

West Berkshire Council

Planning Applications

Validation Checklists

National and Local Lists of Requirements

CONSULTATION VERSION August 2023

This consultation version of the Validations Checklists and of the National and Local Lists of Requirements is presented as a single document. Following the eventual publication of the final version post-consultation, the Council may also publish the content in digital format on its website for ease of access for end users. The content of any digital version of the final document will be the same, although formatting may change.

Please provide any comments on the contents of this document by emailing planapps@westberks.gov.uk.

Should you need to submit your comments in an alternative format, please contact either planapps@westberks.gov.uk or Planapps, Development and Regulation, Council Offices, Market Street, Newbury, RG14 5LD and they will be glad to advise/assist.

All comments should be submitted by 17:00 hours on Friday 15th September 2023.

Before you start

Our validation checklists tell you what we need to register your application. It will help you to make sure you give us all the information we need. If you don't give us what we need, we will have to contact you for more information, which can lead to delays.

Before you submit your application you should check the validation checklist relevant to your type of application. If you are a resident, making an application to extend or alter your home, this will normally be a householder application.

The validation checklist then tells you what documents are required to support your application. Some requirements apply in all cases. Other requirements may vary depending on the nature or the location of the proposed development. The relevant checklist is the starting point for establishing what is required, but you should also check the relevant national and local requirements that the checklist links to later in this document – these tell you when a document is required, what precisely is required and why.

You should also:

Use the fee calculator on the planning portal [A Guide to the Fees for Planning Applications in England \(planningportal.co.uk\)](https://www.planningportal.co.uk) or on the West Berkshire Council's website [Fees and Payments for Planning Applications - West Berkshire Council](#) to work out what it will cost (in most, but not all cases, there is a fee).

Please be aware that:

We will publish documentation submitted in support of an application on our website to facilitate the planning process. This will include applicant name and address and, where an agent is acting, the name and address of that agent. For more information about how we process personal data, please see our [Privacy Policy - West Berkshire Council](#).

We will redact personal data in accordance with our data protection policies. If you are providing information that is confidential and or sensitive, please reference this in the file name or mark it clearly for our attention to ensure we redact it accordingly. We will contact you if confidentiality would affect the transparency of the planning process. For example in relation to certain viability information.

N.B. All the entries in the [Contents list](#) are live links to the corresponding sections of this document. Use **Ctrl + Click** to navigate directly to them.

Hover the cursor over and then **Ctrl + Click** on any link within this document to navigate directly to:- i) useful relevant external or Council webpages; and ii) relevant policy, guidance and other documents, referred to in this document.

If any external link appears inactive, please close and re-open this document and hover the cursor over the link first and then **Ctrl + Click** on the link.

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Introduction

To apply for planning permission or consent from West Berkshire Council (the Local Planning Authority) you will need to submit an application.

All applications are submitted on a standard form and must be accompanied by plans and documents that give details about the proposal and support the proposed development.

If the application form is not completed correctly, any necessary application fee is not paid, or you do not supply sufficiently detailed plans or other supporting information, we will not be able to register your application.

We offer a Pre-validation Checking Service for a nominal charge - please contact planapps@westberks.gov.uk or check [Pre Application Fees Sheet 23.24 \(westberks.gov.uk\)](#) more information on the level of the fee for the Pre-validation Checking Service, which depends on the scale of the application proposal.

Upon formal submission of a “planning” related application we will check your application and let you know if we need anything else to make it valid. If we consider that your application submission is incomplete or requires amendments we shall contact you explaining what you need to do to render the application valid. If we do not hear back from you within 28 days of contacting you, your application will be closed, returned to you and you will need to reapply. We shall also return the application fee you paid minus a charge to pay for administrative costs incurred - please contact planapps@westberks.gov.uk or check [Pre Application Fees Sheet 23.24 \(westberks.gov.uk\)](#) for more information on the level of invalid application fees, which again depends on the scale of the application proposal.

Following two unsuccessful attempts at validation, the application will be deemed invalid and returned to you. An administration fee of 25% of the application fee will be withheld.

This document explains what is required to help you make a better application, getting it right first time and allowing us to deal with your application as quickly as possible.

Pre-application advice

The Council encourages applicants to use the Council’s pre-application advice service (for which there is a charge [Pre Application Fees Sheet 23.24 \(westberks.gov.uk\)](#)). Early discussions with us improve both the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success. Details about this pre-application advice service and how to apply can be found at <https://www.westberks.gov.uk/preapp>.

Planning obligations/heads of terms

A development proposal may require supporting infrastructure, either directly or by means of a financial contribution. This may be secured by a legal agreement known as a Section 106 planning obligation.

If a planning obligation is required, applicants need to state that they will enter into an agreement. Applicants should clarify the requirements in pre-application discussions and confirm any planning obligations required as early as possible in the application process to avoid delays.

If a planning obligation/s is needed, draft heads of terms for the Council's Legal Services to draft the legal agreement should accompany the submitted application. The Council's Legal Services reasonable costs will be met in full by the Applicant. The Council's Legal Services also need an up-to-date copy of the Land Registry Title and Plan or Epitome of Title, as proof of land ownership before any agreement / obligation can be completed.

See [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/guidance/national-planning-policy-framework) Section 4 and <https://www.gov.uk/guidance/planning-obligations> for more information.

Local Development Orders

If you are submitting a Pre-Development Notice within the Greenham Business Park Local Development Order area, for advice about validation requirements please refer to the following link [7. Pre-development notification form.pdf \(westberks.gov.uk\)](#) . Other useful link/s can be found on the following webpage: [Greenham Business Park Local Development Order - West Berkshire Council](#)

What we need from you when you make your application

Different types of applications require different levels of information and supporting documentation before they can be registered as a valid application.

These include [National Validation Requirements](#) for all applications. This is mandatory information required by [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](#) (as amended) and Planning Practice Guidance [Making an application - GOV.UK \(www.gov.uk\)](#).

Additional information, which is set out in the [Local Validation Requirements List\(s\)](#), may also be necessary for the determination of the application. The local requirements that apply to your application will depend on type, scale and location of your application. Together these requirements will set out the minimum information necessary for an application to be deemed valid.

Once your application has been validated and registered, we shouldn't normally need to ask you for any more information. But the planning case officer may find, after their

initial assessment of your proposals, that additional information, as set out in the national and the local lists of requirements is necessary before your application can be decided. If this happens your planning case officer will contact you to discuss what is required.

If you disagree with the reasons why the Council will not validate your application, you should contact us as soon as possible to see whether the matter can be resolved or alternatively to be advised of the formal procedure to be followed when in dispute. You can find out more information about the validation of planning applications on the Planning Portal: [How applications are processed - The decision-making process - Planning Portal](#).

Plans and drawings

All application plans and drawings should be to scale and fit onto A4 or A3 size. If it is necessary for the proposed development to be on A2, A1 and A0 plans, these are also acceptable.

Electronic plans and drawings should be submitted as PDF documents. JPG's and photographed plans and drawings are not acceptable because they cannot be accurately scaled. If you are not applying electronically, we must have 1 copy of the form, any plans, drawings, and information accompanying the application.

Each plan or drawing must:

- be given a unique reference number and title (when a plan is revised, a revision number should also be shown with the correct dates);
- drawn to an appropriate metric scale and should include a scale bar as well as dimensions to allow us to check that plans are accurately drawn to scale;
- where appropriate be based on the Ordnance Survey National Grid and base survey data, whereby it would need to include the Ordnance Survey (OS) Licence Number and the OS Copyright Logo;
- be legible with clear labels and legends, and show a clear distinction between existing features which are to be retained and those to be removed, and also all proposed features;
- show a north point;
- be drawn using ink (please note pencil drawings are not acceptable);
- include appropriate notes relevant to each drawing.

Surveys, reports, assessments and appraisals

Where the list requirement asks for a survey, report, assessment or appraisal to be submitted this must be undertaken by a competent person with suitable qualifications and experience in the relevant area.

They must be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods for the subject.

Where it is necessary for Council to ask an independent assessor to review the information, the cost of this review must be paid for in full by the applicant.

Planning Statements

A Planning Statement is not required to validate an application, but it is helpful to provide one. The Planning Statement can be used by the applicant to identify and set out the background, context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national and local planning policies. The Planning Statement may also include details of consultations with the Council and wider community/statutory consultees undertaken prior to submission and refer to the submitted documentation accompanying the application.

See below for additional information required for [Waste and minerals planning statements](#).

Other important considerations

For all developments directly affecting European / international sites (SAC, SPA), and Sites of Special Scientific Interest (SSSI)

For the avoidance of doubt:

EclA = Ecological Impact Assessment

EIA = Environmental Impact Assessment requiring an Environmental Statement (ES)

An ES would normally include an EclA.

Either an [Ecological Impact Assessment \(EclA\)](#), or in the case where the proposal is an [Environmental Impact Assessment \(EIA\)](#) development, confirmed either by way of direct submission or through the screening process, whereby an [Environmental Statement \(ES\)](#) is required; and the Council will then consult the statutory consultees.

Providing Biodiversity Net Gain information

Biodiversity Net Gain (BNG) is an approach to development which leaves the natural environment in a better state than beforehand. To measure the impact of development on biodiversity it uses the ecological mitigation hierarchy with a biodiversity metric.

The [Environment Act 2021 \(legislation.gov.uk\)](#) sets a 10% Biodiversity Net Gain (BNG) as a minimum requirement in planning except for the following types of developments:

- permitted development under the Town and Country Planning (General Permitted Development) Order 2015 (as amended);
- urgent Crown developments;
- development impacting habitat of an area below a 'de minimis' threshold of 25sq.m, or a length of 5m for linear habitats, such as hedgerows.

Developments must provide and maintain this biodiversity net gain over a minimum 30-year period.

The mandatory requirement for a minimum 10% net gain in biodiversity will be sought for all developments (with the above exemptions and apart from minor developments – see below), from November 2023. Therefore, all planning applications received from 1st November 2023 must be accompanied by a biodiversity net gain plan as stated in the [Environment Act 2021 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2021/17/section/17) and in the emerging West Berkshire Local Plan Review (Regulation 19) January 2023 and the associated metric calculator that are required to demonstrate how the development proposals conserve and enhance biodiversity and deliver a minimum 10% Biodiversity Net Gain. This 10% BNG provision is already a requirement of the adopted West Berkshire Minerals and Waste Local Plan, Policy 20.

It is particularly important that multi-phase and outline applications address the need for biodiversity net gain from the outset, to ensure that subsequent development phases or reserved matters applications include sufficient biodiversity net gain and avoid the need for substantial redesign or impacts to viability at a later stage. BNG should wherever possible be delivered through habitat restoration or creation on site. Where, it is necessary to deliver BNG off-site, suitable sites will need to be agreed with the local planning authority and may need to be secured through a Section 106 agreement.

For minor planning applications, the mandatory requirement will not take effect until 1st April 2024. Minor developments for the purposes of mandatory BNG are those:

- For residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; and
- For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Prior to these dates, all planning applications will be expected to provide evidence of how at least a 1% net gain in biodiversity is to be delivered in accordance with the NPPF. It is important that applicants include satisfactory proposed BNG measures with their planning application submissions to reduce the risk of delays and complications in this respect with the planning process.

Personal Circumstances

Personal circumstances rarely outweigh general planning matters because the effect of the development would remain long after the personal circumstances no longer apply. However, if you consider there are any personal circumstances, which should – exceptionally – be taken into account, you may submit a Personal Circumstances Statement with the application. Please note that submitted application documents are generally made available for public inspection, so if there are any personal sensitive data included in your submission, please ensure that such a submitted document is clearly marked as **CONFIDENTIAL** and they shall be redacted accordingly, before being made available for public inspection.

Building Regulations

In addition to planning permission for your building work you may also need Building Control approval under the building regulations. You need to think about how your development will meet the regulations when you draw up your proposals. Making changes after planning permission has been granted is likely to require a new planning application, resulting in delays and additional costs.

The building regulations are minimum standards for the design and construction of, or alterations to, virtually every building. They contain a list of requirements providing standards for construction and energy efficiency whilst taking into account the health and safety and needs of building occupants.

They cover all aspects of the build process, including foundations, damp proofing, stability, insulation, ventilation, heating, sanitation, fire protection and means of escape. They also make sure there are adequate facilities in certain types of buildings for people with disabilities.

For further information and an initial discussion with our building control team please visit our website at [Building Control Solutions - West Berkshire Council](#). You can also find more information, about legislation, new and amended Approved Documents and any changes to the Building Regulations by visiting the Local Authority Building Control website at [Local Authority Building Control | LABC | Building control, LABC Front Door | Home improvements & building regulations advice for homeowners and builders](#) or on the planning portal website at [When you need approval - Building Regulations - Planning Portal](#)

Public Rights of Way

The granting of outline or detailed permission or approval of reserved matters does not constitute permission to close or divert a public right of way affected by the development. The diversion or stopping up of footpaths, bridleways and restricted byways is a separate legal process which must be carried out before the paths are affected by the development. West Berkshire Council has powers to make public path orders to change public rights of way under Section 257 of the Town and Country Planning Act 1990 if they are satisfied that it is necessary to do so to enable development to be carried out in accordance with a planning permission. We will normally expect any existing paths affected to be open and available until an Order has been made and confirmed. If this is not possible you will need to apply for a Temporary Traffic Regulation Order. For all information on matters such as submitting an application to divert or close a path, or to arrange for a Temporary Traffic Regulation Order if needed or for information on diverting or closing a right of way, or for an application form, please visit the public rights of way (PROW) webpage [Public Rights of Way - West Berkshire Council](#) and the various useful links therein.

How to make an application

West Berkshire Council strongly encourages digital submission of all applications. This reduces administrative process time meaning we can progress your application more quickly and efficiently. Applications can be submitted electronically either via the [Planning Portal](#) or by emailing planapps@westberks.gov.uk .

The Planning Portal was established in 2002 to allow planning applications in England and Wales to be processed and passed to the Council electronically. It is not administered by West Berkshire Council.

Advice about making an application can be found on the [Planning Portal](#) and on [Making an application - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/making-an-application)

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Validation Checklist for:

Householder Applications

Always Required

The following will always be required with householder applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Ownership Certificate A,B,C or D](#)
- [Location Plan](#)
- [Other Plans](#)
- [Correct Fee](#)
- [Community Infrastructure Levy \(CIL\) Form 1](#)

Required, Depending on Relevant Applicable Constraints

The following may be required depending on the nature and location of the proposed householder development. Please refer to the relevant “**when it’s required**” section within this document for a detailed explanation of each requirement and the circumstances in which it will be required.

- [Daylight/Sunlight Assessment](#)
- [Design and Access Statement](#) – *where the proposal is in a designated area (conservation area) and creates floor space of 100m² or more, or where the “householder” development is a “major” development as a result of the site area being 1 hectare or more*
- [Flood Risk Assessment](#)
- [Land Contamination Assessment](#)
- [Noise Impact Assessment](#) (If near a major noise source)
- [Protected Species Scoping Survey Report](#)
- [Statement of Heritage Significance](#) – if it involves a heritage asset and/or its setting, including any impact on those.
- [Structural Surveys and Schedules of Work](#) (Listed Buildings)
- [Surface Water Drainage Details and Foul Drainage Disposal Methods](#)
- [Tree Survey and Arboricultural Impact Assessment](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your householder application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)
- [Personal Circumstances](#) (the advice on Personal Circumstances is also repeated below in this case, to assist Householder applicants)

Personal Circumstances

– Please, mark (and highlight) personal sensitive data as **CONFIDENTIAL**

Personal circumstances rarely outweigh general planning matters because the effect of the development would remain long after the personal circumstances no longer apply. However, if you consider there are any personal circumstances, which should – exceptionally – be taken into account, you may submit a Personal Circumstances Statement with the application. Please note that submitted application documents are generally made available for public inspection, so if there are any personal sensitive data included in your submission, please ensure that such a submitted document is clearly marked as **CONFIDENTIAL** and they shall be redacted accordingly, before being made available for public inspection.

Validation Checklist for:

Listed Building Consent Applications

Always Required

The following will always be required with listed building consent applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Ownership Certificate A,B,C or D](#)
- [Location Plan](#)
- [Other Plans](#) - [Block plan](#); [Existing and proposed floor plans](#); [Existing and proposed elevations](#); [Existing and proposed site sections and finished floor and site levels](#); Plans showing all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding, etc.; roof plans (as appropriate)
- [Design and Access Statement](#)
- [Statement of Heritage Significance](#)

Required, Depending on Relevant Applicable Constraints

The following may be required depending on the nature, scale and location of the proposed works to the listed building. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required.

- [Lighting statement/lighting scheme/light pollution assessment](#) – all LBC applications that propose external lights
- [Marketing reports](#) – loss (incl. of part) of listed building or heritage asset and also loss of employment and retail uses
- [Structural surveys and schedules of work](#) – substantial demolition and also adaptation of historic buildings (also see details)
- [Tree Survey/Arboricultural Impact Assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)
- [Ventilation/extraction statement](#)- all applications with ventilation extraction equipment

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your listed building consent application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Advertisement Consent Applications

Always Required

The following will always be required with advertisement applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Location Plan](#)
- [Other Plans](#) (including drawings of the advertisement)
- [Correct Fee](#)

Required, Depending on Relevant Applicable Constraints

The following may be required depending on the nature and location of the advertisement proposal. Please refer to the relevant “**when it’s required**” section within this document for a detailed explanation of each requirement and the circumstances in which it will be required.

- [Protected Species Scoping Survey Report](#)
- [Statement of Heritage Significance](#) - - if it involves, including impact on, a heritage asset and/or its setting
- [Structural Surveys and Schedules of Work](#)
- [Lighting Statement / Light Pollution Assessment](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your advertisement application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Certificate of Lawfulness (Proposed) Applications

Always Required

The following will always be required with Certificate applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Location Plan](#)
- [Other Plans](#)
- [Correct Fee](#)
- [Community Infrastructure Levy \(CIL\) Form 1](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your Certificate application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- Any other Information considered relevant to support the application
- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Certificate of Lawfulness (Existing) Applications

Always Required

The following will always be required with Certificate applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Location Plan](#)
- [Other Plans](#)
- [Correct Fee](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your Certificate application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- Any other information considered relevant to support the application
- Any evidence verifying information submitted (including sworn affidavits)
- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Full Planning Applications

Always Required

The following will always be required with full planning applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Ownership Certificate A,B,C or D](#)
- [Location Plan](#)
- [Other Plans](#)
- [Design and Access Statement](#) (also see exceptions when it is not required such as Change of Use)
- [Correct Fee](#)

Required, Depending on Relevant Applicable Constraints

The following may be required depending on the nature, scale and location of the application proposal. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required.

- [Affordable housing statement](#) – for proposals of 5 units or more
- [Agricultural or other essential rural workers dwellings – justification statement](#), where relevant
- [Agricultural land classification and soil statement](#)
- [Air quality assessment \(AQA\)](#) – for majors and developments in or adjacent Air Quality Management Areas (AQMA)
- [Archaeological assessment](#) – where potential impact on heritage assets of archaeological interest
- [Area of Outstanding Natural Beauty Assessment of Need Statement](#) – for majors in the AONB
- [Community Infrastructure Levy \(CIL\) forms](#)
- [Daylight/sunlight assessment](#) – where potential impact
- [Details in relation to use of land as a gypsy and travellers’ site, or for travelling showpeople](#), where relevant
- [Ecological Impact Assessment \(EclA\)](#) – all Majors (if not an EIA development)
- [Energy Statement](#) - all full applications (see exceptions)
- [Environmental Statement \(and Executive Summary\)](#) – for EIA developments
- [Fire statement](#) – 18m high+ or 7 storeys or more
- [Flood Risk Assessments \(FRA\)](#) – for all proposals in FZs 2&3 or in case FZ1 if site area 1 hectare or more and also in Critical Drainage Areas (see details)
- [Land contamination assessment](#) – all applications on or near contaminated land
- [Landscape and visual impact assessment \(LVIA/LVA\)](#) - all applications with landscape/townscape impacts

- [Landscape proposals and mitigation plan](#) – Major applications
- [Lighting statement/lighting scheme/light pollution assessment](#) – all applications that propose external lights esp. in countryside / AONB and urban areas within the setting of heritage assets, (also see details)
- [Marketing reports](#) – loss (incl. part) of listed building or heritage asset and also loss of employment and retail uses
- [Minerals Resources Assessment / Mineral Infrastructure Assessment](#)
- [Noise assessment](#) – applications that generate significant noise and also new residential and other noise sensitive development close to noise sources e.g. major roads
- [Preliminary Ecological Appraisal \(PEA\)](#) – all minor applications
- [Retail impact assessment and sequential test](#) – main town centre uses not in a centre
- [Scheme viability assessment](#) – all proposals with viability issues
- Statement of community involvement – major and sensitive applications
- [Statement of Heritage Significance](#) – all applications within or which include a heritage asset or with any impact on heritage assets or their setting.
- [Structural surveys and schedules of work](#) – substantial demolition and also adaptation of historic buildings (also see details)
- [Surface water drainage details and foul drainage disposal methods](#) – major applications
- [Sustainability Statement- for major and most minor applications](#) (see details)
- Transport assessments/statements and travel plans - all non-residential majors; for residential majors a full Transport Assessment for 60 or more dwellings or a full Transport Statement for 30 – 59 dwellings; a travel plan for all majors.
- [Tree survey/arboricultural impact assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)
- [Ventilation/extraction statement](#)- all applications with ventilation extraction equipment
- [Water Quality Nutrient Neutrality Statement](#)- all applications within Lambourn and Solent catchment areas that result in additional overnight accommodation (but not householder)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your full application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Outline Planning Applications

Always Required

The following will always be required with outline planning applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Ownership Certificate A,B,C or D](#)
- [Location Plan](#)
- [Other Plans](#) including various Parameter Plans as necessary
- [Design and Access Statement](#) (also see exceptions such as Change of Use)
- [Correct Fee](#)

Required, Depending on Relevant Applicable Constraints

The following may be required depending on the nature, scale and location of the outline application proposal and the matters that are sought to be approved. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required.

- [Affordable housing statement](#) – for proposals of 5 units or more
- [Agricultural or other essential rural workers dwellings – justification statement](#), where relevant
- [Agricultural land classification and soil statement](#)
- [Air quality assessment \(AQA\)](#) – for majors and developments in or adjacent Air Quality Management Areas (AQMAs)
- [Archaeological assessment](#) – where potential impact on heritage assets of archaeological interest
- [Area of Outstanding Natural Beauty Assessment of Need Statement](#) – for majors in the AONB
- [Community Infrastructure Levy \(CIL\) forms](#)
- [Daylight/sunlight assessment](#) – where potential impact
- [Details in relation to use of land as a gypsy and travellers’ site, or for travelling showpeople](#), where relevant
- [Ecological Impact Assessment \(EclA\)](#) – all Majors (if not an EIA development)
- [Environmental Statement \(and Executive Summary\)](#) – for EIA developments
- [Fire statement](#) – 18m high+ or 7 storeys or more
- [Flood Risk Assessments \(FRA\)](#) – for all proposals in FZs 2&3 or in case FZ1 if site area 1 hectare or more and also in Critical Drainage Areas (see details)
- [Land contamination assessment](#) – all applications on or near contaminated land
- [Landscape and visual impact assessment \(LVIA/LVA\)](#) - all applications with landscape/townscape impacts

- [Landscape proposals and mitigation plan](#) – Major applications
- [Lighting statement/lighting scheme/light pollution assessment](#) – all applications that propose external lights esp. in countryside / AONB and urban areas within the setting of heritage assets (also see details)
- [Marketing reports](#) – all applications that involve the loss (incl. part) of listed building or heritage asset and also loss of employment and retail uses
- [Noise assessment](#) – applications that generate significant noise and also for new residential and other noise sensitive development close to noise sources e.g. major roads
- [Preliminary Ecological Appraisal \(PEA\)](#) – all minor applications
- Retail impact assessment and sequential test – main town centre uses not in a centre
- [Scheme viability assessment](#) – all proposals with viability issues
- Statement of community involvement – major and sensitive applications
- [Statement of Heritage Significance](#) – all applications within or which include a heritage asset or with any impact on heritage assets or their setting.
- [Structural surveys and schedules of work](#) – substantial demolition and also adaptation of historic buildings (also see details)
- [Surface water drainage details and foul drainage disposal methods](#) – major applications
- [Sustainability Statement](#)- for major and most minor applications (see details)
- [Transport assessments/statements and travel plans](#) – all non-residential majors; for residential majors a full Transport Assessment for 60 or more dwellings or a full Transport Statement for 30 – 59 dwellings; a travel plan for all majors.
- [Tree survey/arboricultural impact assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)
- [Ventilation/extraction statement](#)- all applications with ventilation extraction equipment
- [Water Quality Nutrient Neutrality Statement](#)- all applications within Lambourn and Solent catchment areas that result in additional overnight accommodation (but not householder)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your outline application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Reserved Matters Applications

Always Required

The following will always be required with Reserved Matters applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Ownership Certificate A,B,C or D](#)
- [Location Plan](#)
- [Other Plans](#)
- Such relevant particulars as are necessary to deal with the matters reserved
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature, scale and location of the reserved matters proposal. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required. Some of these matters would have been adequately addressed at outline stage. Others may have been addressed at outline stage to a certain extent, but further detailed submissions may be necessary at reserved matters stage. Some of these matters may also be required to be submitted pursuant to specific conditions in the Outline Planning Permission.

- [Affordable housing statement](#) – for proposals of 5 units or more
- [Agricultural or other essential rural workers dwellings – justification statement](#), where relevant
- [Air quality assessment \(AQA\)](#) – for majors and developments in or adjacent Air Quality Management Areas (AQMAs)
- [Archaeological assessment](#) – where potential impact on heritage assets of archaeological interest
- [Community Infrastructure Levy \(CIL\) forms](#)
- [Daylight/sunlight assessment](#) – where potential impact
- [Details in relation to use of land as a gypsy and travellers’ site, or for travelling showpeople](#), where relevant
- [Ecological Impact Assessment \(EclA\)](#) – all Majors (if not an EIA development)
- [Energy Statement](#) - all major applications (see exceptions)
- [Environmental Statement \(and Executive Summary\)](#) – for EIA developments if deemed necessary upon screening either on its own right or as a subsequent application
- [Fire statement](#) – 18m high+ or 7 storeys or more
- [Flood Risk Assessments \(FRA\)](#) – for all proposals in FZs 2&3 or in case FZ1 if site area 1 hectare or more and also in Critical Drainage Areas (see details)
- [Land contamination assessment](#) – all applications on or near contaminated land

- [Landscape and visual impact assessment \(LVIA/LVA\)](#) - all applications with landscape/townscape impacts
- [Landscape proposals and mitigation plan](#) – Major applications
- [Lighting statement/lighting scheme/light pollution assessment](#) – all applications that propose external lights esp. in countryside / AONB and urban areas within the setting of heritage assets, (also see details)
- [Marketing reports](#) – loss (incl. part) of listed building or heritage asset and also loss of employment and retail uses
- [Noise assessment](#) – applications that generate significant noise and also new residential and other noise sensitive development close to noise sources e.g. major roads
- [Preliminary Ecological Appraisal \(PEA\)](#) – all minor applications
- [Scheme viability assessment](#) – all proposals with viability issues
- [Statement of community involvement](#) – major and sensitive applications
- [Statement of Heritage Significance](#) – all applications within or which include a heritage asset or with any impact on heritage assets or their setting.
- [Structural surveys and schedules of work](#) – substantial demolition and also adaptation of historic buildings (also see details)
- [Surface water drainage details and foul drainage disposal methods](#) – major applications
- [Sustainability Statement](#)- for major and most minor applications (see details)
- [Transport assessments/statements and travel plans](#) - all non-residential majors; for residential majors a full Transport Assessment for 60 or more dwellings or a full Transport Statement for 30 – 59 dwellings; a travel plan for all majors.
- [Tree survey/arboricultural impact assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)
- [Ventilation/extraction statement](#)- all applications with ventilation extraction equipment
- [Water Quality Nutrient Neutrality Statement](#)- all applications within Lambourn and Solent catchment areas that result in additional overnight accommodation (but not householder)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your reserved matters application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Discharge of (Compliance with) Condition(s) Applications

Always Required

- [Application Form](#) (or letter, if agreed with officers), which must clearly indicate the relevant permission / consent and the condition(s) this application relates to.
- Samples and/or all reports and/or all plans and/or details as required by the condition.
- Appropriate Fee

Validation Checklist for:

Variation or Removal of Condition/s Applications

[S.73 Town and Country Planning Act 1990 (as amended) or S.19 Listed Buildings and Conservation Areas Act 1991]

Always Required

The following will always be required with variation applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Ownership Certificate A,B,C or D](#)
- [All necessary Plans](#) as appropriate to the specific proposal (the Location Plan remains the same as that of the original Planning Permission)
- [Correct Fee](#) (Not for Listed Building Consent)

Required Depending on Relevant Applicable Constraints

The following may be required as “update” submissions depending on the nature, scale and location of the proposed variation and also the time lapsed since any earlier protected species surveys. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required.

- [Affordable housing statement](#) – for proposals of 5 units or more
- [Agricultural or other essential rural workers dwellings – justification statement](#), where relevant
- [Agricultural land classification and soil statement](#)
- [Air quality assessment \(AQA\)](#) – for majors and developments in or adjacent Air Quality Management Areas (AQMA)
- [Archaeological assessment](#) – where potential impact on heritage assets of archaeological interest
- [Area of Outstanding Natural Beauty Assessment of Need Statement](#) – for majors in the AONB
- [Community Infrastructure Levy \(CIL\) forms](#)
- [Daylight/sunlight assessment](#) – where potential impact is likely to change
- [Details in relation to use of land as a gypsy and travellers’ site, or for travelling showpeople](#), where relevant
- [Ecological Impact Assessment \(EclA\)](#) – all Majors (if not an EIA development) if updated protected species surveys are required
- [Energy Statement](#) - all full applications (see exceptions)
- [Environmental Statement \(and Executive Summary\)](#) – if deemed required by a screening opinion as a subsequent application
- [Fire statement](#) – 18m high+ or 7 storeys or more
- [Flood Risk Assessments \(FRA\)](#) – for all proposals in FZs 2&3 or in case FZ1 if site area 1 hectare or more and also in Critical Drainage Areas (see details)
- [Land contamination assessment](#) – all applications on or near contaminated land

- [Landscape and visual impact assessment \(LVIA/LVA\)](#) - all applications with landscape/townscape impacts
- [Landscape proposals and mitigation plan](#) – Major applications
- [Lighting statement/lighting scheme/light pollution assessment](#) – all applications that propose external lights esp. in countryside / AONB and urban areas within the setting of heritage assets, (also see details)
- [Preliminary Ecological Appraisal \(PEA\)](#) – all minor applications if updated protected species surveys are required
- [Scheme viability assessment](#) – all proposals with viability issues
- [Statement of community involvement](#) – major and sensitive applications
- [Statement of Heritage Significance](#) – all applications within or which include a heritage asset or with any impact on heritage assets or their setting.
- [Structural surveys and schedules of work](#) – substantial demolition and also adaptation of historic buildings (also see details)
- [Surface water drainage details and foul drainage disposal](#) methods – major applications
- [Sustainability Statement](#)- for major and most minor applications (see details)
- [Transport assessments/statements and travel plans](#) - all non-residential majors; for residential majors a full Transport Assessment for 60 or more dwellings or a full Transport Statement for 30 – 59 dwellings; a travel plan for all majors.
- [Tree survey/arboricultural impact assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)
- [Ventilation/extraction statement](#)- all applications with ventilation extraction equipment
- [Water Quality Nutrient Neutrality Statement](#)- all applications within Lambourn and Solent catchment areas that result in additional overnight accommodation (but not householder)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your variation application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Non-Material Amendment Applications

Always Required

The following will always be required with non-material amendment applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- All necessary [Plans](#) and other documents/reports to describe the proposed amendment
- [Correct Fee](#)

Validation Checklist for:

Prior Notification for Change of Use to Residential Applications

Always Required

The following will always be required with prior notification applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Location Plan](#)
- [Other Plans](#) (block plan, including showing access to highway, existing and proposed floor plans and elevations)
- [Design and Access Statement](#) (also see exceptions when it is not required such as Change of Use)
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature, scale and location of the application proposal. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required.

- [Affordable housing statement](#) – for proposals of 5 units or more
- [Air quality assessment \(AQA\)](#) – for developments in or adjacent Air Quality Management Areas (AQMAs)
- [Community Infrastructure Levy \(CIL\) forms](#)
- [Energy Statement](#)
- [Fire statement](#) – 18m high+ or 7 storeys or more
- [Flood Risk Assessments \(FRA\)](#) – for all proposals in FZs 2&3 or in case FZ1 if site area 1 hectare or more and also in Critical Drainage Areas (see details)
- [Land contamination assessment](#) – all applications on or near contaminated land
- [Noise assessment](#) – applications that generate significant noise and also new residential and other noise sensitive development close to noise sources e.g. major roads
- [Statement of Heritage Significance](#) – all applications within or which include a heritage asset or with any impact on heritage assets or their setting.
- [Structural surveys and schedules of work](#) – substantial demolition and also adaptation of historic buildings (also see details)
- [Surface water drainage details and foul drainage disposal methods](#)
- [Sustainability Statement](#)
- [Transport assessments/statements and travel plans](#)
- [Tree survey/arboricultural impact assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)

- [Ventilation/extraction statement](#)- all applications with ventilation extraction equipment
- [Water Quality Nutrient Neutrality Statement](#)- all applications within Lambourn and Solent catchment areas that result in additional overnight accommodation (but not householder)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your prior notification application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Prior Notification for Agricultural Development Applications

Always Required

The following will always be required with prior notification applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#) or letter
- [Location Plan](#)
- [Other Plans](#) (Block plan to include access and show the remainder of the agricultural unit including existing buildings; also floor plans, elevations and sections)
- Information to evidence that the proposal is part of a financially viable working agricultural unit
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature and location of the proposed development. Please refer to the relevant section within this document for a detailed explanation of each requirement and the circumstances in which it will be required.

- [Daylight/Sunlight Assessment](#)
- [Design and Access Statement](#)
- [Flood Risk Assessment](#)
- [Land Contamination Assessment](#)
- [Landscape Proposal and Mitigation Plan](#)
- [Protected Species Scoping Survey Report](#)
- [Statement of Heritage Significance](#) – if it involves, including impact on, a heritage asset and/or its setting
- [Surface Water Drainage Details and Foul Drainage Disposal Methods](#)
- [Tree Survey and Arboricultural Impact Assessment](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Prior Notification for Demolition Applications

Always Required

The following will always be required with prior notification applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#) or letter
- [Location Plan](#)
- [Other Plans](#) (floor plans, elevations and sections)
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature and location of the proposal. Please refer to the relevant section within this document for a detailed explanation of each requirement and the circumstances in which it will be required.

- [Archaeological Assessment](#)
- [Land Contamination Assessment](#)
- [Protected Species Scoping Survey Report](#)
- [Statement of Heritage Significance](#) – if it involves, including impact on, a heritage asset and/or its setting
- [Structural surveys and schedules of work](#)
- [Tree Survey and Arboricultural Impact Assessment](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Prior Notification for Telecommunications Applications

Always Required

The following will always be required with telecommunications prior notification applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Location Plan](#)
- [Other Plans](#) (as necessary)
- Evidence of relevant required notices served
- ICNIRP Statement for Telecommunications Apparatus
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature, scale and location of the proposal. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required.

- [Design and Access Statement](#)
- [Statement of Heritage Significance](#) – all applications within or which include a heritage asset or with any impact on heritage assets or their setting.
- [Tree survey/arboricultural impact assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)
- Any other relevant Information

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Planning Statement](#)
- [Photographs and/or Photomontages](#)

Validation Checklist for:

Notification for Works to Trees in a Conservation Area Applications

Always Required

The following will always be required with tree applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#) or letter
- [Location Plan](#)
- Identification of the tree/s
- Specification of the works
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature and location of the proposal. Please refer to the relevant section within this document for a detailed explanation of each requirement and the circumstances in which it will be required.

- [Protected Species Scoping Survey Report](#)
- [Statement of Heritage Significance](#)
- [Tree Survey and Arboricultural Impact Assessment](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Photographs and/or Photomontages](#)

Validation Checklist for:

Applications for Works to TPO Trees Applications

Always Required

The following will always be required with Tree Preservation Order (TPO) trees applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Location Plan](#)
- Identification of the tree/s
- Specification of the works
- Evidence regarding the condition of the tree/s
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature and location of the proposal. Please refer to the relevant section within this document for a detailed explanation of each requirement and the circumstances in which it will be required.

- [Protected Species Scoping Survey Report](#)
- [Statement of Heritage Significance](#)
- [Tree Survey and Arboricultural Impact Assessment](#)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Photographs and/or Photomontages](#)

Validation Checklist for:

Full Minerals Planning Applications

Always Required

The following will always be required with full planning applications. Please refer to the relevant section within this document for a detailed explanation of each requirement.

- [Application Form](#)
- [Ownership Certificate A,B,C or D](#)
- [Location Plan](#)
- [Site/Block Plan](#)
- [Other Plans](#)
- [Design and Access Statement](#)
- [Minerals Planning Statement](#)
- [Pollution Control Statement](#)
- [Mineral Working Scheme](#)
- [Site Reclamation Scheme \(Restoration and Aftercare Scheme\)](#)
- [Biodiversity Net Gain Calculation](#)
- [Correct Fee](#)

Required Depending on Relevant Applicable Constraints

The following may be required depending on the nature, scale and location of the application proposal. Please refer to the corresponding “**when it’s required**” section within this document of each specific requirement for a detailed explanation and the circumstances in which it will be required.

- [Agricultural land classification and soil statement](#)
- [Air quality assessment \(AQA\)](#) – for majors and developments in or adjacent Air Quality Management Areas (AQMA)
- [Archaeological assessment](#) – where potential impact on heritage assets of archaeological interest
- [Area of Outstanding Natural Beauty Assessment of Need Statement](#) – for majors in the AONB
- [Construction Management Plan](#)
- [Daylight/sunlight assessment](#) – where potential impact
- [Ecological Impact Assessment \(EclA\)](#) – all Majors (if not an EIA development)
- [Energy Statement](#) - all full applications (see exceptions)
- [Environmental Statement \(and Executive Summary\)](#) – for EIA developments
- [Fire statement](#) – 18m high+ or 7 storeys or more
- [Flood Risk Assessments \(FRA\)](#) – for all proposals in FZs 2&3 or in case FZ1 if site area 1 hectare or more and also in Critical Drainage Areas (see details)
- [Hydrological and Hydrogeological Assessment](#) – applications involving significant excavations/groundworks, abstraction, dewatering or infill.

- [Land contamination assessment](#) – all applications on or near contaminated land
- [Landscape and visual impact assessment \(LVIA/LVA\)](#) - all applications with landscape/townscape impacts
- [Landscape proposals and mitigation plan](#) – Major applications
- [Lighting statement/lighting scheme/light pollution assessment](#) – all applications that propose external lights esp. in countryside / AONB and urban areas within the setting of heritage assets, (also see details)
- [Marketing reports](#) – loss (incl. part) of listed building or heritage asset and also loss of employment and retail uses
- [Mineral Processing Proposals](#) - if the application involves the processing of minerals
- [Minerals Infrastructure Assessment](#) - full/outline, reserved matters, s.73 variations and prior approval applications within 100m of Mineral Safeguarded Infrastructure
- [Minerals Resource Assessment](#) – major applications within Mineral Safeguarding Areas.
- [Noise assessment](#) – applications that generate significant noise and also new residential and other noise sensitive development close to noise sources e.g. major roads
- [Preliminary Ecological Appraisal \(PEA\)](#) – all minor applications
- [Public Rights of Way Statement](#) – applications affecting a Public Right of Way
- [Statement of community involvement](#) – major and sensitive applications
- [Statement of Heritage Significance](#) – all applications within or which include a heritage asset or with any impact on heritage assets or their setting.
- [Surface water drainage details and foul drainage disposal methods](#) – major applications
- [Sustainability Statement](#) – for major and most minor applications (see details)
- [Transport assessments/statements and travel plans](#) – all majors
- [Tree survey/arboricultural impact assessment](#) – all applications with trees on site and on adjoining properties (within falling distance)
- [Utilities Site Survey/Assessment](#) – proposals affecting existing utilities
- [Ventilation/extraction statement](#) – all applications with ventilation extraction equipment
- [Water Quality Nutrient Neutrality Statement](#) – all applications within Lambourn and Solent catchment areas that result in additional overnight accommodation (but not householder)

Optional (not a validation requirement but may support your application)

The following are not validation requirements, but you may choose to include them to support your full application. Please refer to the relevant section within this document for a detailed explanation of each optional submission.

- [Photographs and/or Photomontages](#)

National Validation Requirements for Applications

This list sets out requirements 1 – 10 which comprise National Requirements for applications. This is mandatory information required by [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](#) (as amended) and Planning Practice Guidance [Making an application - GOV.UK \(www.gov.uk\)](#).

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1. Application Form

You must apply using the correct application form published by the Secretary of State. You can make your application online [Applications - Applications - Planning Portal](#) or download paper forms from [Find and download paper forms - Paper Forms - Planning Portal](#) or submit online / print paper forms from [Planning Application Forms - West Berkshire Council](#).

You must include all information required by the application form.

2. Ownership Certificates and Agricultural Land Declaration

You must complete either certificate A, B, C or D on the application form.

The certificate provides details about the ownership of the application site (including any required access) and confirms that an appropriate notice has been served by the applicant on any other owners (and agricultural tenants) to tell them that an application is being made.

Failure to serve the correct notice will invalidate the application.

Completing a false or misleading certificate either knowingly or recklessly can result in a fine.

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

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which includes land to which the application relates.

Types of Certificate (- only one of the certificate types will apply to an application)

Certificate A – Sole Ownership and No Agricultural Tenants

This must only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

The owner might be more than one person – for example Mr & Mrs, or partners, married or unmarried.

You cannot complete certificate A where a proposal will touch, overhang or include property or land owned by another person. You will instead need to complete another

certificate (normally Certificate B) and serve the required notice in advance of submitting your application (please see below).

Certificate B – Shared Ownership (all other owners/agricultural tenants known)

This must be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants. Complete the Certificate B and serve [Notice 1](#) on all the other owners or tenants.

Certificate C – Shared Ownership (some owners / agricultural tenants known)

This must be completed if the applicant does not own all the land to which the application relates and does not know the name and address of all the owners and/or agricultural tenants. Complete Certificate C, serve [Notice 1](#) on the known owners/tenants and publish a Notice 1 in a local newspaper.

Certificate D – Shared Ownership (None of the other owners / agricultural tenants known)

This must be completed if the applicant does not own all the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. Complete Certificate D and publish [Notice 1](#) in a local newspaper.

Agricultural land declaration

All agricultural tenants on a site must be notified prior to the submission of the application.

The notification requirements are incorporated into the above ownership certificates on the standard application form.

3. Location Plan

The location plan must show the application site in relation to the surrounding area and be based on an up-to-date OS map drawn to a metric scale, normally 1:1250 or 1:2500, or 1:5000 for a rural area. The scale must be specified and include a scale bar. You must provide an OS licence number of the OS base map that you are using.

It must identify sufficient roads (e.g. at least two named roads, if possible) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The plan must show the direction of North.

The application site must be outlined clearly with a red line. The red line must include all land necessary to carry out the proposed development, including land required for

access to the site from the edge of the carriage way of the public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line must be drawn around any other land owned by or within the control of the applicant, close to or adjoining the application site.

Digital copies of redline location plans for complex sites and major applications are encouraged.

You can buy location plans online at the Planning Portal website at [Buy a planning map - Buy a planning map - Planning Portal](#). Other companies can also provide this service.

4. Other Plans Required

You must submit any other plans, drawings and information necessary to describe the development being proposed.

Please look at the Local List of Validation Requirements for Applications for [Other Plans and Drawings](#)

5. Design and Access Statement

When it's required

A design and access statement must be submitted with the following types of applications:

- a) **Outline** or **Full** planning applications for a major development involving any one or more of the following:
 - i) the provision of dwellings where – The number of dwellings to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5 hectares or more and the number of dwellings is not known; or
 - ii) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
 - iii) development carried out on a site having an area of 1 hectare or more.
- b) **Outline** or **Full** planning applications for development in a *designated area, where the proposed development consists of:
 - i) one or more dwellings; or
 - ii) a building or buildings with a floor space of 100 square metres or more.

* For the purposes of design and access statements, a designated area means a Conservation Area or a World Heritage Site.

- c) An application for **listed building consent**.

What is required

The design and access statement must explain the design principles, the context of the development, and how the design takes this into account, and show that it can be adequately accessed by people who will use it, in particular those with protected characteristics.

It will also include details of any consultation that has been undertaken and the outcome of this. This will help the Council and other people involved with the application process understand what has led to the choice of design for the development.

Design and access statements for listed building applications must explain how the design concept has considered the special architectural or historic importance of the building, the physical features that justify the building being listed, and the buildings setting.

The level of details in the statement needs to be proportionate to the complexity of the application, but it need not be overly long or complex.

In all cases you must mention access, even if it is only to confirm that there is no change to the existing arrangement.

Design and access statements are not required on applications for:

- a) either material change of use, or engineering operations;
- b) to vary or remove conditions attached to a planning permission; and
- c) either mining and/or waste proposals.

See [Making an application - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/making-an-application) Paragraph: 029 for more guidance about design and access statements.

6. Environmental Impact Assessment and Environmental Statement

For projects requiring an Environmental Impact Assessment (EIA), an Environmental Statement (and non-technical summary) must be provided.

An EIA aims to assess the impact the development is likely to have on the environment. It is mostly required for major developments over a certain size where the development would have significant environmental impacts, or where smaller developments would have a local impact of significance within sensitive areas.

An EIA may obviate the need for other more specific assessments.

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Infrastructure Planning (Environmental Impact Assessment) Regulation 2017 and The Town and Country Planning and Infrastructure Planning (Environmental

Impact Assessment) (Amendment) Regulations 2018 set out the circumstances in which an EIA is required.

Where an EIA is required, Schedule 4 to the regulations sets out the information that must be included in an Environmental Statement. The information in the Statement must be taken into consideration when the Council decides to grant planning permission.

You can ask the Council to confirm whether an EIA is required by submitting a request for a **'screening opinion'** before you make your planning application. If an EIA is required, you can also request a **'scoping opinion'** from the Council, which sets out the scope and level of detail of the information that will need to be provided in the Environmental Statement. In cases where a full EIA is not required, the Council may still require environmental information in the form of various different reports to be provided to allow proper assessment of the application.

Useful Link [More information on Environmental Impact Assessments](#)

7. Fire Statements

A fire statement is required when the development proposed includes buildings that are 18 metres or more in height or for a building that contains 7 or more storeys used for 2 or more dwellings or educational accommodation.

The fire statement must set out the fire safety design principles, concepts and standards that have been applied to the development.

You must use a form published by the Secretary of State which is available [online](#) and submit all information as required by the form.

8. Application Fee

Application fees are set by Central Government. You must pay the required application fee before we can register your application. See the Planning Portal for current application [fees and a fee calculator](#).

9. Outline Applications only

Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission. You must provide this information within the application description in the [Application Form](#) and can refer to it in the [Planning Statement](#). You must also indicate on the [Site/Block Plan\(s\)](#) the area or areas where access points to the development will be situated, even if access has been reserved.

Local List of Validation Requirements for Applications

This list sets out the additional information that may be required before your application can be registered as valid. The information required will depend on the type of application being submitted. This also contains guidance as to what information the various documents should contain in accordance with legislation, policies and guidance to assist in the assessment and determination of your application.

Additional local requirements solely for minerals and waste applications are also set out below in the subsequent (last) section [Additional requirements solely for minerals and waste applications](#).

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10. Other plans and drawings

Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see [article 7\(1\)\(c\)\(ii\) of the Town and Country Planning \(Development Management Procedure \(England\) \(Order\) 2015](#)). Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

The additional plans and drawings that may be required are detailed below. These may comprise:

- 10(a). Site or Block Plan
- 10(b). Existing and proposed floor plans
- 10(c). Existing and proposed elevations
- 10(d). Street scenes
- 10(e). Existing and proposed roof plans
- 10(f). Existing and proposed site levels, cross sections and floor levels

In addition in relation to [Outline Planning Applications](#), and depending on the Matters proposed to be Reserved a number of Parameter Plans, as well as Illustrative Drawings, maybe submitted to assist with showcasing / explaining the proposal and its assessment

10(a). Site or block plan

When it's required

For all applications. Note - [additional site and block plan requirements for minerals and waste applications are listed here](#)

What is required

A detailed metric scale drawing, usually at scale 1:500, 1:200 or 1:100 for most applications or 1:1250 or 1:2500, 1:10,000 for major sites more than 1ha, accurately showing the following:

- the direction of North;
- the location within the site of proposed development in relation to the site boundaries, and all other existing buildings on the site, and in context with any neighbouring land, properties and uses;
- for applications for variation of condition or non-material amendments a block plan should clearly identify the area of the amendment/change;
- scale(s) used and scale bar(s).

The site/block plan must also include the following if they influence or will be affected by the proposed development:

- all roads and footpaths, existing and proposed access/accesses, including visibility splays shown from a 2.4m set-back and provided to the nearside carriageway in both directions, turning and parking, including electric vehicle charging points and cycle parking/storage;
- all public rights of way crossing or adjoining the site (e.g., footpath, bridleway, restricted byway or byway open to all traffic);
- inclusive mobility details to comply with national guidance;
- the extent and type of any hard surfacing;
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- any boundary treatment including walls or fencing;
- arrangements for storage and collection of waste, for all new development and uses that produce domestic and commercial waste and recycling; and
- existing and proposed contours.

Why it's required

- [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](#)
- Planning Practice Guidance – [Making an application - GOV.UK \(www.gov.uk\)](#)
- [National planning policy for waste - GOV.UK \(www.gov.uk\)](#) – Determining Planning Applications (section 5.8)
- The Council's adopted statutory Development Plan:

- West Berkshire Core Strategy (2012)
- West Berkshire Housing Site Allocations Development Plan Document (2017)
- West Berkshire District Local Plan 1991-2006 (Saved Policies 2007) as amended in July 2012 and May 2017
- West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)
- [Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1141212/inclusive-mobility-a-guide-to-best-practice-on-access-to-pedestrian-and-transport-infrastructure.pdf)

10(b). Existing and proposed floor plans

When it's required

For all applications when relevant to the development proposals (i.e. that include buildings or structures).

What is required

- The plans must be drawn to a scale of 1:50 or 1:100 (an exception is available for very large buildings and can be drawn at a “smaller” scale e.g. 1:200 or 1:500). Clearly specify the scale/s used and include corresponding scale bar/s.
- Floor plans must show details of the existing building(s) as well as those for the proposed development.
- Where existing buildings or walls are to be demolished these must be clearly shown.
- For new buildings, the floor plan must include finished floor levels for the new building related to at least one-off site fixed and clearly identifiable datum point (this applies to non-householder applications only).
- New buildings should also be shown in context with adjoining buildings (including property numbers where applicable).
- For a change of use applications, the floor plans must clearly be labelled to show the existing and the proposed uses in each area.
- Proposed floor plans should comply with national guidance on inclusive mobility.

Why it's required

- Town and Country Planning (Development Procedure) Order 2015 (as amended) Planning Practice Guidance – Making an application
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Housing Site Allocations Development Plan Document (2017)
 - West Berkshire District Local Plan 1991-2006 (Saved Policies 2007) as amended in July 2012 and May 2017
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)
- [Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/114114/inclusive-mobility-a-guide-to-best-practice-on-access-to-pedestrian-and-transport-infrastructure.pdf)

10(c). Existing and proposed elevations

When it's required

Existing elevation plans are required when a proposal involves demolition of an existing building or alteration of an existing building which involves an element of demolition.

Proposed elevation plans are required for all applications for new buildings, structures or equipment and when altering existing buildings, structures or equipment, including by way of partial demolition and/or removal/replacement.

What is required

Elevation plans must:

- be drawn to a scale of 1:50 or 1:100, (an exception is available for very large buildings and can be drawn at a “smaller” scale e.g. 1:200 or 1:500). Clearly specify the scale/s used and include corresponding scale bar/s;
- clearly show all sides of the proposed/affected buildings/structure in relation to what is already there;
- include all door and window openings and also blank elevations, where there are none;
- include details of the proposed building materials and the style, materials and finish of windows and doors;
- where a proposed elevation adjoins another building or is in proximity, the drawings must clearly show the relationship between the buildings and detail the positions of the openings on each property.

10(d). Street scenes

A street scene or contextual drawing of elevations maybe required to show the integration of the proposed design in the context of its surroundings, including adjacent buildings. The street scene will show the height and outline of neighbouring buildings and position and size of windows and doors, any differences in finished floor levels, metric dimensions for gaps between buildings and will be annotated to show the direction the street scene faces. Clearly specify the scale/s used and include corresponding scale bar/s.

Why it's required

- Town and Country Planning (Development Procedure) Order 2015 (as amended) Planning Practice Guidance – Making an application
- Planning Practice Guidance – Design
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Housing Site Allocations Development Plan Document (2017)
 - West Berkshire District Local Plan 1991-2006 (Saved Policies 2007) as amended in July 2012 and May 2017
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

10(e). Existing and proposed roof plans

When it's required

Existing and proposed roof plans are required if there are any proposed changes to the existing roof and/or if relevant to the development proposals to show the shape of a roof e.g. for more complex designs.

What is required

A roof plan is used to show the shape of the roof and can be drawn at a metric scale smaller than the scale used for the floor plans. Details such as dormer windows, rooflights, solar panels, chimneys, and roofing materials must be shown on the roof plan. Clearly specify the scale/s used and include corresponding scale bar/s.

Why it's required

- Town and Country Planning (Development Procedure) Order 2015 (as amended) Planning Practice Guidance – Making an application
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Housing Site Allocations Development Plan Document (2017)
 - West Berkshire District Local Plan 1991-2006 (Saved Policies 2007) as amended in July 2012 and May 2017
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

10(f). Existing and proposed site levels, cross sections and floor levels

When it's required

For all applications where:

- there is a difference in ground levels between the proposed site and surrounding land or across the site itself;
- changes in land levels, especially where topography is key to the site, or where the relationship of existing buildings, mature vegetation or other distinctive features with or surrounding sites is required to be shown; for all applications involving new buildings, swimming pools, ponds/lakes or other engineering operations to show how the proposal will sit within the site and the relative levels between new and existing features.

[Additional requirements for minerals and waste applications are listed here](#)

What is required

Drawings must be submitted to show both existing and proposed levels including finished floor levels as relevant to the proposed development and include contours if relevant.

Cross section drawings need to be drawn to a scale of 1:50 or 1:100 where possible and show a cross section(s) through the proposed building(s), land or features. Clearly specify the scale/s used and include corresponding scale bar/s.

Clear reference must be made on the drawings of any existing buildings or features, including relationships to adjoining and neighbouring developments.

Levels information must include at least one off-site fixed and clearly identifiable datum point.

For householder applications – if the finished floor levels of the extension are not identical to the existing it will be necessary to show how proposals relate to existing and proposed ground levels, particularly in the case of sloping sites or where ground levels outside the extension would be modified.

Levels need to also be considered in preparing a design and access statement. Proposed plans should comply with national guidance on inclusive mobility.

Why it's required

- Town and Country Planning (Development Procedure) Order 2015 (as amended) Planning Practice Guidance – Making an application
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)

- West Berkshire Housing Site Allocations Development Plan Document (2017)
- West Berkshire District Local Plan 1991-2006 (Saved Policies 2007) as amended in July 2012 and May 2017
- West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)
- [Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1141122/inclusive-mobility-a-guide-to-best-practice-on-access-to-pedestrian-and-transport-infrastructure.pdf)

11. Affordable Housing Statement

When it's required

For proposals of five or more dwellings.

Where either national or local plan policies and/or supplementary planning document guidance requires the provision of affordable housing, the applicant must address this issue and submit information concerning both the proposed affordable housing and any proposed market housing.

You are encouraged to contact the Council's Housing Strategy and Operations Team for information and advice before submitting your application. Please email enabling@westberks.gov.uk

What is required

An affordable housing statement setting out/including:

- the numbers of residential units and the numbers of which are affordable;
- the mix of units with numbers of habitable rooms and bedrooms;
- the floor space of each residential unit and constituent rooms; and
- plans showing the location of units within the site, which units are affordable, the tenure for each unit and their number of habitable rooms and/or bedrooms, and/or the floor space of the units and number of bedspaces per bedroom and unit.

If the tenure and the proportion/number of affordable homes differs from that set out in the relevant affordable housing policy in the Development Plan (e.g. Core Strategy policy CS6 or equivalent policy in any subsequently adopted Local Plan) then this shall be clearly and fully explained in the statement.

The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

Draft heads of terms for a Section 106 Agreement dealing with the affordable housing provision should accompany the submitted application (either Full or Outline), together with an up-to-date copy of proof of land ownership and showing all titles/ownership interests on any part of the application site. The Council's Legal Services will draft the Section 106 legal agreement and the applicant will be required to incur their reasonable costs in full.

In instances where an applicant either states that they will not be able to comply with the Council's policy requirements on affordable housing provision, or requests a reduced level of affordable housing provision on site and submits information of non-viability to support their case, the Council will seek to commission an independent review of the submitted non-viability report/information, to enable it to properly assess

such request. In such a case the applicant will be required to incur the full cost of the commissioned independent review.

Why it's required

- National Planning Policy Framework- Section 5 Delivering a sufficient supply of homes
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Housing Site Allocations Development Plan Document (2017)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)
- West Berkshire Supplementary Planning Documents in relation to affordable housing

12. Agricultural or other essential rural workers dwellings – justification statement

When it's required

For all applications for rural / agricultural workers' accommodation such as dwellings, mobile homes or other kinds of temporary dwellings, located outside of a settlement boundary.

What is required

An appraisal demonstrating the essential need for the proposed living accommodation. The appraisal must include an 'open book' business plan which demonstrates that the proposed enterprise has a sound financial basis and has a clear prospect of remaining sound.

If the application is for a temporary dwelling, then the assessment must show:

- clear evidence of a firm intention and ability to develop the enterprise concerned; and
- clear evidence that the proposed enterprise has been planned on a sound financial basis.

In many instances the submitted information will then be considered by an independent assessor commissioned on behalf of the Council. The cost of such a review must be paid for by the applicant in full.

Other normal planning requirements will need to be demonstrated that they are satisfied, e.g., including siting, amenity, visual impact and access.

Why it's required

- National Planning Policy Framework – Section 5 Delivering a sufficient supply of homes.
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Housing Site Allocations Development Plan Document (2017)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)
- West Berkshire Supplementary Planning Documents in relation to affordable housing

13. Agricultural land classification and soil statement

When it's required

For all applications that affect / result in the loss of “best and most versatile” agricultural land (Grades 1(excellent), 2 (very good) or 3a (good); and also 3b (moderate) as sometimes there is no readily available distinction between 3(a) and 3(b)).

What is required

The statement should include:

- the quality of existing agricultural land and soil quality;
- how the agricultural land classification would be protected or on completion of proposed operation, would be returned to the same agricultural land grade classification and the quality of any agricultural land lost and justification for its loss;
- measures that would be taken to safeguard the soil qualities during storage and restoration; and
- the quality of imported soils/other waste materials and how they would improve the land for agricultural purposes.

Why it's required

- National Planning Policy Framework
- Planning Practice Guidance: Natural Environment – Brownfield land, soils and agricultural land
- Natural England: Agricultural Land Classification: protection of the best and most versatile land
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

14. Air quality assessment (AQA)

When it's required

Normally for major proposals, but in some cases also for other proposals, especially where they may meet the criteria below.

For all applications for proposals that will generate significant dust, concentration of particulate matter less than 10 micrometres in diameter (PM10's), fumes, bio-aerosols, vapours, odours or any other emissions to the air or for sites within or adjoining an Air Quality Management Area (AQMA) an air quality assessment will be required, to be undertaken by a qualified specialist.

An Air Quality Assessment (AQA) carried out in accordance with the relevant national standards and guidance will be required by the Council where development proposals meet one of the following criteria:

- i. The development has the potential to impact on air quality within an AQMA, either on its own or having regard to cumulative planned developments;
- ii. The development has the potential to impact on air quality where there are concerns that an air quality objective might be exceeded, either on its own or having regard to cumulative planned developments;
- iii. The development involves more than 100 parking spaces outside an AQMA, or 50 parking spaces within or close to an AQMA;
- iv. The development has the potential to increase heavy goods vehicle movements on a busy (greater than 10,000 Annual Average Daily Traffic (AADT) movements) or congested road near to sensitive receptors;
- v. Development involving larger scale energy/heating plant with the potential to impact on sensitive receptors e.g. solid fuel plant and short term operating reserve sites; or
- vi. Development introducing a new sensitive receptor within an AQMA or in close proximity to an AQMA.

Any significant dust or emissions resulting from construction of the development will need to be assessed under the local list requirement for 'construction management plan/site management plan'.

Any proposal which requires a Transport Assessment (see section on this below) will also require an AQA.

What is required

The air quality assessment must focus of the issues specific to the proposal e.g., dust, PM10s, odour, traffic pollution, bio-aerosols and other pollutants.

For each issue, the following should be included:

- a description of baseline conditions;
- relevant air quality concerns and any previous complaints received;

- the scale and nature of the emissions the development will generate;
- the assessment methodology and any requirements around verification of modelling air quality;
- activities or operations that will generate dust/odour/fumes/PM10 etc.;
- sensitive locations and receptors;
- the basis for assessing impact and determining the significance of an impact;
- construction phase impact;
- details of any mitigation and management measures proposed; and
- details of any proposed monitoring arrangements.

Any application that has a potential to generate significant increased dust (including during construction) must include a dust suppression scheme and will need to indicate how the impact of dust on the surrounding area will be minimised.

More information can also be found at this link [Air quality - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Why it's required

- National Planning Policy Framework, Section 15 Conserving and enhancing the natural environment.
- Planning Practice Guidance: Air Quality
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

15. Archaeological assessment

When it's required

For all applications where the site includes, or has the potential to include, a heritage asset of archaeological interest.

What is required

An Archaeological Desk-based assessment, and a field evaluation if the desk based assessment points to its necessity

Useful links

[Historic England Advice Note 17 – Planning and Archaeology](#)

[Historic Environment: Planning Advice - West Berkshire Council](#)

Why it's required

- National Planning Policy Framework, NPPF (2021) Section 16 Conserving and enhancing the historic environment, specifically paragraph 194.
- Planning Practice Guidance Historic Environment [Historic environment - GOV.UK \(www.gov.uk\)](#)
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

16. Area of Outstanding Natural Beauty Assessment of Need Statement

When it's required

For major developments (described in footnote 60 of the National Planning Policy Framework) within an Area of Outstanding Beauty.

What is required

A statement demonstrating exceptional circumstances by including an assessment of:

- the need for the development, including in terms of any national considerations, and the impact of permitting it, or refusing it, upon the local economy;
- the cost of, and scope for, developing elsewhere outside the designated area, or meeting the need for it in some other way; and
- any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated

The statement should cross-refer to relevant content within formal or informal LVIAs where these are also required.

Why it's required

- National Planning Policy Framework section 15 Conserving and enhancing the natural environment including paragraphs 176 and 177 and footnote 60.
- Planning Practice Guidance: Natural Environment
- Countryside and Rights of Way Act 2000
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

17. Community Infrastructure Levy (CIL) forms

When it's required

West Berkshire Council has adopted a Community Infrastructure Levy Charging Schedule, which applies to certain types of development (currently applying to residential and retail floorspace, including extensions to such uses) within the Council's area.

This means that you may be required to pay a financial contribution towards the provision of infrastructure in West Berkshire, known as the Community Infrastructure Levy (CIL).

The Council's adopted Community Infrastructure Levy Charging Schedule sets out where, when and how much is payable. The schedules and further guidance can be found at this link: [Community Infrastructure Levy \(CIL\) - West Berkshire Council](#)
CIL does not apply to:

- Householder or certificate of lawfulness applications for proposed additional floorspace, unless you are creating an annexe or floorspace in excess of 100sq.m;
However, unless you are providing clear evidence that the proposal does not create a floorspace in excess of 100sq.m., all householder and certificate of lawfulness applications for existing development must be accompanied by a completed CIL Form.
- Certificates of lawfulness applications for existing development;
- Applications for listed building consent;
- Prior approval applications in relation to demolition;
- Applications for advertisement consent;
- Agricultural prior notification for new agricultural buildings;
- Non-material amendment applications; and
- Applications for outline planning permission.

What is required

To enable the Council to determine whether a development is CIL liable, the application must be accompanied by an additional CIL Information form (CIL Form 1). This form and other forms relating to CIL can be downloaded using this link: [Download the forms - Community Infrastructure Levy - Planning Portal](#)

A development proposal may create the need to provide supporting infrastructure that is not included under the CIL Charging Schedule and such infrastructure may be secured by a Section 106 planning obligation – legal agreement (see [Planning obligations/heads of terms & Planning Obligations Supplementary Planning Document \(SPD\) - West Berkshire Council](#)). This may include, for example, education, social and community facilities, public open space and affordable housing.

It is strongly recommended that the applicant clarifies the Council's requirements in pre-application discussions and are aware of any planning obligations that they would need to agree to provide.

Why it's required

West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

- To meet the CIL Regulations (2010), as amended
- Planning Practice Guidance [Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/community-infrastructure-levy)
- The Council's adopted Community Infrastructure Levy Charging Schedules
- The West Berkshire Planning Obligations SPD

18. Daylight/Sunlight Assessment

When it's required

For all applications when there is a potential adverse impact upon the current levels of sunlight/daylight (including overshadowing) enjoyed by the users/occupants of adjoining properties or building(s), i.e. their windows (to habitable and other rooms), their gardens and their amenity space.

Also where there are concerns that the proposed development will not provide adequate/acceptable levels of daylight and sunlight to its future occupiers.

What is required

Guidance is provided by the Building Research Establishment and is available to purchase from the Building Research Establishment at this link: [Site layout planning for daylight and sunlight: a guide to good practice \(BR 209 2022 edition - Download\) : BREbookshop.com](#)

Planning permission does not confer any immunity on those applicants or developers whose works infringe another's property rights to light, and which might be subject to action under the Rights of Light Act 1959.

Why it's required

- National Planning Policy Framework
- [Site layout planning for daylight and sunlight: a guide to good practice \(BR 209 2022 edition - Download\) : BREbookshop.com](#)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

19. Details in relation to Use of Land as a Gypsy and Travellers' Site, or for Travelling Showpeople

When it's required

For all applications relating to the use of land as a gypsy or travellers' site or for travelling showpeople to allow full assessment of the proposal.

What is required

Information on the gypsy or traveller or travelling showpeople status and any relevant associated specific needs / personal circumstances of the proposed occupiers of the site.

In addition, submit all the necessary and relevant information required by the 9 criteria set out in the West Berkshire Core Strategy (2012) Policy CS7 and the 16 criteria set out in Policy TS3 "Detailed Planning Considerations for Traveller Sites" of the West Berkshire adopted Housing Site Allocations Development Plan Document (2017) (HSADPD). In addition for sites allocated under HSADPD Policies TS1 or TS2 submit all necessary information as required in these policies.

Why it's required

- National Planning Policy Framework
- Planning Policy for Traveller Sites (PPTS 2015)
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

20. Ecological Impact Assessment (EclA)

When it's required

For all Full and Outline Major Proposals (and also potentially at Reserved Matters stage depending on the conditions attached to the outline approval), i.e. involving development works (i.e. not changes of use) for 10 or more new residential units or 1000+sq.m. of non-residential floorspace, or 0.5+ hectares of residential or 1+ hectare of a non-residential site area, unless the proposal is EIA development and the application is the subject of an Environmental Statement.

N.B. Normally schemes of 150 or more residential units would normally be EIA development requiring an Environmental Statement, which would include an Ecological Impact Assessment.

What is required

An Ecological Impact Assessment (EclA) to identify, quantify and evaluate the potential effects of the development proposals and development-related actions on protected sites, habitats, species and ecosystems, taking into consideration the likely significant effects at both the construction and operational phases. The EclA must be supported by:

- a walkover survey (extended Phase 1 Habitat Survey or equivalent) of the whole application site plus surrounding habitats;
- an appropriate data search of relevant local environmental/biological records from ALERC accredited sources (<https://www.alerc.org.uk/accreditation.html>) and data on protected sites and protected species and priority habitats in the Magic web site [MAGIC \(defra.gov.uk\)](https://magic.defra.gov.uk);
- details of all the required protected species surveys based on the findings of the above.

A report detailing the methods used, limitations, findings and recommendations should be prepared and submitted, illustrated with appropriate maps, plans and photographs

The report and all associated surveys and assessments must be undertaken and prepared by competent ecologist/s with suitable qualifications and experience and be carried out at an appropriate time and month of the year, in suitable weather conditions and in accordance with nationally recognised best practice survey guidelines/methods. Guidance on the production of EclA can be found at:

<https://cieem.net/resource/guidelines-for-ecological-impact-assessment-ecia/>.

The report should:

- evaluate all habitats and species within the application site and beyond that, within the zone of influence of the proposed developments;
- identify all likely significant effects on biodiversity and assess the extent and severity of those effects;

- identify appropriate measures to manage these effects satisfactorily based on the hierarchy of avoid, mitigate and compensate as well as enhance.

The report should be illustrated with appropriate maps, plans and photographs and it should be sufficiently detailed in case of mitigation, to enable the local planning authority if necessary to apply the three derogation tests under the Habitats and Species Regulations.

All surveys should conform to the guidelines as to the validity of their lifespan, as set out in this link <https://cieem.net/resource/advice-note-on-the-lifespan-of-ecological-reports-and-surveys/>

The above is in accordance with para 99 of ODPM Circular 06/05, which requires all relevant required surveys to have been carried out prior to making the decision. Therefore all surveys should ideally be carried out prior to submission of the application, as they cannot be conditioned.

The application proposals must be fully in accordance with the Report recommendations.

Useful links

[For all developments directly affecting European / international sites \(SAC, SPA, Ramsar\), and Sites of Special Scientific Interest \(SSSI\) Providing Biodiversity Net Gain information](#)

Why it's required

- Environment Act 2021
- National Planning Policy Framework section 15 Conserving and enhancing the natural environment
- Planning Practice Guidance: Natural Environment
- A range of habitats and species in England are afforded protections under the various wildlife legislations. As a material consideration planning applications must have regard to the legislation and planning practice guidance, including but not limited to; The Wildlife and Countryside Act (as amended, 1981); Conservation of Habitats & Species Regulations (as amended, 2019); Natural Environment and Rural Communities Act (2006); Protection of Badgers Act (1992); Hedgerow Regulations (1997); Town and Countryside Planning (Environmental Impact Assessment) Regulations (2017); Environment Act (2021); PPG for the Natural Environment and Environmental Impact Assessment; 25 Year Environment Plan; ODPM Circular 06/05.
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

21. Energy Statement

When it's required

For all planning applications* for new residential, mixed use, non-residential (including retail, commercial, industrial, warehousing, community or leisure) buildings and uses.

*For the avoidance of doubt 'planning applications' includes full, outline, reserved matters applications and also for technical details consent.

However the following are Exemptions, which do not require an energy statement:-

- a. "householder" applications (including for outbuildings).
- b. extensions to existing non-residential buildings for up to 10% additional gross internal floorspace, to a maximum of 250m² (you need to provide the measured evidence);
- c. alterations to non-residential buildings (and in combination with the above) e.g. for new air-conditioning units, windows or shopfronts
- d. "change of use" only applications for up to 1,000m² (i.e. with no extensions). This exemption also does not apply to changes of use proposals that involve the subdivision into multiple units / flat conversions.
- e. applications proposing solely the installation of energy efficiency measures; renewables and/or low and/or zero carbon energy generation technologies.

What is required

The Energy Statement (or a detailed section of the Sustainability Statement) should:

- include details of the baseline energy demand and carbon dioxide emissions, following each stage of the energy hierarchy ('Be Lean', 'Be Clean', 'Be Green');
- present the results for new residential and non-residential buildings and uses separately
- include a concluding section outlining the contribution of each set of measures / technologies make towards meeting the relevant targets and provide recommendations as to which approach is most suitable for the site. Where it has not been possible to reach the targets, a clear explanation should be provided;
- present technical data in an easy to read and understand layout, including using relevant tables, plans and also references setting out the data provenance;
- include energy modelling;
- include relevant Building Regulations Part L output reports, to support the energy savings claimed;
- include any relevant BREEAM credit requirements.

Why it's required

- National Planning Policy Framework Section 14
- West Berkshire's declaration of Climate Emergency and subsequent Environment Strategy (July 2020)
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

22. Flood Risk Assessments (FRA)

When it's required

For **all applications**, a site-specific Flood Risk Assessment (FRA) will be required for development proposals (including changes of use to a more vulnerable use – e.g. from commercial to residential) on sites:

- in **Flood Zones 2 and/or 3** (including householder, minor development and changes of use);
- in a **Flood Zone 1** area, which has Critical Drainage problems, as notified by the Environment Agency;
- in **Flood Zone 1**, with a site area of 1+ hectare;
- in **Flood Zone 1**, with a site area of <1 ha, where they could be affected by sources of flooding other than rivers, e.g. medium or high risk surface water or ground water flooding (as informed by [Strategic Flood Risk Assessment \(SFRA\) - West Berkshire Council](#)), as well as potential flooding from surface water drains and reservoirs.
- in areas at increased flood risk in future as identified in a Strategic Flood Risk Assessment;
- any proposal (including boundary walls etc.) within 8 metres of the top of a bank of a Main River or Flood Defence Scheme;
- any proposal that includes culverting and/or control of flow of any river or stream.

N.B.

- You can find out in which flood zone a site/location is in:

[Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](https://www.gov.uk/flood-map-for-planning).

- a Flood Risk Assessment is **NOT** a [Surface Water Drainage and Foul Drainage Strategy / Details](#);

- FRAs are not normally needed for [Advertisement Consent](#) applications (unless any associated works give rise to extensive impermeable hardstanding).

- Other non-FRA development within **Flood Zone 1**, may however need to include other additional information, to comply with the Environment Agency's Standing Advice. For more information regarding FRAs or to check/clarify whether an FRA or other information is required to be submitted with your planning application, please see [Preparing a flood risk assessment: standing advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/preparing-a-flood-risk-assessment-standing-advice)

What is required

For planning applications that require an FRA, the FRA must:

- identify and assess the risks from all sources of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account;
- identify opportunities to reduce the probability and consequences of flooding;

- include the design of surface water management systems including Sustainable Drainage Systems (SUDS) and address the requirement for safe access to and from the development areas at risk of flooding;
- form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended).
- consider a design for biodiversity net gain as part of the SUDS design. Please see more information in the [Sustainable Drainage Systems \(SuDS\) Supplementary Planning Document \(SPD\) - West Berkshire Council](#).
- Be carried out by a suitably qualified professional.

If in Flood Zone 2 and/or 3 (or areas at moderate/high risk from other sources of flooding, including: surface water flooding/ground water flooding) a Sequential Test assessment may need to be provided to demonstrate that there are no reasonably available sites in areas with a lower probability of flooding that would be appropriate to the type of development or land use proposed. More information about the sequential test and when it applies can be found in central Government's planning practice guidance [Flood risk and coastal change - GOV.UK \(www.gov.uk\)](#) including the section '[How should the Sequential Test be applied to planning applications?](#)' and <https://www.gov.uk/guidance/flood-risk-and-coastal-change#the-sequential-approach-to-the-location-of-development>

Further information regarding FRA's, Standing Advice and maps showing flood zones, can be found at:

[Flood risk and coastal change - GOV.UK \(www.gov.uk\)](#) and [Preparing a flood risk assessment: standing advice - GOV.UK \(www.gov.uk\)](#)

Please see also the planning practice guidance **Site-specific flood risk assessment: Checklist** at [Flood risk and coastal change - GOV.UK \(www.gov.uk\)](#)

Why it's required

- National Planning Policy Framework Section 14 – Meeting the challenge of climate change, flooding and coastal change including footnote 55. Section 15 – Conserving and enhancing the natural environment
- Planning Practice Guidance: Flood Risk and Coastal Change Defra and EA: Flood risk assessment for planning applications
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

23. Land contamination assessment

When it's required

For all applications on or near (adjacent) land, which may be contaminated due to an existing or previous use.

Also an assessment may be requested during the application, including following consultation with relevant departments and external bodies. Applications may also be required to include a more extended assessment of contamination, focused on local circumstances.

What is required

The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination, for example: where contamination is suspected, as a minimum a Phase 1 Survey will be required. The survey will determine the existence of contamination, its nature and extent, the risks it may pose and to whom/what.

The Phase 1 Survey should:

- be based on desk-based research (historic maps etc.);
- include a site walkover;
- contain an initial risk assessment identifying the potential sources of contamination, the pathways by which it might reach vulnerable receptors, evaluate the risks and consider options to show how the identified pollutant linkages can be broken.

Where contamination is known to exist, in addition to a desktop study a site investigation survey (a phase 2 survey) will be required before the application can be determined.

The phase 2 survey must include:

- a site-specific human health and Environmental Risk Assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out;
- evidence that the site is suitable for its new use - taking account of ground conditions and land stability, pollution from previous uses and any proposals for mitigation (including land remediation or impacts on the natural environment arising from that remediation);
- details of the effects (including cumulative effects) of pollution on health, the natural environment or general amenity should be considered. The potential sensitivity of the area or proposed development to adverse effects from pollution should also be set out;
- after remediation, as a minimum, land should not be capable of being determined as contaminated land under Part IIA of the Environmental Protection Act 1990; and

- if the proposed development is situated within 250 metres of a former landfill site, there will be a requirement for specific consideration of issues with ground gas.

Comprehensive information and guidance on how to undertake a Contaminated Land Assessment and the information that must be submitted is available in the West Berkshire Council Contaminated land Strategy (3rd Revision) <https://publicprotectionpartnership.org.uk/media/1769/strategy-review-west-berkshire-v2-jan2014.pdf>

The assessment will then be considered by an independent assessor on behalf of the Council. The cost of this review must be paid for by the applicant.

Why it's required

- National Planning Policy Framework Section 15 Conserving and enhancing the natural environment
- Planning Practice Guidance- Land affected by contamination.
- West Berkshire Council Contaminated land Strategy (3rd Revision) Jan 2014
- West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

24. Landscape and visual impact assessment (LVIA/LVA)

When it's required

For all major and minor applications, where development proposals have the potential to impact on the landscape/townscape character, and/or views and/or visual amenity.

What is required

The Landscape and Visual Impact Assessment (LVIA) / Landscape and Visual Appraisal (LVA) should include an assessment of the landscape and visual effects to a level commensurate to the significance and magnitude of the likely effects using the Guidelines for Landscape and Visual Impact Assessment, 3rd edition (2013) [Guidelines for Landscape and Visual Impact Assessment \(GLVIA3\) | Landscape Institute](#) and Landscape Institute Technical Guidance Note 06/19 Visual Representation of Development Proposals. [Visualisation of development | Landscape Institute](#)

We will assess your LVIA/LVA in accordance with Reviewing Landscape and Visual Impact Assessments (LVIA's) and Landscape Institute Landscape and Visual Appraisals (LVA's) Technical Guidance Note 01/20 (01/2020). <https://landscapewpstorage01.blob.core.windows.net/www-landscapeinstitute-org/2020/01/20-1-Reviewing-LVIAs-and-LVAs-Final.pdf>

Where developments include lighting that would affect night-time views the LVIA/LVA should include an assessment of the visual effects. A single agreed viewpoint towards the development should be presented as either a single night-time view or a series of images taken at 30-minute intervals (summer) or 15-minute intervals (winter) from daytime, through sunset into night to demonstrate the changing night-time nature of the view.

The approach taken should be commensurate with the significance and magnitude of the likely effects.

The LVIA/LVA should make full use of available guidance and documents including existing landscape character assessments and relevant planning guidance, management plans, conservation area appraisals and neighbourhood plans. The assessment/appraisal should be undertaken by a suitably qualified and experienced landscape practitioner and clearly demonstrate how the design and location of the development has been guided by it.

Useful links

<http://www.northwessexdowns.org.uk/publications-resources/landscape-2.html>
<http://www.northwessexdowns.org.uk/publications-resources/aonb-management-plan.html>
<https://info.westberks.gov.uk/CHttpHandler.ashx?id=47980&p=0>

<https://westberks.gov.uk/historicenvironmentprojects>
https://westberks.gov.uk/media/53761/LCA-for-land-at-North-East-Thatcham-Sept-2021/pdf/NET_Landscape_Sensitivity_Capacity_Study_Sept_2021.pdf?m=63804885431660000
https://westberks.gov.uk/media/53791/West-Berkshire-Appropriate-Countryside-Designation-Study/pdf/West_Berkshire_Appropriate_Countryside_Designation_for_web.pdf?m=638048880719870000
<https://westberks.gov.uk/lca>

Why it's required

- National Planning Policy Framework, Section 15 – Conserving and enhancing the natural environment
- Planning Practice Guidance: Natural Environment- Landscape
- Landscape Institute / IEMA (2013): Guidelines for Landscape and Visual Impact Assessment. 3rd edition
- EIA Regulations 2017 (as amended)
- Landscape Institute Visualisation
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

25. Landscape proposals and mitigation plan

When it's required

All applications for major development or where it is identified that the development proposals could have an impact on the landscape character and/or views and visual amenity.

What is required

The landscape proposals and/or mitigation plan should be proportionate to the size of the scheme, and its impacts and should consider specific circumstances, such as the location of a site within an AONB, World Heritage site, or any other landscape designations. Proposals should include (where relevant):

- a plan detailing the proposed external works including hard and soft landscaping and all other measures that will become landscape features (these can be shown on the proposed site plan), such as any trees/planting, flood management measures, roads/paths, fencing/walls, screening, noise bunds;
- an evaluation of the importance of the existing landscape features to the character and function of the area and how the proposal maintains and enhances the area, and mitigates any negative impacts;
- measures taken to retain existing landscape features (e.g., important trees and hedges) or encourage natural regeneration;
- planting specifications (including soil preparation, planting method, spacing, seed types, plant species, stock size, means of protection/ support, timing of planting);
- evidence that the ground is suitable for the proposed planting scheme (i.e., soil type tree, soil volumes and condition);
- construction details/materials for landscape features e.g., hedge banks, walls, fencing, surfacing;
- details of ongoing management of planting and landscaping, including replacement of plant failures and the period of aftercare; and
- evidence that planting schemes have been coordinated with street lighting and below ground services and that conflicts have been avoided or mitigated.

Why it's required

- National Planning Policy Framework
- Planning Practice Guidance: Natural Environment
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

26. Lighting statement/lighting scheme/light pollution assessment

When it's required

For all applications that propose external or free-standing lighting:

- in dark sky areas within the open countryside;
- that are in or would affect an AONB or a World Heritage site;
- that would spill light into a designated or linear habitat or affect a protected species;
- in urban/residential areas where they are within the vicinity of residential property; conservation areas or the setting of listed buildings;
- that would spill light onto a transport network.

What is required

The statement/scheme/impact assessment must include technical specifications such as a layout plan, light source locations and mounting heights, beam orientation and spread/light spill, design and intensity of lighting fixtures, controls (which should include details of movement sensors and/or timers), hours of use, to ensure nuisance from the lighting is minimised or prevented or mitigated. Instances where protected species are likely to be affected by lighting arising from approving development are likely to have to produce an isolux lighting drawing to demonstrate how the lighting proposals won't affect said protected species.

The assessment should also demonstrate how maximum energy efficiency is to be achieved.

Where relevant lighting design should also minimise any impact on bats.

The following is also a relevant link

<https://theilp.org.uk/publication/guidance-note-1-for-the-reduction-of-obtrusive-light-2021/>

Why it's required

- National Planning Policy Framework, Section 15 – Conserving and enhancing the natural environment
- NERC Act <https://www.gov.uk/government/publications/habitats-and-species-of-principal-importance-in-england>
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

27. Marketing reports

When it's required

For all applications:

- where an application for listed building consent and/or planning permission will lead to substantial harm to or total loss of a heritage asset. Applicants will be expected to demonstrate that no other appropriate and viable use of the heritage asset can be found.
- Where an application will result in a loss of employment or retail uses as set out in the Council's adopted local plan policies or the National Planning Policy Framework.

What is required

For heritage assets - applicants will need to provide evidence that other potential owners or users of the site have been sought through appropriate marketing for a sufficient period and that reasonable endeavours have been made to seek grant funding for the heritage asset's conservation and to find charitable or public authorities willing to take on the heritage asset.

For employment or retail uses – applicants will need to provide evidence that property or land has been realistically marketed as required by the local plan policy.

Why it's required

- National Planning Policy Framework Section 16 – Conserving and enhancing the historic environment.
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

28. Minerals Resources Assessment / Minerals Infrastructure Assessment

When it's required

For Major (Full or Outline) planning applications within or likely to affect a Mineral Safeguarding Area or Minerals Safeguarded Infrastructure (including a 100m buffer in relation to the latter), in order to demonstrate that a mineral resource or mineral infrastructure is not of current or potential economic value, or will not be unduly affected.

What is required

A Minerals Resource Assessment should provide the following information as further detailed in the table below:

- The type of mineral resource(s) thought to be present;
- the potential extent of sterilisation which could occur as a result of the development in terms of tonnage;
- Economic value and viability of the mineral, i.e. the market interest;
- Site specific considerations that may affect feasibility or acceptability of extraction from the Site;
- Potential options for prior or part prior extraction including the amount that could be extracted, nearby operators that could extract and process the material, or opportunities for on-site use;

Minerals Resources Assessment Components:

Minerals Component	Assessment	Information Requirements and Sources
Site location, boundaries and area		<ul style="list-style-type: none"> • Red line area in relation to MSA/MCA • Description of development including layout & phasing • Timescale for development
Mineral Resource		<ul style="list-style-type: none"> • Type of mineral • Existing mineral exploration data (e.g. previous boreholes in area) • Results of further intrusive investigation if undertaken • Extent of mineral – depth and variability • Overburden – depth and variability, overburden : mineral ratio • Mineral quality – including silt %/content • Estimated tonnage of resource potentially affected • Estimated economic/market value of resource affected

Potential constraints in mineral extraction at location	<ul style="list-style-type: none"> • Site location, proximate receptors, infrastructure/utilities, accessibility • Landscape, biodiversity and heritage designations.
Potential opportunities for mineral extraction at location	<ul style="list-style-type: none"> • Proximity to existing mineral sites or processing plant • Previous consideration of site or adjacent land in preparation of Minerals Local Plan • Context of site and mineral within wider resource area • Proximity to viable transport links for mineral haulage • Potential benefits through mineral restoration e.g. land reclamation, landscape enhancement
Conclusions	<ul style="list-style-type: none"> • Amount and risk of sterilisation • Current and future economic or heritage importance of mineral • Viability of extraction from site, taking into account of existing reserved and potential resources elsewhere • Assessment against policy 9 of the West Berkshire Minerals and Waste Local Plan
Prior Extraction	
Commercial and market considerations	<ul style="list-style-type: none"> • Interested operators/local market demand • Processing needs • Proximity to processor or market • Potential for on-site use of some or all of the mineral • Accessibility
Practicability & acceptability	<ul style="list-style-type: none"> • Effect on viability of non-minerals development including through delays and changes to landform and character • Site location, setting and proximity to receptors • Accessibility/transport • Hydrology/hydrogeology/drainage • Effect on designations or interests.

Minerals Infrastructure Assessment Components:

Minerals Infrastructure Assessments should provide the following information, as further detailed in the below table:

- Type of safeguarded facility, and potential effects on operation
- Impact of safeguarded facility on non-mineral development
- Potential mitigation measures – design/layout, construction methods

Minerals Infrastructure Assessment Components	Information Requirements and Sources
Site location, boundaries and area	<ul style="list-style-type: none"> • Red line area in relation to safeguarded site • Description of development • Timescale for development
Description of minerals infrastructure potentially affected	<ul style="list-style-type: none"> • Type of facility e.g. wharf; rail depot; concrete batching plant; asphalt plant; recycled aggregate site • Type of mineral handled/processed/supplied • Throughput/capacity
Potential sensitivity of proposed non-mineral development to operation of infrastructure on non-minerals development and its significance	<ul style="list-style-type: none"> • E.g. Noise • Dust • Traffic • Visual • Light
Potential impact of non-mineral development on safeguarded infrastructure/facility	<ul style="list-style-type: none"> • Loss of capacity – none, partial, or total • Potential constraint on operation of facility – none or partial
Measures to mitigate potential impacts of operation of infrastructure on non-minerals development	<ul style="list-style-type: none"> • External and internal design & orientation e.g. landscaping; living and sleeping areas facing away from the facility. • Fabric and features e.g. acoustic screening & insulation; non-opening windows, active ventilation
Conclusions	<ul style="list-style-type: none"> • Safeguarded facility will not be lost • Sensitivity of proposed development to effects of operation of safeguarded infrastructure/facility can be mitigated satisfactorily; or • If loss of site or capacity, or constraints on operation, evidence it is not required or can be re-located or provided elsewhere • Assessment against policy 9 of the West Berkshire Minerals and Waste Local Plan

Why it's required

- National Planning Policy Framework
- Planning Practice Guidance: Minerals
- The Council's adopted statutory Development Plan:
 - West Berkshire Minerals and Waste Local Plan (2022)
- [Minerals Safeguarding Practice Guidance \(Planning Officers Society/Mineral Products Association\)](#)

29. Noise assessment

When it's required

For all applications which may generate significant noise, either alone or in combination with other existing or proposed development or are within a noise sensitive area.

Also for all new residential applications which are likely to be impacted by high external noise e.g. from busy roads / junctions, railway, commercial, industrial and other premises.

Areas likely to be more sensitive include: residential areas, rural areas away from transport corridors including settlements; parks; open access land; public open spaces; national trails and locally promoted recreational routes.

What is required

A noise assessment must be prepared by a suitably qualified and experienced acoustician and will normally include:

- baseline data relating to existing background noise levels, including frequency analysis;
- identification of representative and free field sensitive receptors and measuring points and how these are appropriate (considering not only the distance, but topography etc.);
- a description of the likely noise emissions during construction and when operational (during different phases, if applicable), and an assessment of effects on the area and properties affected;
- how the design minimises and/or mitigates noise to avoid significant adverse impacts on health and quality of life – the noise mitigation scheme to include details of glazing and ventilation taking into account overheating;
- where cumulative effects are possible, scenarios should be developed to determine the likely cumulative impact;
- an assessment of the impact of any residual increase in noise on noise sensitive receptors and the surrounding area, in particular protected areas of tranquillity such as AONBs; and
- a noise monitoring and mitigation/management scheme.

Further guidance is provided in the Noise Policy Statement for England (2010) and the following link to Planning Practice Guidance on noise [Noise - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/noise)

Applicants are advised to seek pre application advice as to whether their proposals will need such an assessment.

Why it's required

- National Planning Policy Framework Section 15 – Conserving and enhancing the Natural Environment

- Planning Practice Guidance: Noise
- Noise Policy Statement for England (and Explanatory Note)
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire District Local Plan – Saved Policies (2007 as amended in 2012 and 2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

30. Photographs and Photomontages

When it's required

For certain proposals these provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene or the wider landscape.

Existing photographs should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area or Listed Building.

What is required

Please provide photographs of the site. Stand well back from the location of the development and include a plan for context and reference points to show where the photographs were taken from and showing neighbouring buildings and streetscene.

Why it's required

- Town and Country Planning (Development Procedure) Order 2015 (as amended)
- Planning Practice Guidance – Making an application

31. Preliminary Ecological Appraisal (PEA)

When it's required

For all Full and Outline (and potentially at Reserved Matters stage depending on the conditions attached to the outline approval) Minor Planning Application proposals, involving development works (i.e. not changes of use) for up to 9 new residential units or 999sq.m. of non-residential floorspace.

What is required

A Preliminary Ecological Appraisal (PEA) comprising a desktop study and a walkover survey (extended Phase 1 Habitat Survey or equivalent) of the whole application site plus surrounding habitats, shall be carried out by a competent, suitably qualified and/or experienced Ecologist, followed by a report detailing the method/s used, limitations, findings and recommendations arising from the preliminary survey of protected species and habitats. The report should be illustrated with appropriate maps, plans and photographs. It should be informed by an appropriate data search of relevant local environmental/biological records from ALERC accredited sources (<https://www.alerc.org.uk/accreditation.html>) and data on protected sites and protected species and priority habitats and priority species in the Magic web site [MAGIC \(defra.gov.uk\)](http://MAGIC.defra.gov.uk).

Guidelines on best practice for PEA can be found at: <https://cieem.net/resource/guidance-on-preliminary-ecological-appraisal-qpea/>.

If evidence of or potential for the presence of protected species is identified from the scoping survey, then recommendations for all the necessary further surveys should be set out. All such protected species surveys must then be carried out:

- by a competent suitably qualified and/or experienced ecologist/s;
- at the appropriate time/period/season prior to the submission of any application;
- the findings detailed in a corresponding Report of the methods, findings and recommendations, to ensure avoidance, mitigation and/or enhancement as appropriate and including details of any protected species mitigation and licenses that may be required to enable the proposed works to be undertaken lawfully (e.g. by Natural England).

The report should be illustrated with appropriate maps, plans and photographs and it should be sufficiently detailed in case of mitigation, to enable the local planning authority if necessary to apply the three derogation tests under the Habitats and Species Regulations.

All surveys should conform to the guidelines as to the validity of their lifespan, as set out in this link <https://cieem.net/resource/advice-note-on-the-lifespan-of-ecological-reports-and-surveys/>.

The above is in accordance with para 99 of ODPM Circular 06/05, which requires all relevant required surveys to have been carried out prior to making the decision. Therefore all surveys should ideally be carried out prior to submission of the application, as they cannot be conditioned.

The application proposals must be fully in accordance with the Report recommendations.

Useful links

[For all developments directly affecting European / international sites \(SAC, SPA, Ramsar\), and Sites of Special Scientific Interest \(SSSI\) Providing Biodiversity Net Gain information](#)

Why it's required

- Environment Act 2021
- Planning Practice Guidance – Natural Environment
- A range of habitats and species in England are afforded protections under the various wildlife legislations. As a material consideration planning applications must have regard to the legislation and planning practice guidance, including but not limited to; The Wildlife and Countryside Act (as amended, 1981); Conservation of Habitats & Species Regulations (as amended, 2019); Natural Environment and Rural Communities Act (2006); Protection of Badgers Act (1992); Hedgerow Regulations (1997); Town and Countryside Planning (Environmental Impact Assessment) Regulations (2017); Environment Act (2021); PPG for the Natural Environment and Environmental Impact Assessment; 25 Year Environment Plan; ODPM Circular 06/05.
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

32. Protected Species Scoping Survey Report

When it's required

For householder, non-residential buildings and listed building consent applications proposals which include/involve alterations, **which affect any part of any existing roof / loft / chimney / fascia / soffit / vertical hanging tiles/ timber framed windows / wooden cladding and frames / bargeboards of existing houses and other buildings**, as well as alterations to and demolitions of (including part of) garages, outbuildings, derelict buildings , stables, barns, underground structures, tunnels, culverts, bridges and cellars.

Also for proposed works affecting types of green infrastructure, including native hedgerows, mature trees, small areas of woodland or scrub, orchards, mature/overgrown gardens, rough grassland, derelict land, brownfield sites, railway sidings, allotments, ponds, and works within 10m of watercourses (including ordinary watercourses).

Finally for application proposals for new external lighting, including advertisement consent.

What is required

A Protected Species Scoping Survey of the relevant building and the relevant parts (or the whole, if relevant) of the site and surrounding habitats should be carried out by a competent suitably qualified and/or experienced Ecologist and a Report of the Scoping Survey should be submitted setting out and detailing the method/s, limitations, findings and recommendations arising from the scoping survey. The report should be illustrated with appropriate maps, plans and photographs and be informed by a desktop study including appropriate data search of relevant local environmental/biological records including from ALERC accredited sources (<https://www.alerc.org.uk/accreditation.html>).

If evidence of or potential for the presence of protected species is identified from the scoping survey, then recommendations for all the necessary further surveys should be set out. All such protected species surveys must then be carried out:

- by a competent suitably qualified and/or experienced ecologist/s;
- at the appropriate time/period/season prior to the submission of any application;
- the findings detailed in a corresponding Report of the methods, findings and recommendations, to ensure avoidance, mitigation and/or enhancement as appropriate and including details of any protected species mitigation and licenses that may be required to enable the proposed works to be undertaken lawfully (e.g. by Natural England).

The report should be illustrated with appropriate maps, plans and photographs and it should be sufficiently detailed in case of mitigation, to enable the local planning authority if necessary to apply the three derogation tests under the Habitats and Species Regulations.

All surveys should conform to the guidelines as to the validity of their lifespan, as set out in this link <https://cieem.net/resource/advice-note-on-the-lifespan-of-ecological-reports-and-surveys/>.

The above is in accordance with para 99 of ODPM Circular 06/05, which requires all relevant required surveys to have been carried out prior to making the decision. Therefore all surveys should ideally be carried out prior to submission of the application, as they cannot be conditioned.

The application proposals must be fully in accordance with the Report recommendations.

Useful links

[For all developments directly affecting European / international sites \(SAC, SPA, Ramsar\), and Sites of Special Scientific Interest \(SSSI\) Providing Biodiversity Net Gain information](#)

Why it's required

- Environment Act 2021
- National Planning Policy Framework – Section 15 – Conserving and enhancing the natural environment
- Planning Practice Guidance – Natural Environment
- A range of habitats and species in England are afforded protections under the various wildlife legislations. As a material consideration planning applications must have regard to the legislation and planning practice guidance, including but not limited to; The Wildlife and Countryside Act (as amended, 1981); Conservation of Habitats & Species Regulations (as amended, 2019); Natural Environment and Rural Communities Act (2006); Protection of Badgers Act (1992); Hedgerow Regulations (1997); Town and Countryside Planning (Environmental Impact Assessment) Regulations (2017); Environment Act (2021); PPG for the Natural Environment and Environmental Impact Assessment; 25 Year Environment Plan; ODPM Circular 06/05.
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

33. Retail impact assessment and sequential test

When it's required

For major planning applications for main town centre uses, which are neither in an existing centre nor in accordance with an up-to-date plan.

What is required

The assessment will need to include reference to likely catchment area to be served by the proposal and identify nearby centres that represent suitable locations to accommodate the scale and form of development proposed. The appropriate area of search will vary and should be agreed by the Council and include the following information:

- the availability, suitability and viability of potential alternative town centre sites, and where appropriate, edge of centre sites;
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to 5 years from the time the application is made. For major schemes where the full impact will not be realised in 5 years, the impact must also be assessed up to 10 years from the time the application is made; and
- the impact of the proposal on existing, committed and planned public and private investments in the town centres within the identified catchment area of the proposal.

Impact assessments may also be required for extensions, redevelopment or the variation of conditions where this would alter the effects of a development.

The assessment will then be considered by an independent assessor on behalf of the Council. The cost of this review must be paid for by the applicant.

Why it's required

- National Planning Policy Framework Section 7 – Ensuring the vitality of town centres
- Planning Practice Guidance – Town centres and retail.
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

34. Scheme viability assessment

When it's required

For all applications where there are viability issues, which may prevent the delivery of proposed developments, required obligations, contributions or features.

What is required

An 'open book' viability statement prepared in accordance with Planning Practice Guidance and detailed in proportion to the scheme shall be submitted alongside any planning application.

The viability assessment should be prepared by a mutually agreed independent assessor who is a suitably qualified practitioner and in accordance with national guidance.

The aim of any assessment is to be transparent, reducing areas of contention and aiming to reach an agreed position on viability. It will then be considered by another independent assessor on behalf of the Council. The cost of this review must be paid for in full by the applicant.

Why it's required

- National Planning Policy Framework – Section 4 – Decision making and in supporting sustainable growth with appropriate infrastructure to support this
- Planning Practice Guidance – Viability
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

35. Statement of community involvement

When it's required

Applicants are encouraged to undertake pre application consultation with the local community for all major and/or sensitive applications and to submit a statement of community involvement which sets out that process and findings.

This approach is supported by the Council's adopted 2020 [Statement of Community Involvement - West Berkshire Council](#)

What is required

The statement of community involvement must demonstrate that the views of the local community have been sought and considered in the formulation of development proposals and should include:

- details of any consultation held with any neighbours to the site and the local community;
- any issues identified through this consultation; and
- the response to these issues and how the proposal has been amended.

If consultation is not carried out, the reasons as to why it has not taken place should be included in the application.

Why it's required

- Town and Country Planning (Development Procedure) Order 2015 (as amended)
- Sections 61w & 61x of The Town and Country Planning Act 1990 (as amended)
- Planning Practice Guidance - Before submitting an application
- West Berkshire Statement of Community Involvement 2020

36. Statement of Heritage Significance

When it's required

A Statement of Heritage Significance is required for all applications which affect, or have the potential to affect, a heritage asset and its setting. Heritage assets can be of historic, architectural, artistic or archaeological interest and include:

- i) designated heritage assets, such as Listed Buildings, Conservation Areas, Scheduled Monuments and Registered Parks and Gardens, Registered Battlefields; and
- ii) non-designated heritage assets, such as buildings, monuments, sites, places, areas and landscapes that have been added to the West Berkshire Local List of Heritage Assets; buildings and structures identified as of local importance in Conservation Area Appraisals and Neighbourhood Plans; unscheduled archaeological remains of national importance; and other buildings, places, spaces, structures and features which may not be formally designated, but which are recognised as significant elements of West Berkshire's heritage and are positively identified on the West Berkshire Historic Environment Record (HER), or through the Development Management or other planning processes.

What is required

A written Statement of Heritage Significance should describe the significance of all the heritage assets and/or their setting affected/impacted by and also related to the application proposal through presence/proximity, including any contribution made by their setting.

The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the [West Berkshire Historic Environment Record \(HER\)](#), should have been consulted and the heritage assets assessed using appropriate / suitably qualified and experienced expertise where necessary.

A heritage statement should include:

- a comprehensive, yet proportionate, explanation of the development, form, materials, national/local context of the affected building, archaeological, or area- specific heritage assets, including photographs where helpful for illustration;
- an analysis of the significance of any affected designated or non-designated heritage assets, including any contribution made by their setting;
- an assessment of the impact of the proposals on the significance of all affected heritage assets and their setting, utilising the National Planning Policy Framework terminology of 'no harm', 'less than substantial harm' or 'substantial harm', as appropriate;
- where relevant, an explanation of how the proposals avoid, minimise or mitigate harm to the significance of any affected heritage assets; and

- where relevant, an explanation of how the proposals enhance or better reveal the significance of any affected heritage assets.

For works forming part of a Listed Building Consent, a [full structural survey](#) may be required by a conservation-accredited structural engineer or building surveyor.

Useful links

[Historic England Good Practice Advice in Planning 2 – Managing Significance in Decision-Taking](#)

[Historic England Good Practice Advice in Planning 3 – The Setting of Heritage Assets](#)

[Historic England Advice Note 12 – Statements of Heritage Significance](#)

[Historic England Advice Note 16 – Listed Building Consent](#)

[Listed Buildings: Planning Advice - West Berkshire Council](#)

[Conservation Areas: Planning Advice - West Berkshire Council](#)

[Historic Environment: Planning Advice - West Berkshire Council](#)

<https://info.westberks.gov.uk/locallist>

Why it's required

- National Planning Policy Framework Section 16 Conserving and enhancing the natural environment
- Planning Practice Guidance Historic Environment
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Historic England: Note 2 – Managing Significance in Decision-Taking Historic England: Note 3 – The Setting of Heritage Assets
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

37. Statutory declarations and evidence for certificates of lawfulness

When it's required

For all applications for Certificates of Lawfulness for an Existing Use or Development we encourage the use of statutory declarations to provide evidence to support your application.

For certificates seeking to confirm that operational development is lawful you must provide a location plan/site/block plan and drawings of the development as part of your evidence. The plans/drawings should be drawn to scale or have all dimensions clearly marked in metric measurements.

What is required

Witnessed statutory declarations must be signed by persons with personal knowledge of the existing use, operation or development.

Why it's required

Planning Practice Guidance – Lawful development certificates.

38. Structural surveys and schedules of work

When it's required

A structural survey and schedule of work will normally be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications or the proposed conversion or adaptation of historic buildings or major adaptations of non-historic buildings.

What is required

The survey must include clear details of building fabric to be retained or lost and details of precautions to safeguard the integrity of building/s.

The survey must also include clear details of precautions to safeguard the integrity of the building/s during works

Why it's required

- Town and Country Planning (Development Procedure) Order 2015 (as amended)
- National Planning Policy Framework, – Section 5
- Planning Practice Guidance – Making an application
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

39. Supplementary information for telecommunication development

When it's required

For all planning applications for mast and antenna development by mobile phone network operators.

What is required

A range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications must include a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the [International Commission on Non-Ionizing Radiation Protection](#) (ICNIRP) Further guidance on the information that may be required is set out in the [Code of practice for wireless network development in England - GOV.UK \(www.gov.uk\)](#)

Why it's required

- National Planning Policy Framework Section 10- Supporting high quality communications
- And in line with the Code of practice for wireless network development in England - GOV.UK ([www.gov.uk](#))

40. Surface water drainage and foul drainage strategy / details

When it's required

Surface Water Drainage Strategy and SuDS:

A Surface Water Drainage Strategy (including provision of SuDS) for

- i) all major applications, both full and outline;
- ii) for all minor applications, again both full and outline, where there is a material increase in impermeable area (>100sq.m), which may increase risk of flooding downstream;
- iii) all change of use applications to a more vulnerable use, e.g, residential

Foul drainage Strategy:

A foul water strategy for all major applications and where there is material intensification of use.

Foul drainage proposals to include the location of pumping stations and connections to the wider public sewer system.

In areas with no mains sewerage, you will need to show that non-mains sewerage systems are compliant with best practice and suitable for the proposed development.

Where existing foul systems are to be reused, evidence that the systems are still in a suitable condition should be provided.

What is required

Applicants should address how surface water drainage will be managed through provision of an appropriate drainage strategy commensurate with the nature and scale of the development.

The submission should include:

- ground investigation report;
- statutory services plans;
- existing water flow mapping & topography/gradients of the site, groundwater table depth & sensitivity;
- catchments and sub-catchments;
- current surface water drainage details for the site, including discharge routes, discharge/flow rates, outfall/s, volumes and any amenity and ecology benefits;
- information demonstrating how the surface water run-off will be discharged;
- the sustainable drainage system to be implemented and demonstrate how this is designed in accordance with [WBC SuDS SPD small.pdf v2 \(westberks.gov.uk\)](#) and best practice i.e. CIRIA SuDS Manual (C753). Open SUDS features should be used.

- arrangements for ongoing maintenance of sustainable drainage systems for the lifetime of the development;
- the measures taken during construction to not increase flood risk;
- demonstrate how pollution to surface water will be avoided;
- justification as to why sustainable drainage systems cannot be achieved, where demonstrated to be inappropriate;
- consider a design for biodiversity net gain as part of the SuDS design. Please see our [WBC SuDS SPD_small.pdf v2 \(westberks.gov.uk\)](#) on our website;
- SuDS infrastructure and how it ties together as a combined drainage, amenity and wildlife scheme as detailed on the Concept Drawing.

Why it's required

To ensure that surface water will be managed in a sustainable manner; to prevent the increased risk of flooding; to improve and protect water quality, habitat and amenity and ensure future maintenance of the surface water drainage system can be, and is carried out in an appropriate and efficient manner.

- National Planning Policy Framework Section 14 – Meeting the challenge of climate change, flooding and coastal change Section 15 – Conserving and enhancing the natural environment
- Planning Practice Guidance: Flood Risk and Coastal Change
- Defra: Non-statutory technical standards for sustainable drainage systems Ciria C753 – The SuDS Manual
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)
- West Berkshire SuDS SPD

41. Sustainability Statement

When it's required

For all planning applications* for new residential, mixed use, non-residential (including retail, commercial, industrial, warehousing, community or leisure) buildings and uses.

*For the avoidance of doubt 'planning applications' includes full, outline, reserved matters applications and also for technical details consent.

However the following are Exemptions, which do not require an energy statement:-

- a. "householder" applications (including for outbuildings);
- b. extensions to existing non-residential buildings for up to 10% additional gross internal floorspace, to a maximum of 250m² (you need to provide the measured evidence);
- c. alterations to non-residential buildings (and in combination with the above) e.g. for new air-conditioning units, windows or shopfronts;
- d. "change of use" only applications for up to 1,000m² (i.e. with no extensions). This exemption also does not apply to changes of use proposals that involve the subdivision into multiple units / flat conversions;
- e. applications proposing solely the installation of energy efficiency measures; renewables and/or low and/or zero carbon energy generation technologies.

What is required

A Sustainability Statement should demonstrate that the principles of sustainability have been considered during the design of the development and illustrate how these will be further embedded through its lifecycle - construction, fabric, in-use and end of life.

The Sustainability Statement should be in accordance with relevant national, regional and local planning policies and guidance.

In line with the National Planning Policy Framework, the Sustainability Statement will need to address the three pillars of sustainability; social, economic and environmental. Consideration should be given but not limited to the following when preparing the Sustainability Statement in accordance with relevant national, regional and local policy/guidance requirements:

- Health and wellbeing
- Healthy, vibrant and engaged communities
- Sustainable economic development
- Mitigating Climate Change – energy/fuel use and associated carbon emissions generated during construction and operation
- Adaptation and resilience to climate change including flood risk and sustainable drainage

- Sustainable Transport
- Waste minimisation and increased recycling rates – construction and operation
- Water use and conservation
- Maximising the use of sustainable materials
- Land use

Why it's required

- National Planning Policy Framework Section 14
- West Berkshire's declaration of Climate Emergency and subsequent Environment Strategy (July 2020)
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

42. Transport assessments/statements and travel plans

When it's required

For all applications for proposals which will generate significant amounts of traffic or movement.

What is required

The coverage and detail of the transport assessment must reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the assessment should simply outline the transport aspects of the application, while for large scale proposals, it must:

- illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site by the proposed development, against a baseline of existing movements;
- provide details of how the vehicle movements would be spread over the working day with any peak periods;
- provide details of the parking of vehicles on site (during construction / during operations);
- provide any details of programme of works;
- provide provision for lorry parking and turning on site;
- provide full specification details for any new accesses and visibility splays;
- give a summary of the routes to be used to access the application site;
- show how the proposals are maximising opportunities for sustainable transport modes (such as public transport, walking and cycling) that have been taken up depending on the nature and location of the site, to reduce the need for parking and to major transport infrastructure;
- include proposed mitigation measures and demonstration of their adequacy and,
- comply with national guidance on inclusive mobility.

These assessments enable the Council to evaluate the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development.

A transport assessment will normally be accompanied by a travel plan which will need to outline the way in which the transport implications of the development are going to be managed to ensure the minimum environmental, social and economic impacts. Further advice is available in the Department for Transport's Transport Energy, Best Practice: [A guide on travel plans for developers](#), on the central Government website and the Council's website.

Why it's required

- National Planning Policy Framework Section 9
- Planning Practice Guidance – Travel Plans.
- The scope and detail of the Transport Assessment or Statement should be guided by the information set out in the Planning Practice Guidance: Travel plans, transport assessments and statements in decision-taking and by the Highways Development Management Officers.
- Inclusive Mobility. A guide to best practice on access to pedestrian and transport infrastructure (publishing.service.gov.uk)
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

43. Tree survey/arboricultural impact assessment

When it's required

For all planning applications arboricultural information will be required if there are trees on the property/land or, if there are trees on adjoining properties/land, where they are within falling distance of the proposed development.

What is required

The level of information required will be proportionate to the scale of development, and to the value of the trees in terms of the amenity they provide:

Basic level (for example – very minor development, or where trees have a stem diameter up to 75mm at 1.5m)

Tree position, species, diameter and height, marked on a scaled plan.

Intermediate level (for example – where trees are over 75mm diameter, or where they are in a conservation area).

An arboricultural survey in accordance with BS5837: 2012 “Trees in relation to design, demolition and construction – Recommendations”.

Arboricultural Impact Assessment – in accordance with BS5837

Full arboricultural information (for example – where trees are protected by a tree preservation order, or are significant in the landscape)

The above, plus an Arboricultural Method Statement – in accordance with BS5837.

If, following initial assessment it's clear that higher level information is required, the Council will confirm what's required within 21 days.

Why it's required

- National Planning Policy Framework – Section 15 – Conserving and enhancing the natural environment
- Planning Practice Guidance – Natural Environment
- BS5837: 2012 – trees in relation to design, demolition and construction.
- The Council's adopted statutory Development Plan:
 - West Berkshire Core Strategy (2012)
 - West Berkshire Council Housing Site Allocations Development Plan Document (2017)
 - West Berkshire Minerals and Waste Local Plan (2022)
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

44. Ventilation/extraction statement

When it's required

A statement will be required for all proposals which involve the installation of external ventilation/extraction equipment attached to the outside of the building.

What is required

The ventilation/extraction statement must include information which will enable the assessment of noise and odour impacts on the amenity of the area including on residential properties. The statement must include:

- details of the position, design and appearance of ventilation and extraction equipment, including any filtration and anti-vibration mountings;
- for food businesses, an odour assessment and details of any required mitigation measures; and
- a noise and vibration assessment and details of any required mitigation measures / noise management plan or a statement as to why it is not required.

Advice can be sought from ehadvice@westberks.gov.uk

Why it's required

- National Planning Policy Framework
- Planning Practice Guidance
- The Council's adopted statutory Development Plan:
 - The West Berkshire District Local plan Saved Policies 2007, as amended in 2012 and 2017
- West Berkshire emerging Local Plan Review (2022-2039) Regulation 19 (January 2023)

45. Water Quality Nutrient Neutrality Statement

When (and where) it's required

Under the Habitats Regulations, before granting planning permission, West Berkshire Council must be satisfied that proposed development will not adversely affect the integrity of i) the river Lambourn SAC habitat site because of a net increase in phosphates entering its catchment area, which covers the north west quadrant of the District's area; and ii) the River Test/Solent habitat site because of a net increase in nitrogen entering its catchment area, part of which is situated near the south west corner of the District. These two catchment areas were defined by Natural England and their extent can be found at the following links:

River Lambourn SAC -

<http://publications.naturalengland.org.uk/publication/6209702580191232>

Solent Marine Sites –

<https://www.push.gov.uk/wp-content/uploads/2020/06/Natural-England%E2%80%99s-latest-guidance-on-achieving-nutrient-neutrality-for-new-housing-development-June-2020.pdf>

Within these catchment areas additional development may cause a further decline in the condition of these international protected sites, by producing more phosphate in the case of the Lambourn and nitrogen in the case of the Test/Solent as a result of increased sewage requiring treatment and increased run off of drainage containing nutrients and therefore contributing to further eutrophication (excessive richness of nutrients in the body of water). This results in adverse effects on the biodiversity of the protected sites.

The types of development affected includes all types of new and additional overnight accommodation which result in:-

- a net gain in residential units;
- student accommodation;
- tourism attractions including overnight tourist accommodation, including self-service and serviced tourist accommodation such as hotels, guest houses, bed and breakfasts, self-catering holiday chalets and static caravan sites, camping/glamping sites, yurts, shepherds hut, and 'pop' up or temporary camp site;
- care homes;
- commercial or industrial developments that include overnight accommodation;
- employment sites where employees will be hosted from outside of the catchment, and/or the development includes overnight accommodation.

Other types of business or commercial development, not involving overnight accommodation, will generally not need to be included in the assessment unless they have other (non-sewerage) water quality implications.

However, the Habitats Regulations requirements will apply to any plans or projects, including agricultural or industrial plans and projects that have the potential to release additional nitrogen and/or phosphorus into the system.

Similarly it is considered that householder application proposals and applications for certificate of lawfulness for existing or proposed development at single dwelling houses will not be included in the assessment unless the proposal comprises self-contained annexe accommodation.

The assessment affects major and minor (including full, outline, reserved matters and condition discharge) application proposals within the two catchment areas.

Finally the Habitats Regulations constrain permitted development rights under the Town and Country Planning (General Permitted Development) (England) Order 2015 (see Section 3) such that prior approval is required for all types of development that may have an effect on Habitats Sites, including as a result of increased nutrient levels (See Regulations 75 to 78 of the Conservation of Habitats and Species Regulations, 2017 (as amended)).

Early discussions with Natural England via their chargeable Discretionary Advice Service (DAS) are recommended [Developers: get environmental advice on your planning proposals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/get-environmental-advice-on-your-planning-proposals)

What is required

Applications for planning permission must include sufficient information to enable the Council, as the competent authority under the Habitats Regulations, to assess the effects of the proposals on the habitats site affected. This must include:

- a nutrient budget calculator completed in accordance with the instructions for use to identify the additional nutrients (phosphorous or nitrogen) resulting from the proposed development;
- detailed proposals for avoiding or mitigating the excess nutrients so as to achieve a development that is nutrient neutral i.e. does not result in a net increase in nutrient pollution.

Why it's required

Conservation of Habitats and Species Regulations 2017 (as amended).

Additional Local List of Requirements for Minerals and Waste Applications

As applicable

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46. Waste and minerals planning statements

A waste and minerals planning statement should be submitted with all minerals and waste applications, setting out the context and justification for the development, including:

- a description of the site (including access, existing uses and landscape, ecological and built features) and its surroundings (including any relevant historic, ecological and landscape designations or uses that may be a constraint);
- a description of the proposed development and a summary of any impacts of the development (including the activities that will be carried out on the site, hours of operations, phases of the development, physical dimensions, proposed appearance, vegetation affected, any proposed planting, and any other associated features or information necessary to describe the development and establish the impacts);
- reference to the relevant national and development plan policies and other guidance, and an assessment as to how the proposal is in accordance with these relevant policies and other guidance;
- when the justification and need of a proposal is considered to be a material planning consideration, reference to why the applicant considers there is a valid need should be included;
- an explanation of how the proposal meets the three dimensions of sustainable development and how any negative social, economic and environmental effects of the development will be mitigated, and the positive effects enhanced;
- for variations of conditions/minor material amendments, what changes are proposed and why;
- details of pre-application discussions and wider consultation with the community and statutory consultees; and
- a summary of the conclusions and recommendations of any specialist reports and research contained as part of the application, reflecting on the links and interactions between the issues covered, and stating clearly which recommendations are being taken forward (providing the detail of implementation) and which recommendations are not being taken forward and why. Depending on the scale of the development, it may be acceptable to include the other information that is required by the Local List within the Planning Statement.

A **waste planning statement** should also include, where applicable:

- how the facility meets sustainable waste management, drives waste up the waste hierarchy and does not undermine movement up the waste hierarchy (prevent, reuse, recycle, other recovery and disposal) in line with policy 3 of the Minerals and Waste Local Plan (2022);
- how the facility meets the requirements of policies 5-7 of the Minerals and Waste Local Plan (where relevant);
- the maximum annual capacity of the facility and the types, quantities and sources of waste;
- a statement of how the facility meets West Berkshire's requirements, if the proposal is not consistent with the Minerals and Waste Local Plan (2022);

- details of the operational and processing methods, and if landfill, details of phasing and timeframes for filling;
- details of any residual materials and how they will be managed;
- details of how any energy produced will be utilised; and
- details of site management and monitoring procedures.

47. Site or block plan

Additional site and block plan requirements for minerals and waste applications when relevant.

For Minerals Applications

- existing site and topographic survey (between 1:2500 and 1:100 as appropriate) including features such as green infrastructure, site levels, existing contours to OS datum (at 1m or 5m intervals as appropriate), buildings, existing watercourses, culverts, drainage ditches or ponds within or bounding the site showing, where appropriate, the direction of flow, public rights of way, overhead lines and roads within and adjacent to the site; any land within or adjoining the site which has been used for minerals working or associated development, including the position of working/tipping faces, areas restored etc. and any related planning permission references, and the positions of trial pit's and boreholes;
- proposed working plans (between 1:2500 and 1:100 as appropriate) Including any areas of land to be excavated shown edged orange and any areas to be filled shown diagonally hatched, railway lines, watercourses, services, buildings, trees etc. which are to remain undisturbed, proposals for the storage of topsoil, subsoil and overburden (other than screening bunds), proposals for screening and landscaping the operations, including details of screening bunds (if temporary, include date of removal) and advance tree planting, the location of processing and other plant, stockpiles, buildings, offices, weighbridges, wheel cleaners, etc. (note: the maximum height of stockpiles, plant and buildings should be indicated on drawings), fencing and other security arrangements, the method, direction and phasing of working, extraction and filling, if relevant (Note: the estimated duration of each phase should be given); the position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply, means of drainage and the position of any water discharges going to existing watercourses; full details of the vehicular access route from the site to the public highway, details of proposed measures to divert, remove or avoid overhead lines and other services, or stop off, remove or divert public rights of way including footpaths and bridleways; for underground mining proposals the position of all mine entries (including ventilation shafts etc.), areas likely to be subject to subsidence and areas to be left unworked to provide support; and in addition, for oil and gas proposals, where relevant, the intended route of the survey, the location of boreholes and wells and the siting of processing and distribution facilities including screening, landscaping and design;
- proposed finished floor and site levels, contours and heights of the application site and adjacent land relating to OS datum (1:50 or 1:100);
- detailed junction layouts showing the width of road, means of construction turning radii and visibility splays (at 1:50 or 1:100);
- restoration, Aftercare and Afteruse Plan(s) (where relevant) (between 1:2500 and 1:100 as appropriate) including: the final contours of land (with typical

gradients indicated and with contours normally extended for a distance of at least 250 metres outside the site to illustrate the relationship of the restored land to the surrounding topography); the replacement depths of soil and their sources annotated; the position of any permanent water features, together with estimated depths of water annotated and details of typical marginal treatment; proposals for the drainage of the land, if known, including the position of field drains, ditches, pumps and watercourses (including direction of flow) and permanent discharge points to surrounding watercourses; the position of existing trees, shrubs and hedges to be retained on site following the completion of operations and details of trees etc. to be planted; hedges, fencing, or boundary treatments and any other landscaping proposals and provision for public or other access.

For Waste Applications

- existing site and topographic survey (between 1:2500 and 1:100 as appropriate) including features such as green infrastructure, site levels, existing contours to OS datum (at 1m or 5m intervals as appropriate), buildings, existing watercourses, culverts, drainage ditches or ponds within or bounding the site showing, where appropriate, the direction of flow, public rights of way, overhead lines and roads within and adjacent to the site; any land within or adjoining the site which has been used for waste management or associated development, including the location of any deposits of waste, areas restored etc. and any related planning permission references, and the positions of trial pit's and boreholes;
- proposed working plans (between 1:2500 and 1:100 as appropriate) Including any areas of land to be excavated shown edged orange and any areas to be filled shown diagonally hatched, railway lines, watercourses, services, buildings, trees etc. which are to remain undisturbed, proposals for the storage of topsoil, subsoil and overburden (other than screening bunds), proposals for screening and landscaping the operations, including details of screening bunds (if temporary, include date of removal) and advance tree planting, the location of fixed plant, stockpiles, buildings, offices, weighbridges, wheel cleaners, etc. (note: the maximum height of proposed plant and buildings should be indicated on drawings), fencing and other security arrangements, the method, direction and phasing of working, extraction and filling, if relevant (Note: the estimated duration of each phase should be given); the position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply, means of drainage and the position of any water discharges going to existing watercourses; full details of the vehicular access route from the site to the public highway, details of proposed measures to divert, remove or avoid overhead lines and other services, or stop off, remove or divert public rights of way including footpaths and bridleways;
- proposed finished floor and site levels, contours and heights of the application site and adjacent land relating to OS datum (1:50 or 1:100);
- detailed junction layouts showing the width of road, means of construction turning radii and visibility splays (at 1:50 or 1:100);
- restoration, Aftercare and Afteruse Plan(s) (where relevant) (between 1:2500 and 1:100 as appropriate) including: the final contours of land (with typical

gradients indicated and with contours normally extended for a distance of at least 250 metres outside the site to illustrate the relationship of the restored land to the surrounding topography); the replacement depths of soil and their sources annotated; the position of any permanent water features, together with estimated depths of water annotated and details of typical marginal treatment; proposals for the drainage of the land, if known, including the position of field drains, ditches, pumps and watercourses (including direction of flow) and permanent discharge points to surrounding watercourses; the position of existing trees, shrubs and hedges to be retained on site following the completion of operations and details of trees etc. to be planted; hedges, fencing, or boundary treatments and any other landscaping proposals and provision for public or other access.

48. Existing and proposed cross sections, site levels and floor levels

Additional plan requirements for minerals and waste applications when relevant.

Information/plans should:

- show existing and proposed sections in context with surrounding buildings/structures/topographical features. The scale/height of such features should be accurate (e.g., 1:50 or 1:100);
- Include representative sections showing existing and final restoration surface levels with an indication of likely settlement. Where extraction of minerals is to take place, the maximum depth of the excavation and where applicable, the position of the water table and quarry faces should be shown;
- for minerals working, representative sections and borehole diagrams should be submitted which differentiate between topsoil, subsoil, overburden and minerals and describe the characteristics and thickness of each;
- in the case of minerals extraction trial pit/borehole information should also include the thickness and characteristics of the mineral(s) to be extracted and any interbedded waste materials which need to be removed, the underlying geology and the position of the water table;
- in the case of topsoil, subsoil, overburden and tips, the profiles and gradients of mounds should be shown;
- show finished floor and site levels;
- major dimensions; and
- spot heights and levels related to OS datum.

49. Biodiversity Net Gain Calculation

When it's required

For all minerals and waste applications.

What is required

A biodiversity net gain calculation, demonstrating at least 10% net gain in biodiversity measured using the latest government metric and following the latest metric guidance.

Why it's required

- Environment Act 2021
- National Planning Policy Framework
- West Berkshire Minerals and Waste Local Plan (2022)

50. Construction management plan/site management plan

When it's required

For all applications when construction will result in a conflict, disturbance or significant impact on:

- neighbours;
- other road users;
- sensitive wildlife designations; or
- sensitive landscape designations.

Important: Public rights of way must be kept open and unobstructed until the statutory procedures authorising closure or diversion have been completed.

What is required

A scheme which details how on-site construction impacts will be managed, particularly on neighbouring properties, sensitive uses, biodiversity and the highway network. It is likely the plan, with accompanying drawings, will need to include, as appropriate:

- timetable/programme of works;
- site set-up plan during the works;
- measures for traffic management [including routing of vehicles to and from the site, details of the number/frequency and sizes of vehicles];
- days and hours of building operations and deliveries;
- location of loading, unloading and storage of plant and materials;
- location of contractor compound and facilities;
- provision of boundary fencing/hoarding;
- measures to protect and manage existing trees, hedgerows and other protected vegetation/wildlife habitats and protected species during construction, including location and type of fencing, method statements and timing of operations to avoid adverse effects on species and habitats (unless included in other documents);
- parking of vehicles of site personnel, operatives and visitors;
- wheel washing; and
- dust control.

Where relevant to the proposal the following information must also be included:

- sustainable procurement measures used to minimise the generation of waste during the construction process;
- the types and quantities of waste that will be generated during the demolition and construction phases and the measures to ensure that the waste is managed in accordance with the waste hierarchy; and
- the types and quantities of waste that will be generated during the operational phase of the development and measures to ensure that the waste is managed in accordance with the waste hierarchy.

Why it's required

- National Planning Policy Framework
- West Berkshire District Local Plan (Saved Policies 2007)
- West Berkshire Minerals and Waste Local Plan (2022)

51. Hydrological and Hydrogeological Assessment

When it's required

Minerals and waste applications that:

- involve significant excavations or other ground works, dewatering, or water abstraction; or
- propose to infill land.

What is required

A Hydrological and Hydrogeological Assessment which includes:

- details of existing groundwater levels;
- impacts of the development on existing water levels;
- mitigation measures and management of such impacts; and
- for applications within a groundwater source protection zone, a risk assessment will be required considering the impact on water quality and resources.

For applications involving dewatering or abstraction, the assessment should also include:

- calculations of the extent and volumes of dewatering;
- details of topography and surface drainage, artificial ground, superficial deposit's, landslip deposit's, bedrock geology and details of any borehole reports including any information about both licensed and unlicensed abstractions, where necessary;
- details of the natural water table including its depth, source catchment areas and characteristics;
- consideration of the potential impact upon any wetland SSSI;
- evidence that third parties will not be affected by the dewatering, and where there is a potential impact upon public and private water supplies, water bodies or watercourses details of mitigating measures must be included in the application;
- details of proposed methods of dewatering and proposed methods of water disposal;
- proposed measures to control potential pollution to protect ground and surface water; and
- any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

Monitoring of the existing water regime for at least 12 months prior to submission of the application may be necessary to ensure that surface and ground water can be safeguarded.

Why it's required

- National Planning Policy Framework Planning Practice Guidance: Minerals
- Environment Agency: Groundwater protection: principles and practice GP3
- West Berkshire Minerals and Waste Local Plan (2022)

52. Mineral working scheme

When it's required

All applications for the winning and working of minerals (proportionate and specific to the development).

What is required

- details of the methods of extraction which should be illustrated on sectional drawings and cross referenced to the Working Plan;
- information relating to the proposed duration of extraction and details of proposed start and end dates and phasing;
- details of the total amount of minerals to be extracted (tonnes or cubic metres as appropriate) and of this, the likely total quantity of which will be saleable. Where known, the end use of the material. Where more than one mineral type is involved, information should be provided in respect of each mineral type;
- details of the agricultural grade of any land being affected either by extraction or by material waste deposition (Grades 1 to 5) and a clear indication of how the agricultural grade of the soil has been determined (e.g., using Agricultural Land Classification Maps or other surveys). Information should also include the approximate thickness and estimated total volumes of the topsoil and subsoil existing on the site (average and ranges), the approximate average thickness and total volumes and nature of any overburden to be removed, and the provision to be made for the temporary separate storage of each type of soil, including the location and design of all soil and overburden storage mounds;
- if the proposal involves minerals with special characteristics or properties or is needed to fulfil a specific commercial or market need, applicants should provide details of this. If this type of information is submitted, applicants should also provide details of the procedures undertaken to assess the quality and quantity of the material (including the location of boreholes, trenches, etc.);
- details should be given of the proposed phasing of operations at the site related to drawings showing proposed operations at each phase, including details of the maximum depths of surface workings across the site and their relationship to the seasonal levels of the water table and whether dewatering or pumping will occur;
- details, including timing, of any progressive working and restoration of the site and any relevant adjoining land should be provided, showing how these minimises the amount of land taken out of agriculture or other use at any one time and how they facilitate the early restoration of the site; and
- details of wastes arising from main extraction operations including the nature of wastes and estimated total quantity produced (excluding overburden) should be provided, including the proportion of wastes to be retained on site. Methods of disposal of wastes not retained on the site should also be given.

Why it's required

- National Planning Policy Framework

- Planning Practice Guidance: Minerals
- West Berkshire Minerals and Waste Local Plan (2022)

53. Mineral processing proposals

When it's required

All applications for development involving the processing of minerals (proportionate and specific to the development).

What is required

- details of the quantity of raw mineral to be processed on the site itself (maximum and average tonnes per annum), and the nature and annual maximum amounts of any other material(s) proposed to be brought onto the site for processing or storage;
- details of the nature and form of the processed mineral products including the maximum proposed outputs per annum, the normal and maximum working capacity of the processing plant should be provided in terms of maximum tonnes per hour;
- a description of the nature and quantities of waste resulting from processing and the proposed methods of disposal;
- details of any off-site processing plants or waste disposal sites, their location and the percentage of material extracted which is to be processed off the site and the method of transporting material from the extraction area to the processing or disposal area; and
- details of the processing facility layout and components, i.e., the location of plant, buildings, and ancillary structures, e.g., weighbridge, wheel cleaning, sheeting bays, the vehicle circulation arrangements, details of proposed diversion routes of infrastructure, and location of site drainage and discharge arrangements.
- if the proposal includes washing, details of the source of water proposed including how it will be sourced and disposed of, and any silt management/pollution prevention mitigation required.

Why it's required

- National Planning Policy Framework
- Planning Practice Guidance: Minerals
- West Berkshire Minerals and Waste Local Plan (2022)

54. Pollution control statement

When it's required

For all minerals and waste applications.

What is required

This should contain summaries of, and references to, other documents and contain an assessment of the following impacts and how they will be controlled, mitigated and monitored:

- mud and waste on the public highway;
- odour, dust and bio-aerosols;
- birds/flies/vermin/litter;
- noise;
- surface and ground water pollution;
- spillages/seepages;
- soil; and
- air pollutants including those generated from traffic.

Why it's required

- National Planning Policy Framework
- Planning Practice Guidance
- West Berkshire Minerals and Waste Local Plan (2022)

55. Public rights of way statement

When it's required

Minerals and waste applications for development that could have any implications on a public right of way.

What is required

A public rights of way statement which includes an assessment of the impact of the development on the rights of way network, including

- an assessment of the impact of the development on the rights of way network, and
- proposed measures to compensate for adverse impacts, such as the diversion or enhancement of a Public Right of Way, including proposed new routes; and
- details for reinstating Public Rights of Way, including timescales.

Why it's required

- Planning Practice Guidance: Public Rights of Way and National Trails
- West Berkshire Minerals and Waste Local Plan (2022)

56. Site Reclamation Scheme (Restoration and Aftercare Scheme)

When it's required

All applications for permission for the winning and working of minerals (including S73 applications) (proportionate and specific to the development) and for temporary waste including landfill.

What is required

A Site Reclamation Scheme must include a statement and plans detailing:

- details of the proposed restored landscape including landform, land cover and landscape features, showing how they link and relate to the contours and features of the surrounding area and how the design responds to the character of the landscape context;
- how the proposals would improve and connect with the green infrastructure network including ecological considerations, ensuring ecological functionality of the wider landscape and access for informal recreation;
- stripping of soils and soil making materials and either their storage or their direct replacement (i.e., restoration) on another part of the site;
- filling operations (if required including HGV movement details).
- restoration; and
- aftercare.

Including the following information:

- projected plan of contours and final levels of the site: the intended final landform, gradients and drainage of the site should be designed and specified, including the design of any water features and geological features to be retained;
- areas to be restored to agriculture, forestry and amenity (including nature conservation) uses;
- the phasing and timescale of the working, restoration and aftercare;
- the methods of filling where appropriate, types of fill and materials proposed (e.g., controlled wastes, mine and quarry wastes etc.) and sources;
- Proposals for the restoration of the land surface;
- at least an outline strategy for the aftercare of the restored land (see below); and
- a statement of the intended after use(s).
- measures for the management of emissions (including gases and liquids);

Details should be provided of the depth and nature of topsoil's, subsoils and overburden on the site and the methods of stripping, transporting and restoring these soils. The details of the proposed soil materials to be restored should include the total amounts and average thickness to be spread of topsoil, subsoil and overburden or other soil making material, and include, where appropriate, schemes for retrieving and utilising soil making materials from overburden.

If water areas are to be created, then the applicant should provide estimates of the intended depths and areas of water, hydrology and water quality. The submitted scheme should include the proposed profiles of banks, creation of any islands, and the treatment and planting of water and land margins.

An outline strategy for an aftercare scheme should cover, as appropriate, the following aftercare steps:

- timing and pattern of vegetation establishment: A brief description of sequence of vegetation establishment over the full aftercare period, e.g., details of species composition, stock type and size, spacing, method, timing and position of planting;
- for nature conservation, proposed method of vegetation establishment (natural colonisation, turf transplants, seeding etc.). Include a ground plan showing where different species are to be planted. Where a range of options are to be retained this should be made clear;
- cultivation practices: An outline of the range of cultivations likely to be undertaken. The need for flexibility is recognised in view of changes over time in the design and availability of machinery;
- secondary treatments: A general statement of intent to undertake secondary treatments such as moling, subsoiling and stone-picking, accompanied by criteria for determining the need for such treatments;
- drainage: This should cover any commitments in principle to undertake under-drainage; plus, commitments to carry out any necessary maintenance works or temporary drainage measures;
- management of soil fertility, weeds, etc.: including the basis for determining needs for management; and
- details, where relevant, of fencing, provision of water for livestock and management of water areas.

Where restoration of the site or part of the site is likely to take place within 12 months of the commencement of working, applicants should provide full details of the proposed scheme of restoration and aftercare. Person(s) responsible for carrying out these steps should be identified.

Why it's required

- National Planning Policy Framework
- Planning Practice Guidance: Minerals
- West Berkshire Minerals and Waste Local Plan (2022)

57. Utilities site survey/assessment

When it's required

For minerals and waste applications when proposed development or construction activity will affect the route of existing utilities

What is required

A site survey for infrastructure such as electricity overhead lines, underground cables, drainage infrastructure, hazardous substances, gas supplies, or substations that could be affected either by the proposed development or by its construction activity should be included.

The survey should set out what is proposed and contain an assessment of potential impacts and how they will be mitigated on the site and within the landscape.

Why it's required

- National Planning Policy Framework
- West Berkshire Minerals and Waste Local Plan (2022)