assessment to establish whether the impact of certain out of centre and edge of centre proposals over time (up to 5 years or 10 for major schemes) on existing town and local centres is or is not significantly adverse. The impact should be assessed in relation to all town and local centres that may be affected, which are not necessarily just those closest to the proposal and may be in neighbouring authority areas.</p> <p>The retail impact test checklist set out in the Planning Practice Guidance should be followed.</p>	<p>Policy S9, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> <li>• Policy CRC1, of Northampton</li> </ul>
<b>SAMM Payment</b>	For residential developments which result in a net increase in the number of dwellings within 3km of the Special Protection Area (SPA), it is	Policy BN2 of the Joint Core Strategy

Information	What is required	Justification
	necessary to avoid and mitigate likely significant effect on the SPA by making a financial contribution per dwelling towards Strategic Access Management and Monitoring (SAMM) or provide other suitable infrastructure.	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy NE1 South Northamptonshire</li> <li>• Policy ENV5 of Northampton</li> </ul> <p>Upper Nene Valley Gravel Pits SPA SPD (adopted by West Northamptonshire November 2021)  <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a></p>
<b>Schedule of development</b>	<p>All proposals for new dwellings for new residential or commercial floor space</p> <p>Detailed schedule of the number and types of residential units proposed; and/or  Detailed schedule of the breakdown of commercial floor space</p>	
<b>Schedule of plans and drawing</b>	All proposals for new dwellings or change of use should provide a document listing the relevant plans and drawing.	
<b>Sequential Test</b>	<p>Any proposals for retail and other Main Town Centre uses or office development that fall outside a defined centre.</p> <p>An assessment of available premises within or on the edge of town and local centres in an agreed area of search. This area should be agreed in advance through pre-application advice. If the proposal has particular market and locational requirements which mean that they may only be accommodated in specific locations, then a robust justification for this 'filtering' of available premises must be provided. The scope for flexibility in the format and/or scale of the proposal must also be outlined.</p>	<p>Policy S9, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4, For Daventry District</li> <li>• Policy EMP2, EMP3, EMP4, INF2, South Northamptonshire</li> <li>• Policy RS4, CRC1, CRC5 of Northampton</li> </ul>
<b>Site Photos</b>	All applications should include photographs within a separate (confidential) document to aid the Council's assessment of the application. Please ensure these do not contain confidential or sensitive information or personally	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> </ul>

Information	What is required	Justification
	<p>identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates).</p> <p>Contextual elevations and 3D visualisations which accurately represent the development should be provided for all Major development and see additional requirements for Townscape and Visual Impact Assessments (TVIA).</p>	<ul style="list-style-type: none"> <li>Policy Q1 and Q2 of Northampton</li> </ul>
<b>Site Waste Management Plan</b>	<p>All applications for residential development (including changes of use) that will have an impact on the generation of waste.</p> <p>A plan to demonstrate that waste storage and collection arrangements for the development can be accommodated.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV10 For Daventry District</li> <li>Policy SS2, For South Northamptonshire</li> <li>Policy Q2 of Northampton</li> </ul>
<b>Statement of Community Involvement</b>	<p>For large minors, and larger applications, a Community Engagement Statement is required to set out how the developer has complied with the requirements for pre-application consultation in the Council's Statement of Community Involvement (SCI).</p>	<p>Daventry SCI (2017) Northampton SCI (2018) South Northamptonshire SCI (2020)</p>
<b>Structure Report</b>	<p>A structural survey of a property may be required, for example, when considering demolition works or where conversions are being undertaken a structural report would be required to demonstrate that the building can be converted.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV10 For Daventry District</li> <li>Policy SS2 and SDP1 For South Northamptonshire</li> <li>Policy Q1 and Q2 of Northampton</li> </ul>
<b>Sustainability Statement</b>	<p>A statement about how the design and construction of the development complies with sustainable design and construction policies.</p> <p>It should consider how the layout and construction methods embrace the policy objectives, how landscaping can be utilised to improve sustainability, opportunities for renewable energy linkages and generation, use of sustainable sources of building materials, and achieving carbon</p>	<p>Policy S10, S11, C2 of the Joint Core Strategy</p>

Information	What is required	Justification
	<p>neutrality. Where an element of the scheme cannot fulfil the policy requirements, a justification should be provided.</p> <p>The statement should also outline how the development proposes to interact through providing positive environmental, social and economic implications, such as integration with sustainable transport networks and infrastructure and climate change mitigation.</p>	
<b>Transport: Public Transport Strategy</b>	<p>For development likely to generate notable use of or demand for sustainable modes of transport a Public Transport Strategy would be required, which sets out how the development is to be served by public transport.</p> <p>It will detail existing services, access to public transport connections and requirements for the delivery of new or enhanced public transport services and infrastructure. Engagement with the Council's Bus &amp; Rail Team and public transport operators will be necessary in developing a strategy</p>	<p>Policies C1, C2, C3, C4 and C5 of the Joint Strategy</p> <p>Policies within Local Plan Part 2</p> <ul style="list-style-type: none"> <li>• Policy EC4 Daventry District</li> <li>• Policy MO1 Northampton</li> <li>• Policy SS2 South Northamptonshire</li> </ul>
<b>Transport: Transport Assessment/ Statement</b>	<p>The Transport Assessment should demonstrate that the trip generation generated by the site has been assessed. It should include all aspects of movement by people and vehicles and should be accompanied by a Travel Plan.</p> <p>The <a href="#">PPG</a> provides brief guidance on when a Transport Assessment or Transport Statement is required and the scope and level of details</p> <p>The scope and details of the transport assessment should be agreed with the local highway authority.</p>	<p>Policy CS2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ST1, For Daventry District</li> <li>• Policy SS2, South Northamptonshire</li> <li>• Policy MO1, MO2, MO3 of Northampton</li> </ul>
<b>Transport: Travel Plan</b>	<p>A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> <li>• Policy MO4 and HO3 of Northampton</li> </ul>

Information	What is required	Justification
	The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.	
<b>Tree Survey</b>	Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> </ul> <p>Policy ENV3, ENV4, ENV5 of Northampton</p>
<b>Viability Assessment</b>	<p>where the level of affordable housing or financial contributions fall below that required by Development Plan policies</p> <p>A full unredacted FVA is required (which will be published online for transparency). The applicant should also provide an undertaking to cover the reasonable costs of independent third-party assessment of the FVA (arranged by the Council).</p>	<p>Policy H2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy HO8, For Daventry District</li> </ul>


## 13. Pre-Application Advice

Pre-application engagement encourage pro-active working between the applicant and local planning authority. Pre-application engagement offers significant potential to improve both the efficiency and effectiveness of the planning application process and improve the quality of the development proposed.

For the local planning authority to identify the relevant matters for consideration at the formal application stage, as well as gauge the likely acceptability or otherwise of the proposals, a minimum level of information needs to be provided with a pre application enquiry.

### Local Requirement

Information	What is required	Justification
<b>Application Forms</b>	<p>As published by the local planning authority, accompanied by a full description of the nature of the development, including amount, scale and uses proposed.</p> <p>Details on how to apply can be found at <a href="https://www.westnorthants.gov.uk/planning-applications-and-enforcement/pre-application-advice">https://www.westnorthants.gov.uk/planning-applications-and-enforcement/pre-application-advice</a></p>	
<b>Plans</b>	<ul style="list-style-type: none"> <li>• a <a href="#">site location plan</a> identifying the land to which the enquiry relates;</li> <li>• a <a href="#">block</a> or <a href="#">site layout plan</a>, or <a href="#">illustrative masterplan</a>, as appropriate;</li> <li>• <a href="#">such other information</a> which is relevant to the proposal.</li> </ul>	
<b>Site Photos</b>	<p>All applications should include photographs. Photographs should be clearly labelled to explain what is shown in each image.</p> <p>For householder application, particularly for proposed side or rear extensions or alterations, photos should be provided within a separate (confidential) document to aid the Council's assessment of the application.</p> <p>A site location or block plan must be provided to show the location of the photo and the angle of view (as per the example below, for a rear extension).</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

Information	What is required	Justification
	<p> <u>PHOTO1</u>  VIEW OF REAR OF APPLICATION SITE AND RELATIONSHIP TO NO.2  <u>PHOTO2</u>  VIEW OF REAR OF APPLICATION SITE  <u>PHOTO3</u>  VIEW OF REAR OF APPLICATION SITE AND RELATIONSHIP TO NO.4  <u>PHOTO4</u>  VIEW OF REAR GARDEN OF APPLICATION SITE FROM HOUSE </p>  <p>Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates).</p>	
<b>Supporting Information</b>	Sufficient supporting information should be submitted that is commensurate with the complexity of the enquiry in order to receive a fully considered pre-app response.	
<b>Heritage Supporting Information</b>	Cover letter/information: Including details on the impact of the proposal on the conservation area, the setting of a listed building, or the setting of a conservation area.	<p>Policy BN5 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV7 For Daventry District</li> <li>• Policy HE1, HE5, HE6 South Northamptonshire</li> <li>• Policy ENV6 of Northampton</li> </ul>
<b>Ecology (Biodiversity Checklist)</b>	Complete the Biodiversity Checklist within Appendix 1 of the Biodiversity SPD <a href="https://cms.westnorthants.gov.uk/media/8843/download">https://cms.westnorthants.gov.uk/media/8843/download</a>	<p>Policy BN2 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE5 South Northamptonshire</li> </ul>

Information	What is required	Justification
		<ul style="list-style-type: none"> <li>• Policy ENV3 of Northampton</li> </ul>



## 14. Permission in Principle Applications

It is possible to seek Permission in Principle (PiP) for housing-led development. This consent route has 2 stages: the first establishes whether a site is suitable in principle and the second considers the detailed development proposals. This latter stage is known as Technical Details Consent (TDC).

Non-residential development may also gain a PiP providing housing occupies the majority of the floorspace of the overall scheme and it is compatible with the residential development, such as a small proportion of retail and community uses.

A PiP application cannot be made for major development, development which is [EIA Development](#) or likely to have significant effects under the [Habitat Regulations](#).

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form, including certificates and agricultural land declaration must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017  <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
<b>Plan: Site location plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Plan: Illustrative Plan</b>	Illustrative layout plan.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Planning Statement</b>	<p>A statement which identifies the context and need for a proposed development. In particular it is expected to provide information and argument to show how the proposed development accords with relevant planning policies,.</p> <p>Depending on the scope and nature of the proposed development, the type of application and the sensitivity of the site's location, the statement may vary from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.</p>	Whole Development Plan: West Northamptonshire Joint Core Strategy (Part 1), Northampton Local Plan (Part 2), Settlement and Countryside Local Plan (Part 2) For Daventry District, South Northamptonshire Local Plan (Part 2)
<b>Schedule of plans and drawing</b>	All proposals for new dwellings or change of use should provide a document listing the relevant plans and drawing.	

## 15. Prior Approval Application under Permitted Development

The Town and Country Planning (General Permitted Development) Order 2015 ('the GPDO') allows for the carrying out of development without the need for express planning permission from the local planning authority. This is known as 'permitted development'.

Some forms of permitted development require a notification to be submitted to the local planning authority so it may decide whether to grant or refuse prior approval, or allow the development to proceed on the basis of the information supplied. The restrictions and limitations, and the triggers for making an application are [set out in the GPDO](#). Failure to adhere to these will result in the development being unauthorised.

In some of the following allowances, it is possible to also apply for building operations reasonably necessary to carry out the change of use. Sufficient details will be required in such cases.

In all cases, it is not possible to apply for prior approval if the change of use or works to facilitate the development has/have already commenced.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Community Infrastructure Levy (CIL)</b>	Completed CIL Form 1 and 2  The CIL Additional Information form and guidance notes can be found on the Planning Portal website	National Requirements

Information	What is required	Justification
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point and identifies the hedgerow to which the application relates.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

The national requirements reflect the minimum necessary to validate an application for prior approval. However, the local planning authority is expected to assess specific matters, such as highway safety or flood risk, or the siting, design or external appearance of the development. As a consequence, the following are likely to be required, in so far as relevant to the prior approval concerned.

Information	What is required	Justification
<b>Ecology: Biodiversity Checklist</b>	Complete the Biodiversity Checklist within Appendix 1 of the Biodiversity SPD <a href="https://cms.westnorthants.gov.uk/media/8843/download">https://cms.westnorthants.gov.uk/media/8843/download</a> together with any a Preliminary Ecological Appraisal Report (PEAR) and any predetermination surveys generated from this initial appraisal.	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy SS2, NE1, NE4, NE5, NE6, and NE7 South Northamptonshire</li> </ul> Policy ENV3, ENV4, ENV5 of Northampton
<b>Habitat Regulation Assessment</b>	A habitat regulation assessment will be required for any prior approval applications for the creation of dwellings with the potential to impact the Upper Nene Valley Gravel Pits SPA and within a 3km buffer zone of this.	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy NE1 South Northamptonshire</li> <li>• Policy ENV5 of Northampton</li> </ul>

Information	What is required	Justification
		Upper Nene Valley Gravel Pits SPA SPD (adopted by West Northamptonshire November 2021) <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a>
<b>Plan: Existing and Proposed Elevations</b>	Elevation drawings where the local planning authority is required to assess the provision of adequate natural light in all habitable rooms of the dwellinghouses;	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> </ul> Policy ENV6, Q1 and Q2 of Northampton
<b>Plan: Existing and Proposed Floor Plans</b>	existing and proposed floor plans, roof plans and elevation drawings where the local planning authority is required to assess the design or external appearance of the building, and to assess the provision of adequate natural light in all habitable rooms of the dwellinghouses;	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV7, ENV10 For Daventry District</li> <li>• Policy HE1, HE5 and HE6 SS2 and SDP1 For South, Northamptonshire</li> </ul> Policy ENV6, Q1 and Q2 of Northampton
<b>Plan: Layout Plan</b>	a layout plan, accurately showing the location of any curtilage to be created and the position of adjoining properties and their windows.	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Rural Building Questionnaire</b>	For Agricultural Prior Approval, this questionnaire to assist with the processing of the application.	

Information	What is required	Justification
<b>SAMM Payment</b>	For residential developments which result in a net increase in the number of dwellings within 3km of the Special Protection Area (SPA), it is necessary to avoid and mitigate likely significant effect on the SPA by making a financial contribution per dwelling towards Strategic Access Management and Monitoring (SAMM) or provide other suitable infrastructure.	Policy BN2 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy NE1 South Northamptonshire</li> <li>• Policy ENV5 of Northampton Upper Nene Valley Gravel Pits SPA SPD (adopted by West Northamptonshire November 2021)</li> </ul> <a href="https://cms.westnorthants.gov.uk/media/7724/download">https://cms.westnorthants.gov.uk/media/7724/download</a>
<b>Site Photos</b>	All applications should include photographs. Photographs should be clearly labelled to explain what is shown in each image.	
<b>Technical Information for Prior Approval Application</b>	Where constraints and/or consultation with third parties indicate an elevated level of concern, the following are also likely to be required (in so far as relevant to the scope of considerations for that development set out under the GPDO): <ul style="list-style-type: none"> <li>• a transport statement;</li> <li>• a flood risk assessment;</li> <li>• a land contamination assessment;</li> <li>• a noise impact assessment;</li> <li>• an odour assessment;</li> <li>• an air quality assessment;</li> <li>• a site waste management plan, to detail the management and location of domestic waste storage and collection facilities;</li> <li>• Archaeological desk-based assessment;</li> </ul>	

## 16. Prior approvals for the enlargement of a dwelling

The Town and Country Planning (General Permitted Development) Order 2015 ('the GPDO') allows householders to obtain approval for a single storey rear extension which exceeds the already permitted allowance for a projection of 3m on a terraced or semi-detached dwellinghouse, or 4m in the case of a detached dwellinghouse.

The GPDO also allows for the enlargement of a dwellinghouse by construction of up to two additional storeys immediately above the topmost storey on the principal part of the dwellinghouse, where the existing dwellinghouse consists of two or more storeys, or one additional storey in other cases.

### National Requirement

#### For larger single storey extensions

Information	What is required	Justification
<b>Application form</b>	<p>Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form, including certificates and agricultural land declaration must be completed in full, dated and signed</p> <p>including:</p> <ul style="list-style-type: none"><li>• the depth of the extension beyond the rear wall of the original dwellinghouse;</li><li>• the maximum height of the extension;</li><li>• the height of the eaves of the extension;</li><li>• where the extension is joined to an existing extension, the information must be provided in respect of the total depth, overall height and overall eaves height;</li><li>• the developer's contact details; and</li><li>• a list of the addresses of any adjoining premises;</li></ul>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

Information	What is required	Justification
<b>Community Infrastructure Levy (CIL)</b>	Completed CIL Form 1 and 2  The CIL Additional Information form and guidance notes can be found on the Planning Portal website	National Requirements
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed applications, Requests and Site Visits) (England) Regulations 2017
<b>Plan: Block/site plan</b>	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

**For the construction of additional storeys, the following items are required:**

Information	What is required	Justification
<b>Application form including a written statement of</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed  including:	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015



Information	What is required	Justification
<b>works proposed</b>	<ul style="list-style-type: none"> <li>the depth of the extension beyond the rear wall of the original dwellinghouse;</li> <li>the maximum height of the extension;</li> <li>the height of the eaves of the extension;</li> <li>where the extension is joined to an existing extension, the information must be provided in respect of the total depth, overall height and overall eaves height;</li> <li>the developer's contact details; and</li> <li>a list of the addresses of any adjoining premises;</li> </ul>	
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Plan: Block/site plan</b>	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Existing and proposed elevations</b>	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

Information	What is required	Justification
	Proposed materials and obscure glazing should also be indicated.	
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Plan: Existing and proposed floor plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 • Policy ENV10 For Daventry District • Policy SS2 and SDP1 For South Northamptonshire • Policy Q1 and Q2 of Northampton
<b>Plan: Existing and proposed elevations</b>	Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.  Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 • Policy ENV10 For Daventry

Information	What is required	Justification
	Proposed materials and obscure glazing should also be indicated.	District <ul style="list-style-type: none"> <li>• Policy SS2 South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed roof plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Proposed sections for construction of additional storeys</b>	Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.  Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>

## 17. Prior Notification of the Installation of Telecommunication Apparatus

Where telecommunications or other electronic communication apparatus is covered by 'permitted development' rights this can usually be applied for under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 16, Classes A-E

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Plan: Proposed Site Plan</b>	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the <b>Root Protection Area</b> of such trees, in addition to all parking spaces.	
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

## Local Requirement

Information	What is required	Justification
<b>Arboricultural Assessment</b>	<p>When works will take place within <b>Root Protection Areas</b>/canopy or result in the removal of trees or hedges.</p> <p>This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species</p> <p>Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why.</p> <p>Details of any pruning required to facilitate access or for other reasons.</p> <p>Tree protection measures during the construction process and life of the development</p>	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>ICNIRP Declaration</b>	A declaration that confirms that the proposed development complies with the requirements of the International Commission on Non-Ionizing Radiation.	National Requirement
<b>Justification Statement</b>	This should outline the reasons or need for the development/amendment/works, including plans, where relevant. In addition, an assessment of alternative sites should be included.	

## 18. Reserved Matters Application

These applications follow a grant of outline permission and, where reserved under that permission, set out the detail of access, appearance, landscaping, layout and scale. Applications for reserved matters can be made separate to one another and in respect of part of the site only (e.g. for development delivered in phases).

When submitting drawings and plans for reserved matters, consideration should be given to [the definition of the reserved matter\(s\)](#) concerned and the advice at paragraph 6.6 below. For example, as the landscaping reserved matter includes boundary treatments, hard surfaces and planting, drawings should provide the position, height, type, material and elevation of boundary treatments, the position and materials for hard surfaces and the position and species schedule, density and maturity of plants/seeding proposed.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>
<b>Biodiversity Net Gain (Phased Development Plan)</b>	A Phase Biodiversity Gain Plans would be prepared alongside the application for reserved matter approvals for those phases.  Details of a Phased Biodiversity Gain Plan can be found at <a href="https://www.gov.uk/guidance/biodiversity-net-gain#para60">https://www.gov.uk/guidance/biodiversity-net-gain#para60</a>	National Requirements
<b>Biodiversity Net Gain Matrix Form</b>	Reserved Matters applications should continue to demonstrate how BNG will be achieved and should add more detail to the Biodiversity Metric and other required evidence as appropriate, based on finalised layout plans.	National Requirements
<b>Community Infrastructure Levy (CIL)</b>	Completed CIL Form 1 and 2 The CIL Additional Information form and guidance notes can be found on the Planning Portal website	National Requirements

Information	What is required	Justification
<b>Design and access statement</b>	<p>A design and access statement (DAS) is required for:</p> <ul style="list-style-type: none"> <li>- applications for major development;</li> <li>- applications for development in a designated area (Conservation Area) where the proposed development consists of:</li> <li>- one or more dwellings; or - a building or buildings with a floor space of 100 square meters or more;</li> <li>- applications for listed building consent.</li> </ul> <p>A Design and Access Statement (DAS) is a document that explains the design principles and concepts that have been applied to the development, and how issues related to access have been dealt with. The key components of a DAS are:</p> <ol style="list-style-type: none"> <li>1. Design: This section covers the design process, including the rationale behind the design choices. It addresses aspects such as layout, scale, appearance, and landscaping.</li> <li>2. Access: This part explains how the development ensures inclusive access for all users, including considerations for people with disabilities. It covers aspects like vehicular and pedestrian access, public transport links, and how the design promotes accessibility.</li> </ol> <p>For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significance of heritage assets, the particular physical features that contribute to special interests, and setting.</p>	<p>The statutory requirements for design and access statements are set out in Article 9 of the Town and Country Planning (General Development Procedure) Order (England) 2015</p>
<b>Fee</b>	<p>The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.</p>	<p>Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017</p> <p><a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a></p>

Information	What is required	Justification
<b>Fire statement</b>	<p>Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys.</p> <p>The application must be accompanied by a fire statement, completed by an expert and submitted as part of the application for planning permission.</p> <p>The Fire Statement should include as a minimum:</p> <ul style="list-style-type: none"> <li>• the principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>• the site layout;</li> <li>• emergency vehicle access and water supplies for firefighting purposes;</li> <li>• 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;</li> <li>• how any planning policies relating to fire safety have been taken into account.</li> </ul>	National Requirement
<b>Parking and access arrangement Plan</b>	<p>Where access and/or layout is to be considered, details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking.</p> <p>If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2, INF4 and SDP1 For South Northamptonshire</li> </ul> <p>Policy MO4 and HO3 of Northampton</p>
<b>Plan: Elevation Plans</b>	<ul style="list-style-type: none"> <li>• where appearance is to be considered, proposed elevations of the buildings</li> </ul>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Landscaping Plans</b>	where landscaping is to be considered, a landscaping plan to show the hard surfacing, boundary treatments, above ground earthworks and planting proposals across the site, along with relevant sections and elevations as relevant;	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015



Information	What is required	Justification
<b>Plans: Reserved Matters Plans</b>	detailed layout plans, floor plans, elevation drawings and information (in so far as relevant to the Reserved Matter(s) applied for);	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Plan: Site location plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Statement of Community Involvement</b>	For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres	National Requirements

## Local Requirement

Information	What is required	Justification
<b>Affordable housing statement</b>	<p>A statement detailing the overall mix of housing tenures and provision of accessible and adaptable homes. The statement must include the following:</p> <ul style="list-style-type: none"> <li>any arrangements with social housing providers;</li> <li>justification for different proportions and/or mix of affordable or market tenures, where deviating from policy;</li> <li>for full and reserved matters applications, a layout plan which shows the location of market and affordable housing;</li> <li>any details of innovative design and construction methods; and</li> <li>any other material information which influences the provision of affordable housing or housing mix (e.g. need for or viability of scheme to provide affordable housing).</li> </ul>	<p>Policy H2, of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy H08 For Daventry District</li> <li>Policy LH8 South Northamptonshire</li> <li>Policy H02 of Northampton</li> </ul> <p>Housing SPD</p>
<b>Drainage Strategy</b>	For sites where a Drainage Strategy was required at Outline, a compliance statement demonstrating compliance with the approved documentation.	<p>Policy BN7 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>Policy ENV11 For Daventry District</li> <li>Policy SS2 For South Northamptonshire</li> </ul>

Information	What is required	Justification
<b>Flood Risk Assessment</b>	For sites where a Flood Risk Assessment and/or Sustainable Drainage Strategy was required at Outline, a compliance statement demonstrating compliance with the approved documentation.	<ul style="list-style-type: none"> <li>• Policy Q5 For Northampton</li> </ul> Policy BN7 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV11 For Daventry District</li> <li>• Policy SS2 For South Northamptonshire</li> <li>• Policy Q5 For Northampton</li> </ul>
<b>Housing Quality Statement</b>	The Housing Quality Statement must provide an assessment of how each of the proposed homes complies with the relevant policies, guidance and Nationally Described Space Standards relating to unit mix, tenure mix (for affordable housing), accessible design, dwelling and/or room size, and amenity space provision (including private, communal and play space).	Policy H2, of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy H08 For Daventry District</li> <li>• Policy LH8, LH10 South Northamptonshire</li> <li>• Policy HO2, HO3 of Northampton</li> </ul> Housing SPD
<b>Plan: Street Scene Plan</b>	where scale and/or appearance is to be considered on proposals filling a gap between existing buildings, a street scene drawing(s), particularly where the development is visible from the public realm	Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV1 and ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 For Northampton</li> </ul>
<b>Planning Statement</b>	<p>A statement which identifies the context and need (if relevant) for a proposed development. In particular it is expected to provide information the extent to which it complies with relevant planning policies, including any adopted Neighbourhood Plan, SPDs Neighbourhood Plan, SPDs and SPGs, the NPPF and PPG. It should also consider emerging planning policies and include the details of any pre-application advice or consultation.</p> <p>Depending on the scope and nature of the proposed development, the</p>	Whole Development Plan: West Northamptonshire Joint Core Strategy (Part 1), Northampton Local Plan (Part 2), Settlement and Countryside Local Plan (Part 2) For Daventry District, South Northamptonshire Local Plan (Part 2)

Information	What is required	Justification
	type of application and the sensitivity of the site's location, the statement may vary from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.	
<b>Schedule of plans and drawing</b>	All proposals for new dwellings or change of use should provide a document listing the relevant plans and drawing.	
<b>Site Photos</b>	<p>All applications should include photographs within a separate (confidential) document to aid the Council's assessment of the application. Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates).</p> <p>Contextual elevations and 3D visualisations which accurately represent the development should be provided for all Major development and see additional requirements for Townscape and Visual Impact Assessments (TVIA).</p>	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Site Waste Management Plan</b>	A plan that indicates the location of bin storage and collection points and provides details of the size of bins and the design and materials of any proposed bin enclosure	<p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• PolicyENV10 For Daventry District</li> <li>• Policy SS2, For South Northamptonshire</li> <li>• Policy Q2 of Northampton</li> </ul>

## 19. Variation or removal of condition(s), including minor material amendments

This type of application facilitates the variation or removal of a condition(s) on a planning permission, and also allows for minor material amendments, where there is a condition listing the approved plans/drawings

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>CIL Forms</b>	Completed CIL Forms 1 and 2	
<b>Environmental Statement</b>	for development considered to be EIA Development, as defined by the Regulations; an environmental statement or, if a Scoping Opinion dictates, an addendum to the original environmental statement;	National Requirements
<b>Fee</b>	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017
<b>Updated BNG</b>	An updated biodiversity Net gain Statement and Metric	National Requirements

### Local Requirement

Information	What is required	Justification
<b>Drawing</b>	For major developments	

Information	What is required	Justification
<b>Schedule</b>		
<b>Marketing Report</b>	where the application concerns the removal of an occupancy or restrictive use condition, a marketing report to demonstrate that the property can no longer be occupied in accordance with that condition	Policy E1, of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy EC4, CW3 For Daventry District</li> </ul> Policy EC1, CRC1, CRC5 of Northampton
<b>Plan: Existing and proposed elevations</b>	Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.  Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.  Details of proposed materials indicated.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed floor plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Plan: Existing and proposed roof plans</b>	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV10 For Daventry District</li> </ul>

Information	What is required	Justification
		<ul style="list-style-type: none"> <li>• Policy SS2 and SDP1 For South Northamptonshire</li> <li>• Policy Q1 and Q2 of Northampton</li> </ul>
<b>Planning Statement</b>	This should set out the reasons why the variation/removal is sought, and include revised plans and technical reports as relevant to the proposal and background evidence where appropriate.	Whole Development Plan: West Northamptonshire Joint Core Strategy (Part 1), Northampton Local Plan (Part 2), Settlement and Countryside Local Plan (Part 2) For Daventry District, South Northamptonshire Local Plan (Part 2)
<b>Update plans and document</b>	For Major Development updates to: (if impacted by changes) <ul style="list-style-type: none"> <li>• Phasing Plan</li> <li>• Drawing Schedule</li> <li>• Housing Statement (if affordable housing is changing)</li> <li>• Ecology reports (if required)</li> </ul>	Article 7 of the Town and Country Planning (General Development Procedure) Order(England) 2015
<b>Viability Appraisal</b>	where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an updated planning obligations statement and viability appraisal	Policy H2, of the Joint Core Strategy  Policies within Local Plans Part 2 Policy HO8, For Daventry District

## 20. Works to tree subject to a Tree Preservation Order

Anyone wishing to cut down, top, lop or uproot trees subject to a Tree Preservation Order must first apply to the local planning authority for consent unless the proposed work benefits from an exception. Where an exception applies, consent is not needed but notice of those works may need to be first given to the local planning authority.

It is important that applications for works make clear exactly what the proposed work is and provides adequate information to support the case.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Justification Statement</b>	Clear justification as to why the work is considered necessary	National Requirement
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point and identifies the tree or trees (and species) to which the application relates.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
<b>Specification of Tree Works</b>	A clear and precise specification in line with BS 3998:2010 Tree work – Recommendations	National Requirement

## Local Requirement

Information	What is required	Justification
<b>Arboricultural impact assessment</b>	<ul style="list-style-type: none"> <li>for works involving the removal of trees;</li> <li>for works involving the pruning of trees; as a minimum, photos or diagrams marked with pruning points, crown lifting height and/or extent of crown reduction, and a arboricultural impact assessment;</li> </ul>	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Evidence</b>	for where the works are applied for on the basis of structural damage or nuisance, substantiated evidence describing any structural damage to property or in relation to tree health or safety, as applicable.	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>
<b>Plan: Existing Site Plan</b>	<ul style="list-style-type: none"> <li>Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.</li> <li>Including a metric scale bar</li> </ul>	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> <li>• Policy ENV3, ENV4, ENV5 of Northampton</li> </ul>



## 21. Works to tree in a Conservation Area

Anyone wishing to cut down, top, lop or uproot [trees within a conservation area](#) will often need to first notify the local planning authority. This is known as a section 211 notice<sup>19</sup>. Where the tree(s) are also protected by a Tree Preservation Order, then the guidance under section 17 should be followed instead.

A notification is not required for:

- i. the cutting down, topping or lopping or uprooting of a tree whose diameter does not exceed 75mm; or
- ii. the cutting down or uprooting of a tree, whose diameter does not exceed 100mm, for the sole purpose of improving the growth of other trees (e.g. thinning as part of forestry operations).

The [methodology for taking such measurements](#) is prescribed in legislation. There are also further [exceptions to the need to submit a notification](#).

It is important that applications for works make clear exactly what the proposed work is and provides adequate information to support the case. Where the works are not properly justified, the local planning authority may place a Tree Preservation Order on the tree(s) to prevent the works taking place.

### National Requirement

Information	What is required	Justification
<b>Application form</b>	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> or via our website at <a href="#">Apply for or notify us about tree works   West Northamptonshire Council</a> and all sections of the form must be completed in full, dated and signed. These can be submitted either via the planning portal or by emails to <a href="mailto:planning@westnorthants.gov.uk">planning@westnorthants.gov.uk</a> .	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>

## Local Requirement

Information	What is required	Justification
<b>Evidence</b>	for where the works are applied for on the basis of structural damage or nuisance, substantiated evidence describing any structural damage to property or in relation to tree health or safety, as applicable.	Policy BN3 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> </ul> Policy ENV3, ENV4, ENV5 of Northampton
<b>Justification Statement</b>	Clear justification as to why the work is considered necessary <ul style="list-style-type: none"> <li>• for works involving the pruning of trees; as a minimum, photos or diagrams marked with pruning points, crown lifting height and/or extent of crown reduction, and a arboricultural impact assessment;</li> </ul>	Policy BN3 of the Joint Core Strategy  Policies within Local Plans Part 2 <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> </ul> Policy ENV3, ENV4, ENV5 of Northampton
<b>Plan: Site Location Plan</b>	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include road names and a north point and identifies the tree or trees (and species) to which the application relates.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="https://www.planningportal.co.uk/home/age/4/buy_a_planning_map">https://www.planningportal.co.uk/home/age/4/buy_a_planning_map</a>

Information	What is required	Justification
<b>Specification of Tree Works</b>	A clear and precise specification in line with BS 3998:2010 Tree work – Recommendations	<p>Policy BN3 of the Joint Core Strategy</p> <p>Policies within Local Plans Part 2</p> <ul style="list-style-type: none"> <li>• Policy ENV5 For Daventry District</li> <li>• Policy, NE4, South Northamptonshire</li> </ul> <p>Policy ENV3, ENV4, ENV5 of Northampton</p>

## Definitions

Term	Definition
<b>Application form (including ownership certificates)</b>	<p>As a general rule, an application form will not be accepted if it is incomplete or evidently inaccurate in any way and not on the latest version of the form as published on the <a href="#">Planning Portal</a>. Further advice is available in the <a href="#">Planning Practice Guidance</a>.</p> <p>An <a href="#">ownership certificate</a> will often need to be completed stating the current ownership of the land to which the application relates, and whether there are any tenant farmers of it. A declaration must also be signed. In order for the form to be accepted, the correct certificate and declaration must be completed. Further advice is available in the <a href="#">Planning Practice Guidance</a>.</p> <p>If you need to serve notice on other landowners, there are <a href="#">three types of notice which are available from the Planning Portal</a>.</p>
<b>Appropriate fee</b>	<p>Most planning fees in England are set nationally by the government. <a href="#">Guidance on fees</a> is available in the PPG whilst the Planning Portal have a <a href="#">fee calculator</a> as well as a full <a href="#">fees schedule</a>.</p> <p>The Council's <a href="#">fees for pre-application enquiries</a> and other applications and services are also available online. Fees should be paid when submitting through the Planning Portal or <a href="#">online on the Council's website</a>.</p>
<b>BNG</b>	<p>Biodiversity Net Gain</p> <p>Further details can be found on <a href="https://www.gov.uk/guidance/biodiversity-net-gain">https://www.gov.uk/guidance/biodiversity-net-gain</a></p>
<b>Change of use</b>	Planning Applications for changes of use from one use class to another (or sui generis)

Term	Definition
<b>Conservation Area</b>	Conservation Area: These are areas specially designated for protection and enhancement, following consultation with local residents and property owners, because of their distinctive character and appearance. For an up to date list, please visit the Council's website ( <a href="https://www.westnorthants.gov.uk/designated-heritage-assets/conservation-areas/conservation-area-appraisals">https://www.westnorthants.gov.uk/designated-heritage-assets/conservation-areas/conservation-area-appraisals</a> ).
<b>Design Codes</b>	A set of illustrated design requirements that provide specific, detailed parameters for the physical development of a site or area. The graphic and written components of the code should build upon a design vision, such as a masterplan or other design and development framework for a site or area.
<b>Development Plan</b>	The statutory policy framework upon which planning applications are assessed, comprising strategic plans, local plans and neighbourhood plans (as may be relevant to the site concerned)
<b><u>EIA Development</u></b>	Development which is listed in schedule 1, or listed in schedule 2 and in the opinion of the local planning authority or secretary of state is likely to have significant impacts, of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.
<b>Elevation Plan</b>	<p>A drawing at 1:100 or 1:200 scale (metric) showing the external elevations of the building(s) or structure(s). The position of all windows and doors must be accurately shown, whilst any elevations hidden by another elevation, in full or in part, must be shown separately with the obscuring elevation removed.</p> <p>Proposed materials and obscure glazing should also be indicated.</p>
<b>Floor Plan</b>	<p>A plan at 1:50 or 1:100 scale (metric) showing the internal layout of existing and proposed spaces within a building, including the use of each of those spaces. The position of windows and doors to all external elevations must be shown.</p> <p>For dwellinghouses, House of Multiple O and flats, the gross internal area (GIA) of each unit must also be specified (calculated in accordance with <a href="#">the methodology in the Nationally Described Space Standard</a>).</p>
<b>Flood Risk Assessment</b>	<p>Flood Risk Assessment must consider surface water management (during construction and post-development) with a suitable drainage design maximising use of sustainable drainage principles, and must include a statement of compliance with policy [BN7 or PL5]"</p> <p>Add to development categories that require FRA:</p> <ul style="list-style-type: none"> <li>- in an area within 500mm of historic flooding.</li> <li>- at medium or high risk of flooding from any source.</li> <li>- Engineering operations that involve raising the level of land or significantly increasing surface water run-off to</li> </ul>

Term	Definition
	<p>non mains sewer systems such as watercourses and soakaways</p> <ul style="list-style-type: none"> <li>- within 10m [rather than 20m] of any watercourse</li> <li>- adjacent to, or including, any flood bank or flood risk asset [rather than other flood control structure]</li> </ul>
<b>GPDO</b>	The Town and Country Planning (General Permitted Development) Order 2015 (as amended)
<b>Householder Application</b>	Applications to alter or extend an individual house. These do not include extensions to flats which are "minors."
<b>Heritage Assets</b>	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).
<b>Large Minors</b>	5 or more new homes or 500sqm or more floorspace (new-build or change of use)
<b>Large Non-residential Minors</b>	Planning applications for provision of building(s) or change of use where the floorspace is 500sqm or more but less than 1000sqm
<b>Large Residential Minors</b>	Planning applications for provision of 5 or more new homes
<b>Layout Plan</b>	A plan at 1:200 or 1:500 scale (metric), ideally provided on a topographical survey base, showing the layout of the proposed development, means of access, existing buildings within and adjacent to the site (including position of windows on neighbouring residential property), existing trees and hedgerows, areas of hard and soft landscaping, water bodies, boundary treatments/enclosures, roads and rights of way on and off the site, and other structures and relevant features. Whilst not mandatory, the inclusion of a linear scale bar is also useful, particularly so interested parties can establish the scale of the proposal and distance between features.
<b>Listed Building</b>	Listed Building: A listed building is a building, object or structure that has been judged to be of national historical or architectural interest. It is included on a register entitled the "List of Buildings of Special Architectural or Historic Interest". When a building is listed, <b>the whole building is protected</b> , including the interior, as well as any object or structure fixed to the building. Ancillary buildings or structures erected before July 1948 within the curtilage of the building (including boundary walls) are also included in the listing. More information can be found at <a href="https://www.westnorthants.gov.uk/designated-heritage-assets/listed-buildings">https://www.westnorthants.gov.uk/designated-heritage-assets/listed-buildings</a>
<b>LNR</b>	Local Nature Reserve
<b>Local Planning Authority</b>	The authority responsible for making a decision on the application concerned.

Term	Definition
<b>Main Town Centre Uses</b>	Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).
<b>Major Application</b>	An application for development involving: <ul style="list-style-type: none"> <li>(a) the provision of 10 or more dwellings, or, where the number of dwellings is not known (outline applications), the site has an area of 0.5 hectares or more;</li> <li>(b) the provision of a building or buildings where the floor space to be created is 1,000 square metres or more;</li> <li>(c) operations or a material change of use carried out on a site of 1 hectare or more;</li> <li>(d) the winning and working of minerals or the use of land for mineral-working deposits; or</li> <li>(e) waste development</li> </ul>
<b>Major Residential</b>	Provision of 10 or more new homes (or sites of 0.5Ha or more where the number of homes is unknown)
<b>Minors</b>	An application for development involving: <ul style="list-style-type: none"> <li>▪ the provision of 1 to 9 dwellings, or, where the number of dwellings is not known (outline applications), the site has an area of less than 0.5 hectares;</li> <li>▪ the provision of a building or buildings where the floor space to be created is less than 1,000 square metres; or</li> </ul> operations carried out on a site of less than 1 hectare
<b><a href="#">National Planning Policy Framework (NPPF)</a></b>	The government's planning policies for England, including guidance on how these are expected to be applied.
<b>Neighbourhood Plan</b>	Neighbourhood plan: A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.
<b>Open Space</b>	Open space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Term	Definition
<b>Original Dwelling House</b>	A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.
<b>Parking Plan</b>	<p>A plan at 1:500 scale (metric) showing details of existing and proposed parking provision, clearing showing where parking is to be allocated to individual properties and where it is unallocated parking. For non-residential uses, the plan should delineate between staff and visitor parking. If multiple units are proposed, or for a change of use or redevelopment of part of a larger site, the before and after association of parking spaces to each existing and proposed unit should be made clear. The following should also be included:</p> <ul style="list-style-type: none"> <li>▪ For major developments, a table listing the total number of spaces for cars, HGVs, powered two-wheelers, any other motor vehicles, cycles, and electric vehicle (EV) charging;</li> <li>▪ Number, type and location of active and passive electric vehicle (EV) charging spaces, and whether these are allocated or communal;</li> <li>▪ The layout of underground cable routes/ducting for active and passive EV charging points;</li> <li>▪ Typical details for marking and signage of EV charging spaces; and</li> <li>▪ Maintenance arrangements to ensure continued operation of EV charging infrastructure.</li> </ul> <p>The dimensions of parking spaces and access routes should comply <a href="#">with adopted guidance</a>,</p>
<b>Planning Obligations</b>	Planning obligation: A legal agreement entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.
<b><a href="#">Planning Practice Guidance</a> (PPG)</b>	The government's guidance on how Development Plan documents should be created and how planning applications should be handled, pursuant to legal requirements and policies contained in the NPPF.
<b>Roof Plan</b>	A plan at 1:100 or 1:200 scale (metric) showing the roof slopes from a bird's eye view. This is particularly important where the elevation drawing does not show all roof slopes (e.g. flat roofs or a valley hidden by an outer ridgeline). Proposed materials should be indicated.
<b>Scheduled Monument</b>	Scheduled Monument: Scheduling is the selection, for protection, of nationally important archaeological sites. Scheduled Monuments are not always visible above ground and identified by a number of criteria, including period, rarity, condition and vulnerability. For a list of current Scheduled Monuments, please visit <a href="https://www.westnorthants.gov.uk/designated-heritage-assets/scheduled-monuments">https://www.westnorthants.gov.uk/designated-heritage-assets/scheduled-monuments</a> .
<b>Site Location Plan</b>	A plan based on up-to-date Ordnance Survey data accurately showing surrounding property and roads at a scale (metric) of 1:1250 or 1:2500 (or 1:5000 or 1:10000 in exceptional circumstances). The direction of north must be shown, with the site outlined in red and any other land within the applicant's control outlined in blue. The red line must include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around

Term	Definition
	buildings). Do <u>not</u> include sensitive locations of existing, protected habitats, such as badger setts. Whilst not mandatory, the inclusion of a linear scale bar is also useful, particularly so interested parties can establish the scale of the proposal and distance between features.
<b>SPA</b>	A <b>Special Protection Area (SPA)</b> are areas classified under regulation 15 of the Conservation of Habitats and Species Regulations 2017 which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds.
<b>Supplementary Planning Document (SPD) or Guidance (SPG)</b>	An adopted policy or guidance document which supplements one or more planning policies within the Development Plan.
<b>Transport assessment</b>	A comprehensive and systematic process that considers and sets out transport issues relating to a proposed development, in the context of the vision for the scheme. It identifies measures required to support alternatives to the car such as walking, cycling and public transport, and to promote accessibility and safety, together with measures that will be needed to deal with the anticipated transport impacts of the development.
<b>Transport statement</b>	A simplified version of a transport assessment where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required.