

PROPOSED NEW FOREST DISTRICT COUNCIL REVISED 1APP (PLANNING APPLICATION) LOCAL REQUIREMENTS

1. INTRODUCTION

- 1.1 The Government requires all Local Authorities to review their own Local 1APP planning information requirements (Local Requirements) every two years. If this is not done the Local Requirements will no longer apply, which could reduce the quality of planning applications registered. The Local Requirements, set by the Local Planning Authority, require applicants to submit additional information in terms of drawings and supporting documents beyond the National Requirements, in terms of the form, fee, some drawings and ownership certificates.
- 1.2 This report seeks Members' agreement on the proposed Local Requirements that will be the subject of consultation, with the matter referred back to Committee in December 2016, taking into account any comments received, for a final decision. It is proposed to consult with regular planning agents, internal and external consultees and Town and Parish Councils. A copy of the proposed covering letter giving details of the consultation is attached as Appendix 1 to this Report.

2. DRIVERS FOR CHANGE

- 2.1 Significant changes have occurred nationally in terms of the Government's advice since the original 1 APP requirements were set in 2008, notably the publication of the National Planning Policy Framework in 2012 and National Planning Policy Guidance in 2014. Locally, the Core Strategy (2009) and the Local Plan Part 2: Sites and Development Management (2014) have been adopted. Both these documents superseded the New Forest District Local Plan First Alteration (2005).
- 2.2 As Members will be aware, the Local Plan Part 1: Core Strategy is currently the subject to the Local Plan Review for the period 2016-2036. It is anticipated that the 1APP requirements will be reviewed again, as required, following adoption of the updated Local Plan Part 1.

3. THE PROPOSED LOCAL REQUIREMENTS

- 3.1 The Local Requirements regarding supporting documents were adopted in 2008 and reviewed in 2013 and are set out in the left hand column of the Table attached as Appendix 2 to this report. To support the Council's implementation of CIL a further review was undertaken in 2014. In addition to being reasonable, having regard to the nature and scale of the proposed development, and the legal tests, they also meet the five basic principles that Government advice requires, namely "Necessity, Precision, Proportionality, Fitness for purpose and Assistance".
- 3.2 Text setting out the Local Requirements for drawings, which are largely the same as those that apply now, is set out under the table.

- 3.3 The proposed changes are minimal. They relate to the requirement for a Sustainability Statement to only include commercial development of over 1000 square metres of floor space.
- 3.4 Secondly, viability assessment is a much more regular consideration in certain types of planning applications and it is therefore important that sufficient information, which is made publically available, is received to allow such cases to be properly considered. The inclusion of the Viability Appraisal for residential development of more than 10 dwellings and commercial is a proposed 1 APP requirement. Furthermore, it is proposed that a checklist relating to viability issues is submitted with relevant applications as a proposed additional 1 APP Local requirement.
- 3.5 If information, outside of 1APP, that would help with the processing of the planning application and/or address issues that will arise is identified at the time of registration, the applicant/agent will be advised accordingly and a timetable for the provision of that information post registration agreed whenever possible. The Council also have wider powers to insist on the provision of information post-registration but these will be used sparingly.

4. ENVIRONMENTAL, CRIME AND DISORDER, EQUALITY AND DIVERSITY IMPLICATIONS

- 4.1 The proposed revised 1APP requirements and the manner in which they are used would ensure that sufficient information is to hand regarding environmental, crime and disorder, equality and diversity at the start of an application's process, allowing this to be available to all interested parties and to be taken on board when the decision is reached. Any comments on these aspects that come out of the consultation exercise will be taken on board before the final list is agreed.

5. CONCLUSION

- 5.1 In accordance with current Government advice and, subject to the agreement of the Planning Development Control Committee, the list will be published on the website for six weeks beginning on 12 October 2016, with the key stakeholders contacted by e mail and asked to comment. The letter to go out is attached at Appendix 1.
- 5.2 Any comments received will be collated and reported to this Committee on 14 December 2016, together with a copy of the final proposed 1APP, Local Requirements, amended to take account of any comments received.

6. RECOMMENDATION

- 6.1 That the proposed revised 1APP Local Requirements, as set out in the spread sheet and text attached as Appendix 2 to this report, be published for consultation with regular planning agents, internal and external consultees and Town/Parish Councils, with a view to considering comments received prior to the adoption of the final revised List.

For further information contact:

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Background Papers:

Guidance on information requirements
and validation (NPPG) March 2014
Current NFDC Local List of 1APP
requirements.(2014)

Proposed Letter to regular agents, consultees and Town/Parish Councils.

Dear

New Forest District Council is consulting on revisions to its Local Planning Application Requirements. These define the supporting documents and drawings required when a planning application is made in addition to the mandatory National Requirements such as forms, fees, plans and the service of notice to landowners and other affected individuals. The consultation will cover regular agents, internal and external consultees and Town and Parish Councils.

The Council originally published its Local Requirements in 2008, These have since been reviewed in 2013 and 2014. Since then there have been significant changes in legislation, government advice and the local plan framework. In the light of the above the Council has looked again both at its Local Requirements..

The Council has looked at the Local Requirements for both supporting documents and drawings with a view to identifying whether they still remain relevant and meet the criteria set out above. The proposed Local Requirements were agreed by the Planning Development Control Committee on 12th October 2016 for consultation purposes. The results of the consultation will be reported back to Committee in December 2016 and any comments taken on board prior to the final production and adoption of the final Requirements. The final 1APP requirements will then be published on our website.

This consultation comprises the report to the Planning Development Control Committee, the proposed document requirements set out in a Table with the drawing requirements described in the text below, see Appendix 2 and the (new) proposed requirements for Viability Appraisal, see Appendix 3.

Please make sure I receive your comments on both the overall principles of the approach and the detailed document requirements by theAny comments should be sent to vxjvwv@nfdc.gov.uk, they must be received by 5pm on theand I would ask you to include full contact details including the name of the organisation or firm you are responding on behalf of.

Please contact me if I can assist any further.

David Groom

Service Manager Planning and Building Control

DOCUMENTS (NB Local Requirements 2014 and proposed additions 2016, National Requirements also apply and at times other documents, such as an Environmental Impact Assessment and an Appropriate Assessment, will be required outside of the 1APP process.)

Current 1APP document types	When required (N:B a proportionate approach is taken as to level of detail required in any particular case)	Policy Drivers	Where to look for further assistance	Proposed 1APP document types and information requirements (n:b the documents deleted from the local list will at times comprise useful information an applicant will be advised to submit post registration)
Agricultural/forestry/equestrian/statement.	All applications for mobile homes and dwellings for agricultural/ forestry/ equestrian workers.	NPPF Para. 50, 55 DM21	NFDC Pre App	Conditional requirement 2014. Statements should be based on the advice previously contained in Annex A of PPS7
Air quality assessment				Deleted from Local List 2013.
Biodiversity Survey and report	All applications where bio-diversity checklist has been correctly answered and answered 'yes' in any of the categories. All applications for development within or adjacent to a European Site , local or national nature reserves (SINC) or SSSIs and where there is a reasonable likelihood of a protected species.	NPPF Para. 109, 113, 117, 118, 119 CS1 and 3 DM2	NFDC Pre App NFDC website NFDC ecologist (via New Forest National Park) Natural England website (particularly the Standing Advice) Hampshire Biodiversity Information Centre	Mandatory requirement 2014 Statements will be required to cover issues identified through the completion of the bio-diversity checklist
Daylight/sunlight assessment				Deleted from Local List 2013.
Economic Assessment				Deleted from Local List 2013.
Environmental Impact Assessment				Deleted from Local List 2013.
Flood risk assessment	All planning applications where site area > 1 Ha in Flood Zone 1; all proposals where application site is in Flood Zones 2 and 3.	NPPF Para. 99-104 CS1 and 6	NFDC Pre App Environment Agency website NFDC and NFNPA Flood Risk Assessment	Mandatory requirement 2014
Foul sewerage, drainage and utilities assessment				Deleted from Local List 2013.

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Heritage statement	<p>All applications affecting heritage assets (including historic parks and gardens, battlefields, known or potential archaeological sites and Scheduled Ancient Monuments).</p> <p>All applications within and adjacent to Conservation Areas, including demolition of non-listed buildings within Conservation Areas.</p> <p>All applications affecting Listed Buildings including works and buildings within the curtilage of a listed building.</p> <p>All applications in conservation areas and within curtilage of listed building that include excavations.</p>	NPPF Para. 115, 126-141 CS3 DM1 and 2	NFDC Pre App English Heritage website Historic Environment Record Hampshire County Council Archaeologist	Mandatory requirement on all relevant applications 2014.
Land contamination Assessment	All applications if contaminative past use is suspected to exist or when site is within 250 m of a current licensed landfill or historic landfill site.	NPPF Para. 109, 120, 121 CS2 and 5 DM5	NFDC Pre App NFDC Environmental Protection Team	Conditional requirement 2014.
Landfill information				Deleted from Local List 2013.
Landscaping statement				Deleted from Local List 2013.
Lighting assessment	All applications for development when significant external lighting is proposed.	NPPF Para. 115, 123, 125 CS2	NFDC Pre App	Conditional requirement 2014
Noise assessment	All applications for development which creates significant noise issues or would be development creating some noise or located in close proximity to a noise sensitive use.		NFDC Pre App	Conditional requirement 2014.
Open space Assessment				Deleted from Local List 2013.
Parking/cycle storage provision				Deleted from Local List 2013.

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Photographs				Deleted from Local List 2013.
Planning Obligation	All applications for development generating a need for contributions. Statement must confirm willingness to pay in full or include a viability case if required.	NPPF Para. 47,50, 54, 48, 69-78, 203-206 CS7, 15, 24 and 25	NFDC Pre App NFDC website Hampshire County Council Highways Development Control	Conditional requirement 2014.
Planning statement.				Deleted from Local List 2013.
Retail Impact Assessment	All Major retail development	CS20 DM14	NFDC Pre App	Conditional requirement 2014.
Site Waste Management Plans				Deleted from Local List 2013.
Statement of Community Involvement				Deleted from Local List 2013.
Structural survey				Deleted from Local List 2013.
Sustainability Statement	All development providing over 1000 square metres of commercial floor space	NPPF Whole document. CS4	NFDC Pre App NFDC website Building Research Establishment website	Proposed Conditional requirement 2016.
Telecommunications Statement	Telecommunications Development		NFDC Pre App	Conditional requirement 2014.
Transport assessment	All applications for major development raising significant transportation issues.	NPPF Para. 30, 32 CS23 and 24		Conditional requirement 2014.
Travel Plan	All applications for major development above the threshold set out in Appendix 1, Section 8, Table B, page 17 Hampshire Parking Strategy and Standards 2002.	NPPF Para. 29, 30, 36	NFDC Pre App	Mandatory requirement on all relevant major applications 2014.
Tree Assessment.	All applications for development affecting protected trees.	NPPF Para 118 CS2	NFDC Pre App NFDC arboriculturist (via New Forest National Park)	Conditional requirement 2014.

Current 1APP document types	When required (N:B a proportionate approach is taken as to level of detail required in any particular case)	Policy Drivers	<u>Where to look for further assistance</u>	Proposed 1APP document types and information requirements (n:b the documents deleted from the local list will at times comprise useful information an applicant will be advised to submit post registration)
Viability Appraisal	All residential development involving 10 or more dwellings. If you do not accept the proposed level of Affordable Housing Policy contributions you are required to conclusively demonstrate that they are not financially viable by completing a financial development appraisal and providing the descriptions and reasoning set out in Affordable Housing Financial Viability Proforma	NPPF Para 173, 174, 203-205 CS15	NFDC Pre App NFDC website	Proposed mandatory requirement on all relevant applications 2016
Ventilation /Extraction Statement	All applications involving A3, A4, A5 and B2 activities and other applications where ventilation or extraction plant is proposed.	NPPF Para 120, 123 CS5		Conditional requirement 2014.

PLANS (NB Local Requirements only, National Requirements also apply)

All plans must be to an identified metric scale (normally 1:50 or 1:100), state original paper size and show a north point or identify which direction all elevations face (when relevant) and be named in a logical manner. When proposing new built development they must also include a scale bar and key dimensions (distance of development from site boundaries and size of extension/building)

All "Major" and "Minor" applications submitted in a paper format must include a cd or other storage device containing copies of all the paper applications forms, drawings and documents.

The following are required:

Block plan of the site, showing: site boundaries; the type and height of boundary treatment (e.g.walls,fences),where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.

Existing and proposed elevations, showing clearly any demolition and the proposed works in relation to what is already there for any elevations that would be created or altered by the development proposal. These should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity to it (within 5 metres), the drawings should show the relationship between the two buildings and detail the positions of the openings on each property. Blank elevations must be shown if only to show this is the case and at times for Major and Minor developments street scenes showing the development as proposed in context will be required..

Existing and proposed scalable elevations, showing clearly any demolition and the proposed works in relation to what is already there for any elevations that would be created or altered by the development proposal. These should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Elevations of neighbouring buildings (also showing these details where possible) will be required, except where there is a gap of more than 30m between the buildings. Drawings should show the relationship between proposed and neighbouring buildings and detail the positions of the openings on each property. Blank elevations must be shown if only to show this is the case.

When advertisements are being proposed the lettering and any images, materials and colours to be used, the extent of projection and full details of the method and colours of illumination must be shown.

Floor plans for new development, and for existing buildings altered by the proposed development. These should identify existing floorspace and highlight any existing walls or buildings that are to be demolished, where applicable. If the application relates simply to a change of use, and no development work is to be carried out, a floor plan may not be necessary.

Existing and proposed site sections and finished floor and site levels, where a change is proposed or sites slope. These should show: how the proposed development relates to existing site levels, trees and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.

Roof plans for any roof that would be created or altered by the proposed development, showing the shape of the roof, its location, and specifying the roofing material to be used.

September/2016

Affordable Housing Financial Viability Proforma

If you do not accept the proposed level of Affordable Housing Policy contributions you are required to conclusively demonstrate that they are not financially viable by completing a financial development appraisal (see Note 1) and providing the descriptions and reasoning set out below.

1. Existing Site Information				
Address (inc. postcode)				
Housing market area (Note 2)				
Describe land and existing buildings & state the number of dwellings (photos are helpful)				
Gross site area (sqm) & Gross internal area of existing buildings (Note 3)				
Date acquired & price paid				
Existing use value				
Alternative use value (if any)				
Market value				
Evidence				
2. Proposed Development				
Type of Dwelling (Note 4)	Number of bedrooms (Note 5)	Number of Units	Gross internal area of house/flat (Note 3)	Estimated market value
				£
				£
				£
				£
				£
				£
Sales evidence		Please attach details of three comparable sales for each of the dwelling units above. These should be as comparable as possible in terms of dwelling type, nos. beds, size & age. At a minimum these should include the full address, asking/sales price and date for sale/sold		
3. Proposed Affordable Development				
Nos. units proposed				
Types/tenure proposed				
Estimated rents and/or values				
Describe any discussions of value/sale/grant with Social Landlords				
4. Proposed Commercial Development				
A professional valuation should be attached describing the development and providing conclusive				

evidence of capital values/rents/yields

5. Additional Information

Applicants assessment of values/rents plus supporting evidence for both private, affordable housing and commercial elements of the development

Build cost details including breakdown of site abnormal costs, including combination etc and Infrastructure costs with supporting evidence on costs. Ideally a full Quantity Surveyor Cost Schedule should be provided but this may not have been carried out for small schemes

Market value of the site including supporting evidence

Full details of any other Section 106 and Section 278 costs etc

Full development programme/cash flow including build period, sales programme and timing of Section 106 payments/contributions etc.

Notes:

1. Financial development appraisals include the HCA DAT which helpfully sets out default values. Alternatively an applicant may wish to obtain a professional valuation setting out the development appraisal in another format.
2. See Sub Markets in New Forest District.
3. Gross Internal Area is the area measured from internal wall to internal wall
4. Types of dwelling must be one of the following categories, Detached, Semi-detached, Terrace/Town House, Bungalow, Flat
5. Use a separate line for each dwelling type and number of bedrooms

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