



# Local Validation List

Wokingham Borough Council – June  
2021

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## Introduction

This document was re-adopted by the Council by an Individual Executive Member Decision on 2<sup>nd</sup> June 2021.

Following a recent review since adopting this document in 2019, a minor change was made to include the national guidance published in the “Guidance Tree Preservation Orders and trees in Conservation Areas” which specifies the form and detail required to submit a valid tree works application. This is national guidance applied by all local planning authorities in England & Wales and is already being used by the Council to validate tree works applications. Given that the changes were minor and only amalgamated guidance already available it was not considered a full consultation was necessary.

## Process for validating applications

This document is the local validation list for Wokingham Borough Council in relation to planning applications. It should be used to determine what information should be submitted with an application in order to ensure it will be processed and determined correctly. The list is in accordance with The Town and Country Planning Act 1990 and The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO).

Once an application is submitted, it will be checked against this list to determine if it is valid or not. If, as an applicant you consider the requirement for a document to be too onerous, you must follow the steps set out in section 12 of the DMPO. Otherwise, the Council will determine if the application is valid, and send an acknowledgement letter confirming this, or if it is invalid, send an invalid letter detailing the reasons why.

If you are unsure what needs to be submitted the Council offers a paid for pre-application advice service and we can tell you what will be needed – <http://www.wokingham.gov.uk/planning/planning-permission/pre-application-advice/>.

The list references the type of development which may trigger a requirement for a document. Development types are defined as:

**Major development:** Any application for more than 10 houses, more than a 1000m<sup>2</sup> of new floor space or where the site is greater than a hectare in size is classified as a major.

**Minor development:** Any application for 1 – 9 houses or up to 999m<sup>2</sup> of new floor space is classified as a minor.

**Other development:** Any application for householder permission, a change of use, an advertisement consent, a listed building consent, certificates of lawfulness or notifications like telecommunications is classified as an other.

## Using this document

As seen in the example table below, each application type is set out with useful information and the national and local validation requirements. Many of the local requirements are

dependent on either the scale of development or the planning constraints relevant to the site. You can check these using our [constraints checker](#).

<b>Typical description:</b>	This is the basis for what each application type should read. Remember you need to cover all the development proposed but try to be succinct as possible.
<b>Fee:</b>	Where standard the fee will be stated but a number of applications are dependent on different factors. You will need to check the planning fees for this.
<b>Potential to be CIL liable:</b>	Is the application type potentially CIL liable and therefore will you need a CIL additional information form? (Note this applies even if the development is not CIL liable).
<b>National validation requirements:</b>	What are the national validation requirements for the application type?
<b>Local validation requirements:</b>	What are the local validation requirements for the application type and when are the documents required?
<b>Potential further documents:</b>	What other documents may be useful for the determination of the application but would not cause it to be invalid?

### Submitting an application

Please submit applications via the Planning Portal – [www.planningportal.co.uk](http://www.planningportal.co.uk) as all electronic submissions can be processed quicker resulting in fewer delays. When submitting, take note of the following:

- No individual file size greater than 10 Mb
- No .zip or .exe files are submitted
- All documents are in single layer PDF format with the correct orientation
- Plans should be drawn to scale and this should be indicated either in writing or through the use of a scale bar (scale bars make it easier to assess a plan and therefore improve the efficiency of the validation process)
- ‘Do Not Scale’ or signatures should **not** be included on plans
- Many people access plans online and therefore documents should be of a suitable quality to cater for different platforms/web browsers

For **major** schemes, or **discharge of conditions** relating to major schemes, please submit **one** paper copy of the application. This enables us to share the information more easily with internal consultees which will help improve determination times.

**You must submit a CIL additional information form for all application types indicated – even if the development is not CIL liable.**

### Submitting a paper application

The cost and time of processing paper applications significantly rises for the Council compared to one submitted via the Planning Portal. If you must submit through different means, for

instance application types that cannot be submitted via the Planning Portal, we only require one copy of the documentation. Please provide it electronically wherever possible.

### Document Descriptions

Many of the plans and documents that are submitted have to be completed to a certain standard. General details of what is required follows the list of application types for your information. However, further advice should be sought from a relevant consultant if required. Any surveys that need to be submitted should be completed by an appropriately qualified person and within the last 12 months.

Planning applications are of significant interest across the Borough. To assist in those viewing the applications, we have suggested a naming protocol for plans below. Whilst there may be some variations to this, using the names will help make plans more accessible and therefore reduce time in processing applications.

- Location Plan [plan number] Rev A
- Site Plan [plan number] Rev A
- Existing Elevations [plan number] Rev A
- Proposed Elevations [plan number] Rev A
- Existing Floor Plan [plan number] Rev A
- Proposed Floor Plan [plan number] Rev A
- Existing Roof Plan [plan number] Rev A
- Proposed Roof Plan [plan number] Rev A
- Existing Site Section Plan [plan number] Rev A
- Proposed Site Section Plan [plan number] Rev A
- Landscape Plan [plan number] Rev A

## Validation by Application Type

### Householder

<b>Typical description:</b>	Householder application for proposed [development]	
<b>Fee:</b>	£206	
<b>Potential to be CIL liable:</b>	Yes	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Arboricultural Assessment	Development would have an impact on trees within or adjacent to the site
	Bat Survey	Site is within suitable bat roosting area and development includes works to roof or demolition
	CIL Additional Information Form	Any application
	Daylight/Sunlight Assessment	Development would impact daylight/sunlight levels of adjoining properties
	Great Crested Newt Survey	Site is within 10 metres of Great Crested Newt consultation zone
	Great Crested Newt Avoidance Method Statement	Site is within 10 – 100 metres of Great Crested Newt consultation zone
	Heritage Statement	Site is within a designated heritage asset or includes designated heritage assets of any scale
	Land Contamination Assessment	Site is known or suspected to be contaminated
	Plans – Existing and Proposed Elevation	Any application
	Plans – Existing and Proposed Floor	Any application
	Plans – Parking Provision (this can be shown separately on the site plan if necessary)	Development would result in the loss of existing parking provision or an increase in the number of habitable rooms in a property
Volume Calculations	Site is within the Green Belt or designated countryside	

**Potential  
further  
documents:**

Confirmation of proposed materials  
Site levels  
Plans - Existing and Proposed Roof (maybe useful if the proposal results  
in a complex roof form)

## Full Planning Approval

<b>Typical description:</b>	Full application for [development]	
<b>Fee:</b>	Dependent on development being applied for (determined on external floor space not internal)	
<b>Potential to be CIL liable:</b>	Yes	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site</li> <li>- Correct fee</li> <li>- Design and Access Statement for development which is: <ul style="list-style-type: none"> <li>o ‘major development’ (excluding material change of use)</li> <li>o When the site is in a Conservation Area and development is for one or more dwelling houses or the floor space created is greater than 100m<sup>2</sup> (excluding material change of use)</li> </ul> </li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Affordable Housing Statement	Development is for a net increase of 5 dwellings or more or site area is greater than 0.16 hectares <b>and</b> residential dwellings are proposed
	Air quality Assessment	Site is within or adjacent to an air quality management area
	Arboricultural Assessment	Development would have an impact on trees within or adjacent to the site
	Atomic Weapons Establishment (AWE) Impact Assessment	Development within consultation zones of the AWE in Burghfield
	Badger Survey	Site is within badger sett consultation zone (NB: this data is not publically available and therefore we will inform you at the point of validation if this survey is required)
	Bat survey	Site is within suitable bat roosting area and development includes works to roof or demolition or is on a greenfield site.
	Biodiversity Report (may incorporate different ecological aspects e.g. bat survey)	Development is ‘major development’ or if ‘minor development’ where it would potentially impact protected species
CIL Additional Information Form	All applications	

Daylight/Sunlight assessment	Development would impact daylight/sunlight levels of adjoining properties
Delivery Management Plan	Employment/retail uses with new or alterations to delivery procedures
Economic Viability Appraisal	Provision of planning obligations including affordable housing would potentially make a scheme unviable
Economic Statement	Development falling within use class B1, B2 or B8 which exceeds 1000m <sup>2</sup> gross external floor area or would result in the loss of employment land/opportunity
Electric Vehicle Charging Strategy	Development is 'major development'
Employment Skills Plan	Development is 'major development' (residential and commercial)
Floor space calculation (gross external)	Development resulting in increase/decrease in floor space of residential, commercial or industrial uses (for assistance in determining size and scale of proposal)
Foul Drainage Assessment	Development is 'major development'
Heritage Assessment	Site is within a designated heritage asset or includes designated heritage assets of any scale (e.g. any building or park)
Internal Floor Space calculation (gross internal)	Development for new residential dwellings or conversion of existing floor space to residential (for assistance in determining compliance with nationally adopted internal space standards)
Infrastructure Delivery Plan	Site is within Strategic Development Location
Landscape and Visual Impact Assessment	Development would have an impact on the landscape
Land contamination Assessment	Site is known or suspected to be contaminated or green field site (for assistance in determining if historical use of site causes any contamination concerns)

Lighting Assessment	Development proposing external lighting
Noise Impact Assessment	Development would be considered a noise sensitive development or may lead to noise disturbance of adjoining occupiers
Photographs	Development for any demolition or impacting upon a Conservation Area or listed building
Plans – Existing and Proposed Elevations	All applications
Plans – Existing and Proposed Floor Plans	All applications
Plans – Existing and Proposed Site Section	Development is ‘major development’
Plans – Existing and Proposed Roof	Development includes new buildings
Plans – Existing and Proposed Site levels	Development is ‘major development’
Plans – Existing and Proposed Parking Provision	Development for residential, commercial, industrial uses
Plans – Existing and Proposed Shop Front Provision	Development includes new or alterations to shop fronts
Planning Statement	All applications
Public Rights of Way Impact Assessment	Site includes or is adjacent to a public right of way
Retail Impact Assessment	Development is for retail use and site is outside town/village centres or change of use of site within town/village centres
Stage 1 Road Safety Audit	Development is ‘major development’ and existing highway must be altered to accommodate proposal
Site Specific Flood Risk Assessment	Site is within flood zone 2 or 3 or site area is greater than 1 hectare in size
Statement of Community Involvement	Development is ‘major development’
Structural Survey	Development includes substantial demolition
Sustainability Assessment (or Energy Statement)	Development is ‘major development’
Surface Water Drainage Strategy	Development is ‘major development’ or ‘minor development’

	Transport Assessment	Development would have an impact on the strategic highway network
	Travel Plan	Development is 'major development' or would impact the strategic highway network
	Volume Calculations	Development includes replacement or new buildings in the Green Belt and designated countryside
<b>Potential further documents:</b>	Indicative street scene Transport models Site Waste Management Plan	

## Discharge of Condition

<b>Typical description:</b>	Application for submission of details to comply with the following condition of planning consent [application number] dated [decision date]. Condition [list numbers]	
<b>Fee:</b>	Householder - £34 All others - £116	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	- Letter confirming request to discharge condition numbers relating to planning application (Although this does not need to be on a standard form, you can submit one through the Planning Portal)	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Information to discharge relevant conditions	All applications
<b>Potential further documents:</b>	None	

## Pre-app Consultation

<b>Typical description:</b>	Pre-application advice for proposed [development]	
<b>Fee:</b>	Dependent on development being applied for – these are Council set fees and are not on the national fee list	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	- None	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Plans – Location	All applications
<b>Potential further documents:</b>	Pre-application requests are not subject to national requirements however to get the most out of the process, we encourage you to submit documents as if it were for a planning permission. The more detail you provide at this stage, the more comprehensive our response can be.	

## Proposed Lawful Certificate

<b>Typical description:</b>	Application for a certificate of lawfulness for the proposed [development]	
<b>Fee:</b>	Half the fee as if it were for full planning permission	
<b>Potential to be CIL liable:</b>	If development is clearly greater than 100m <sup>2</sup> in area	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Plan – Location</li> <li>- Plan – Site</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Plans – Existing and Proposed Elevation	All applications
	Plans – Existing and Proposed Floor	All applications
	CIL Additional Information Form	If development is clearly greater than 100m <sup>2</sup> in area
<b>Potential further documents:</b>	Confirmation of proposed materials	

## Non-material Amendment

<b>Typical description:</b>	Application for non-material amendment to planning consent [application number] for [development]	
<b>Fee:</b>	Householder - £34 All others - £234	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Plans – Site Plan	All applications
	Plans – Proposed Elevations	All applications
	Plans – Proposed Floor	All applications
<b>Potential Further documents:</b>	Previously approved plans	

## Variation/Removal of condition

<b>Typical description:</b>	Application to vary condition [number] of planning consent [application number] for the [original application description]. Condition [number] refers to [content of condition]	
<b>Fee:</b>	£234	
<b>Potential to be CIL liable:</b>	If new floor space is proposed	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	CIL Additional Information Form	If the change to the development results in new build floor space
	Plan – Location	If the application relates to <b>only part</b> of the original site
	Plan – site	If the change to the development results in changes to the site layout
	Plans – Existing and Proposed Elevations	If the change to the development results in changes to the elevations of the original proposal
	Plans – Existing and Proposed Floor Plans	If the change to the development results in changes to the floor plans of the original proposal
	Planning Statement	All applications – to explain the reasoning for removing or varying condition
<b>Potential further documents:</b>	The scope of a variation/removal of condition application depends on the scope of development proposed. As a result, you should consider what evidence would support your application. The requirements for a full planning approval or a householder application would be a useful indicator as to what may be required.	

## Listed Building Consent

<b>Typical description:</b>	Application for Listed Building consent for the proposed [development]	
<b>Fee:</b>	None	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site</li> </ul>	
<b>Local Validation Requirements:</b>	<b>Document</b>	<b>Required when</b>
	Heritage Statement	Any application
	Plans – Existing and Proposed Elevations	All applications
	Plans – Existing and Proposed Floor	All applications
	Plans – Existing and Proposed Roof	Works to roof of building are proposed
<b>Potential further documents:</b>	Details of joinery or other internal alterations Specific paint and respective RAL colours Photographs	

## Existing Lawful Certificate

<b>Typical description:</b>	Application for a certificate of existing lawful development for [development]	
<b>Fee:</b>	Same as if the application were for full planning permission	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Evidence of lawful use/development (confidential information will not be displayed on the website)	All applications
<b>Potential further documents:</b>	Plans – Existing Elevations Plans – Existing Floor Plans – Existing Site Sworn affidavits supporting evidence submitted	

## Listed Building Lawful Certificate

<b>Typical description:</b>	Application for a certificate of lawfulness for the proposed [development]	
<b>Fee:</b>	None	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Plan – Location</li> <li>- Plan – Site</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Plans – Existing and Proposed Elevations	All applications
	Plans – Existing and Proposed Floor	All applications
<b>Potential further documents:</b>	None	

## Advertisement Consent

<b>Typical description:</b>	Application for advertisement consent for [Insert adverts]. Note: be very specific with the advert e.g. 1no illuminated free-standing sign and 2no non-illuminated fascia signs	
<b>Fee:</b>	Related to the business and on the premises or advance signs not visible from the premises - £132 All others - £462	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form with details of each advertisement</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site (showing location of each advertisement)</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Require when</b>
	Plans - Existing and Proposed Elevations (showing details of each advertisement - for illuminated adverts detail means level of luminance/wattage)	All applications
	Planning Statement	Advert impacts a listed building or is located within a Conservation Area
<b>Potential further documents:</b>	Lighting Assessment (for illuminated adverts) Photographs	

## Outline Planning Approval

<b>Typical description:</b>	Outline application with [any reserved matters] for the proposed [development]	
<b>Fee:</b>	Sites up to and including 2.5 hectares - £462 per 0.1 hectares Sites above 2.5 hectares - £11,432 + £138 per 0.1 hectares	
<b>Potential to be CIL liable:</b>	Yes	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site</li> <li>- Correct fee</li> <li>- Design and Access Statement for development which is: <ul style="list-style-type: none"> <li>o ‘major development’ (excluding material change of use)</li> <li>o When the site is in a Conservation Area and development is for one or more dwelling houses or the floor space created is greater than 100m<sup>2</sup> (excluding material change of use)</li> </ul> </li> <li>- Access Plan – Where access is a reserved matter, the area or areas where access points to the development proposed would be situated</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Documents will be required in relation to any reserved matters that be considered at this stage. If all matters are reserved, remember it still needs to be demonstrated that the site can accommodate the proposal. Using the validation requirements for a ‘Full Planning Approval’ may be useful in this respect.	As per ‘Full Planning Approval’ requirements however in acknowledgement that some matters may be reserved
	Parameter Plans – it is acknowledged full elevation and floor plans may not be available at this stage	All Applications
<b>Potential further documents:</b>	As per ‘Full Planning Approval’ requirements however in acknowledgement that some matters may be reserved	

## Approval of Reserved Matters

<b>Typical description:</b>	Application for the approval of reserved matters pursuant to outline planning consent [application number] for the erection of [development]. (Reserved matters to be considered).	
<b>Fee:</b>	Same as if the application were for full planning permission If already paid then £462	
<b>Potential to be CIL liable:</b>	Yes	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Plan – Location</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	CIL Additional Information Form	All applications
	Anything required to consider with matters previously reserved. It is advised the requirements for a full planning approval may be a useful indicator for this.	All applications
<b>Potential further documents:</b>	None	

## Environmental Impact Assessment Application

<b>Typical description:</b>	Full application for [development]	
<b>Fee:</b>	Dependent on development being applied for	
<b>Potential to be CIL liable:</b>	Dependent on development being applied for	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site</li> <li>- Correct fee</li> <li>- Environmental Impact Assessment</li> <li>- Design and Access Statement for development which is:               <ul style="list-style-type: none"> <li>o 'major development' (excluding material change of use)</li> <li>o When the site is in a Conservation Area and development is for one or more dwelling houses or the floor space created is greater than 100m<sup>2</sup> (excluding material change of use)</li> </ul> </li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	As per 'Full Planning Approval' requirements	As per 'Full Planning Approval' requirements
<b>Potential further documents:</b>	As per 'Full Planning Approval' requirements	

## Full Telecommunications Approval

<b>Typical description:</b>	Full application for [development]	
<b>Fee:</b>	Same as if the application were for full planning permission	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Combined ownership certificates and agricultural land declaration</li> <li>- Plan – Location</li> <li>- Plan – Site plan</li> <li>- Correct fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Plans – Existing and Proposed Elevation	Any application
	Plans – Existing and Proposed Floor	Any application
	Telecommunications Development Statement	Any application
<b>Potential further documents:</b>	None	

## Permission in Principle

<b>Typical description:</b>	Permission in principle application for [development]	
<b>Fee:</b>	Site area - £402 for each 0.1 hectare (or part thereof)	
<b>Potential to be CIL liable:</b>	Yes	
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form</li> <li>- Plan – Location</li> <li>- Correct Fee</li> </ul>	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	CIL Additional Information Form	All applications
<b>Potential further documents:</b>	Although the scope of permission in principle is limited to location, land use and development, you should consider what evidence would support your application. Although we would not invalidate an application on this basis, the requirements for a full planning approval would be a useful indicator as to what may be required.	

## Prior Determination Agricultural

<b>Typical description:</b>	Prior approval submission for [development]
<b>Fee:</b>	£96
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal)</li> <li>- Plan – Location</li> <li>- Correct fee</li> <li>- Description of materials to be used</li> </ul>
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	<ul style="list-style-type: none"> <li>Plans – Existing and Proposed Elevation</li> <li>Plans – Existing and Proposed floor</li> <li>Plans – Site</li> <li>Planning Statement – how the development complies with GDPO requirements</li> <li>Demonstration of agricultural activities that have occurred on the site</li> <li>Photographs</li> </ul>

## Prior Determination Demolition

<b>Typical description:</b>	Prior approval submission for [development]
<b>Fee:</b>	£96
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"><li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal)</li><li>- Correct fee</li><li>- Statement demonstrating the relevant site notice has been displayed</li></ul>
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	Plans – Location To assess the impact of demolition it is possible we would require details on the transport impact of removing the waste from the site, the ecology impact of removing the building or the arboricultural impact of removing the building. You should consider if this would help support your application.

## Prior Notification (Class A) Residential Extension

<b>Typical description:</b>	Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by [length]m, for which the maximum height would be [roof height]m and the height of the eaves [eaves height]m.
<b>Fee:</b>	£96 (applies from 19 <sup>th</sup> August 2019)
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements)</li> <li>- A plan indicating the site and showing the proposed development</li> </ul>
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	Plans – Existing and Proposed Elevation Plans – Existing and Proposed Floor

## Prior Notification (Class O) Office to Residential

<b>Typical description:</b>	Prior approval submission for [development]
<b>Fee:</b>	£96
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements)</li> <li>- A plan indicating the site and showing the proposed development</li> <li>- A statement specifying the net increase in dwellinghouses proposed by the development</li> <li>- A floor plan indicating the total floor space in square metres of each dwelling house, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwelling houses</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> </ul>

## Prior Notification (Class AA) Enlargement of a dwelling house

<b>Typical description:</b>	Prior approval submission for [development – include the maximum height of the proposed additional storeys]
<b>Fee:</b>	None
<b>Potential to be CIL liable:</b>	Yes
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements)</li> <li>- A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>- A plan showing the existing and proposed elevations of the dwelling house with an identified scale</li> <li>- A plan showing the position and dimensions of the proposed windows with an identified scale (likely included on above plan)</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	<ul style="list-style-type: none"> <li>- CIL form</li> </ul>
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> </ul>

## Prior Notification (Class AA) New storeys above detached commercial

<b>Typical description:</b>	Prior approval submission for
<b>Fee:</b>	£334 for each dwelling house (up to 50 dwelling houses)
<b>Potential to be CIL liable:</b>	Yes
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements).</li> <li>- A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>- A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>- A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>- A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>- A list of all the addresses of the flats within the existing block of flats</li> <li>- A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	<ul style="list-style-type: none"> <li>- CIL form</li> </ul>
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> <li>- If a building is over 18 metres in height then a report from a chartered engineer (or other competent professional) confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 (S.I. 2010/2214)</li> </ul>

## Prior Notification (Class AB) New storeys above terraced commercial

<b>Typical description:</b>	Prior approval submission for
<b>Fee:</b>	£334 for each dwelling house (up to 50 dwelling houses)
<b>Potential to be CIL liable:</b>	Yes
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements).</li> <li>- A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>- A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>- A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>- A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>- A list of all the addresses of the flats within the existing block of flats</li> <li>- A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	<ul style="list-style-type: none"> <li>- CIL form</li> </ul>
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> </ul>

## Prior Notification (Class AC) New storeys above terraced residential

<b>Typical description:</b>	Prior approval submission for
<b>Fee:</b>	£334 for each dwelling house (up to 50 dwelling houses)
<b>Potential to be CIL liable:</b>	Yes
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements).</li> <li>- A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>- A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>- A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>- A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>- A list of all the addresses of the flats within the existing block of flats</li> <li>- A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	<ul style="list-style-type: none"> <li>- CIL form</li> </ul>
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> </ul>

## Prior Notification (Class AD) New storeys above detached residential

<b>Typical description:</b>	Prior approval submission for
<b>Fee:</b>	£334 for each dwelling house (up to 50 dwelling houses)
<b>Potential to be CIL liable:</b>	Yes
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements).</li> <li>- A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>- A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>- A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>- A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>- A list of all the addresses of the flats within the existing block of flats</li> <li>- A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	<ul style="list-style-type: none"> <li>- CIL form</li> </ul>
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> </ul>

## Prior Notification (Class ZA) Demolition and new build residential

<b>Typical description:</b>	Prior approval submission for
<b>Fee:</b>	£334 for each dwelling house (up to 50 dwelling houses)
<b>Potential to be CIL liable:</b>	Yes
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements).</li> <li>- A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>- A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>- A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>- A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>- A list of all the addresses of the flats within the existing block of flats</li> <li>- A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	<ul style="list-style-type: none"> <li>- CIL form</li> </ul>
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> </ul>

## Prior Notification (Class A) New storeys above detached flats

<b>Typical description:</b>	Prior approval submission for
<b>Fee:</b>	£334 for each dwelling house (up to 50 dwelling houses)
<b>Potential to be CIL liable:</b>	Yes
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements).</li> <li>- A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>- A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>- A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>- A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>- A list of all the addresses of the flats within the existing block of flats</li> <li>- A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>- Correct fee</li> </ul>
<b>Local validation requirements:</b>	<ul style="list-style-type: none"> <li>- CIL form</li> </ul>
<b>Potential further documents:</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>- assessments of impacts or risks</li> <li>- statements setting out how impacts or risks are to be mitigated</li> <li>- details of proposed building or other operations</li> <li>- If a building is over 18 metres in height then a report from a chartered engineer (or other competent professional) confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 (S.I. 2010/2214)</li> </ul>

## Prior Notification Railway Works

<b>Typical description:</b>	Prior approval submission for [development]
<b>Fee:</b>	None
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	- Detailed plans and specifications
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	Planning Statement – how the development complies with GDPO requirements

## Prior Determination Telecommunications 56 Days

<b>Typical description:</b>	Prior approval submission for [development]
<b>Fee:</b>	£462
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed application form (Although this does not need to be on a standard form, you can submit one through the Planning Portal – this form does cover the statutory requirements)</li> <li>- A plan indicating the site and showing the proposed development</li> <li>- Correct fee</li> <li>- Evidence that the requirements of the GDPO have been met if they apply to the circumstance</li> </ul>
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	Plans – Existing and Proposed Elevation

## Screening Opinion

<b>Typical description:</b>	Screening Opinion application for an Environmental Impact Assessment for a proposed [development]
<b>Fee:</b>	None
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- A plan sufficient to identify the land</li> <li>- A statement covering:               <ul style="list-style-type: none"> <li>○ The description of development</li> <li>○ Description of aspects of the environment likely to be significantly affected by the development</li> <li>○ To the extent it is available, a description of any likely significant effects of the proposed development on the environment resulting from expected residues and emissions and the production of waste and the use of natural resources, in particular soil, land, water and biodiversity</li> <li>○ Information regarding measures envisaged to avoid or prevent what might otherwise have been significant adverse effects on the environment.</li> </ul> </li> </ul>
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	None

## Scoping Opinion

<b>Typical description:</b>	Scoping Opinion application to determine the content of an Environmental Impact Assessment for [development]
<b>Fee:</b>	None
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"><li>- A plan sufficient to identify the land</li><li>- A statement covering:<ul style="list-style-type: none"><li>○ a brief description of the nature and purpose of the development, including its location and technical capacity</li><li>○ an explanation of the likely significant effects of the development on the environment</li><li>○ such other information or representations as the person making the request may wish to provide or make</li></ul></li></ul>
<b>Local validation requirements:</b>	None
<b>Potential further documents:</b>	None

## Modification or Discharge of a S106 Planning Obligation

<b>Typical description:</b>	Application to modify a Section 106 Planning Obligation for [given reason]	
<b>Fee:</b>	Between £1,500 and £2,500	
<b>Potential to be CIL liable:</b>	No	
<b>National validation requirements:</b>	- None	
<b>Local validation requirements:</b>	<b>Document</b>	<b>Required when</b>
	Application form <a href="#">How to apply for planning permission - Wokingham Borough Council</a> (section 5)	All applications
<b>Potential further documents:</b>	None	

Works to Trees subject to a Tree Preservation Order (TPO) or Trees in a Conservation Area (CA)

<b>Typical description:</b>	Notification for works to trees in a Conservation Area OR Application for works to Protected Trees – TPO [INSERT NUMBER]
<b>Fee:</b>	None
<b>Potential to be CIL liable:</b>	No
<b>National validation requirements:</b>	<ul style="list-style-type: none"> <li>- Completed Application Form</li> <li>- Plan showing location of all affected trees</li> <li>- A full clear specification of the works to be carried out</li> <li>- A statement of reasons for the proposed work</li> <li>- Any evidence to support your statement of reasons</li> </ul>
<b>Local validation requirements:</b>	<b>None</b>
<b>Potential further documents:</b>	A report from a structural engineer or chartered surveyor will be needed if the work is required due to subsidence or other structural damage to buildings.

## Document Descriptions

**Affordable Housing Statement:** Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example:

- The numbers of residential units
- Mix of units with numbers of habitable rooms and/or bedrooms or the floor space of habitable areas of residential units
- Garden area or public open space
- Plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. It should be noted that Council have preferred housing partners, details of which are available from the Council.

**Air Quality Assessment:** Where a development is proposed inside or adjacent to an Air Quality Management Area (AQMA), or where the development could result in the designation of an AQMA. Please seek advice from Environmental Health before submitting your application. Also see Appendix 3 (section A3.3) of the Sustainable Design and Construction SPD.

**Arboricultural Statement/Tree Survey:** Where development will have an impact on trees within the application site or on land adjacent to it (including street trees). Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist and refer to best standard practice (British Standards Guidance). Statement can also include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

**Atomic Weapons Establishment:** Development within the vicinity (consultation zones) of the Atomic Weapons Establishment (AWE), Burghfield should provide information on the likely number of people living or working in the development. <sup>i</sup>

**Bat Survey:** Development which proposes modifications or alterations to a roof or demolition, are likely to require a daylight bat survey/report to be submitted with the application (in accordance with the EC Habitats Directive 1992 and the Conservation (Natural Habitats &c.) Regulations 1994 (as amended). This must be completed in the last 12 months by a licensed ecologist and cannot be done by the applicant/agent.

Development which includes modification (involving loft conversions and residential extensions abutting a gable end, eaves or soffits), conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:

- All agricultural buildings (e.g. farmhouses and barns);
- All buildings that are within a suitable bat roost habitat as indicated on the Wokingham Planning Constraints map;
- All tunnels, air raid shelters, cellars and underground ducts and structures;
- All bridge structures;
- Any buildings, structures, feature or locations with an existing bat record or subject to a report of bat activity.

**Biodiversity survey and report:** All major development (>10 dwellings) will require a biodiversity survey/report. Where a proposed development (<10 dwellings) may have possible impacts on wildlife and biodiversity, in particular protected species such as bats (generally considered necessary for demolition where bats are known to be in the area), Great Crested Newts (where there is a known great crested newt breeding pond within 250m or a pond on the site), badgers or common reptiles.<sup>ii</sup> For clarification, minor development should also consider biodiversity where there may be an impact on international, national or local designated sites, priority habitats and species, or on greenfield sites. It is recommended that the CIEEM Guidelines for Preliminary Ecological Appraisal 2017 are used to ensure the correct standard is adhered to.

**Community Infrastructure Levy (CIL) - Additional Information Form:** To calculate the amount of CIL accurately, applicants should complete a CIL additional information form. This is very important that it is filled in accurately and submitted with the application.

**Daylight / Sunlight Assessment:** Where development breaches advice set out within the Borough Design Guide and has an adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided by BRE guidelines on daylight / sunlight assessments.

**Delivery Management Plan (for employment and retail uses):** To help minimise the impact of service deliveries including night time deliveries, applicants shall submit a Delivery Management Plan.<sup>iii</sup>

**Design and Access Statement:** A design and access (DAS) statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

A DAS is required with planning applications for major development – both full and outline. Lower thresholds apply in conservation areas and World Heritage Sites, where some smaller applications must also be accompanied by a DAS. Listed building consent applications must also include a DAS. Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a DAS.

A DAS must explain the design principles and concepts that have been applied to the development. It must also demonstrate how the proposed development's context has influenced the design. The Statement must explain the applicant's approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. For most straightforward planning applications, the DAS may only need to be a page long.

**Economic Viability Appraisal:** Should an application state a scheme is unviable due to the payment of Planning Obligations and/or the provision of affordable housing, they will be required to submit an open book appraisal of the full development costs for the site. This will be assessed by an independent assessor at the cost of the applicant.

Within the Strategic Development Locations, where larger pieces of infrastructure are required to justify and mitigate against the impacts of the development, the local planning authority expects applicants to submit viability reports to justify the costs of this infrastructure and to ensure it is fairly and reasonably apportioned between developers within the SDL's. This will be assessed independently, the cost of which is expected to be covered by the applicant. Please seek advice before submitting your application.

**Economic Statement:** For any development; i) falling within Use Classes B1, B2 or B8 exceeding 1,000m<sup>2</sup> gross external area; or ii) would result in the loss of either employment land or employment opportunity. The statement should comprise a supporting statement that describes the employment impact from the proposed development, including the loss of employment land. It should provide:

- Details of existing and proposed job numbers as full-time equivalents
- The relative existing and proposed employment floor space totals (local and borough wide in accordance with Core Strategy Policy CP15 Employment Development)
- Any community benefits
- The loss of any employment land
- The condition of the existing use of the site
- How long the land has been marketed for (normally 2 years)
- The costs of retaining it in employment use
- Proposals for use / training of local labour

**Electric Vehicle Charging Strategy:** Proposals for major development should set out the aims and strategy for providing electric charging points to encourage the use of electric cars.

**Employment Skills Plan:** Proposals for large scale development should be accompanied by a plan to show how the proposal accords opportunities for training, apprenticeship or other

vocational initiatives to develop local employability skills required by developers, contractors or end users of the proposal.<sup>iv</sup>

**Energy Statement:** In accordance with the Council's adopted Sustainable Design and Construction SPD (May 2010). See section on **Sustainability Statement / Appraisal below.**<sup>v</sup>

**Environmental Statement:** The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

**Floor Space Calculation:** On schemes where new residential, commercial or industrial development is proposed or extensions to existing commercial or industrial units, any demolition and/or increase in floor space should be provided in square metres. This should be clearly stated within the supporting information (e.g. Planning Statement or other document).

**Foul Drainage Assessment:** Major schemes need to identify the existing infrastructure and identify where an increase in capacity is required and what measures these will involve. The applicant should demonstrate they have contacted the relative utility providers. Please seek advice before submitting your application.<sup>vi</sup>

**Great Crested Newt Survey:** A survey conducted by a licensed ecologist which establishes the presence of Great Crested Newts on the site, the implications of the development on newts and any mitigation methods required.

**Great Crested Newt Avoidance Method Statement:** A statement detailing the avoidance methods required to ensure householder level development will not adversely impact Great Crested Newts within the local vicinity.

**Heritage Statement (including Historical Assets, Archaeological features and Scheduled Ancient Monuments):** A written statement that includes a schedule of works to the listed building(s)/structure/protected Park or Garden/Conservation Area, an analysis of the significance of archaeology, history and character of the building/structure/area, the principles of and justification for the proposed works and their impact on the special character of the listed building/structure/area, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent (and in all cases for demolition of a structure).

**Internal Floor Space Standards:** On applications for new residential units (flats or houses), applicants need to consider internal space against the Borough Design Guide and demonstrate that the standards have been met. Floor plans should also identify room furniture in order to demonstrate that the living accommodation is of an appropriate size.<sup>vii</sup>

**Infrastructure Delivery Plan:** Within the Strategic Development Locations, where larger pieces of infrastructure are required to justify and mitigate against the impacts of the development, the local planning authority expects applicants to submit an IDP which should fairly and reasonably apportion costs of the infrastructure between developers within the SDL's. This should also clearly detail timings for delivery and set out the sums involved.

**Landscape Assessment:** On major and minor development schemes, a landscape assessment may be required to assess the impact of the development on the wider local area / environment. Please seek advice before submitting your application.<sup>viii</sup>

**Land Contamination Assessment:** Applications may need to be accompanied by a land contamination assessment where contamination is known or suspected. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether / how this can be satisfactorily mitigated. Please seek advice before submitting your application.

**Lifetime Homes Assessment:** Applications for new residential development may need to be accompanied by a Lifetime Homes Assessment which sets out how the development meets Lifetime Homes Standards.

**Lighting Assessment:** Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, sensitive natural area or the open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design.

**Noise Assessment:** Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician.

**Parameter Plans:** For outline planning permission detailed consideration will always be required on the use and amount of development. Applications should always include information on:

Use – the use or uses proposed for the development and any distinct development zones within the site identified (also applicable for all large development proposals e.g. land use plan identifying areas of amenity, highways (adopted / un-adopted), public areas etc)

Amount of development – the amount of development proposed for each use.

Indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate.

Scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary.

Indicative access points – an area or areas in which the access point or points to the site will be situated.<sup>ix</sup>

**Photographs/Photomontages:** These provide useful background information and can help to show how developments (in particular large schemes) can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of

an existing building or development affecting a conservation area or a listed building. Please seek advice before submitting your application.

**Planning Obligations:** Planning Obligations (or “section 106 agreements”), where required, are intended to make acceptable development by mitigating its impact which would otherwise be unacceptable in planning terms. It should be noted however that the Council has adopted the Community Infrastructure Levy which replaces many requirements typically sought under a “section 106 agreement”. These agreements are now used primarily to secure affordable housing, some SPA mitigation and site specific impacts.

**Planning Statement:** These should detail how the development accords with relevant National and Local Policies, supplementary guidance, reference to relevant site history and provide supporting document / plan list.

It may also include details of consultations with the local planning authority and wider community / statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate (see also Statement of Community Involvement below). This is in addition to a Design and Access Statement.

**Plans:** All submitted plans should be in pdf format where electronic, to metric scale and contain a plan description title. A scale bar is preferable on all plans to avoid any confusion. If a scale bar is not included, the scale should be indicated in writing. Make sure that the plan is drawn to match what is labelled. Each plan submitted should be individually numbered and, if altered, a revision number should be used.

Plans necessary to describe the development which is subject to the application should be submitted as follows:

- **Location plan** to identify where the site is but also on what land planning permission is being applied on. A location plan should be based on an up-to-date map (preferably OS based), indicate the direction of north (through an arrow or compass), drawn at a scale of 1:1250 or 1:2500 (for larger sites) and scaled to fit onto A4 size paper. The scale must be indicated in writing or through the use of a scale bar. A location plan should also identify two named roads (in most circumstances) to ensure that the exact location of the application site is clear. The application site should be edged clearly with an unbroken and continuous red line on the plan. This should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). An unbroken and continuous blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- **Site plan** to identify the site in relation to its surroundings. A site plan should be drawn at a scale of 1:500 (or 1:200 if necessary) and this scale must be indicated in writing or through the use of a scale bar. The site plan should show the site boundaries and the position of buildings or structures adjacent to the site that could be affected by the proposed development. The development should be hatched, preferably in red, but structures such as a fence, wall or advert for example can be shown by a line.
- **Existing and Proposed Elevations** showing clearly the proposed works in relation to what is already there and any proposed alterations at a scale of 1:50, 1:100 (or 1:200

if necessary). It is useful to include proposed building materials and details of adjoining buildings when in close proximity. If a proposal doesn't impact all elevations (for example a rear extension doesn't change the front elevation), it can be acceptable to not show all elevations but only where it is clear that this is the case. A proposal that impacts an elevation, no matter how minor, should always be shown.

- **Existing and Proposed Floor Plans** showing clearly the proposed works in relation to what is already there and any proposed alterations at a scale of 1:50, 1:100 (or 1:200 if necessary).
- **Existing and Proposed Site Sections and Finished Floor and Site Levels** will be necessary for major residential schemes at a scale of 1:50 or 1:100.
- **Existing and Proposed Roof Plans** for any complex roof forms that would be created or new buildings at a scale of 1:50, 1:100 (or 1:200 if necessary).
- **Existing and Proposed Parking provision** Applications may be required to show details of existing and proposed parking provision which can be provided on a separate plan or the site plan if necessary. These details should be in accordance with the Council's Borough Design Guide and Parking Standards Study Report Consultation Document but typically will be required when there is a loss of existing parking, an increase in habitable rooms or new build development. Where appropriate include a parking calculations spreadsheet outlining the developers' parking provision assessment.. Details are available in the adopted Management Development Delivery Local Plan. <sup>x</sup>
- **Existing and Proposed Street Elevation** in some cases a street elevation accurately showing adjoining buildings where relevant.
- **Proposed Planting Proposals** to address landscaping schemes for a development. Tree pit details should also be included.
- **Proposed hard landscaping** including any external structures, surfacing and furniture. Also, the inclusion of material sheets clearly labelled with images and/or product information in support of hard landscaping proposals.
- **Tree Plans** should show the location of a tree. This should be at a scale of 1:1250 on an ordnance survey-based map and the trees should be circled in red and clearly labelled i.e., T1 for individual trees or G1 for a group of trees.

**Public Rights of Way Impact Assessment:** This is required for all applications that clearly impact an existing public right of way (PROW). It should detail the impact of the scheme on the PROW in terms of any changes to the amount of use, the type of use, the surfacing and any barriers that may be implemented. A rationale for these changes should be described in the assessment. Consideration of the use of fences and gates to protect the path should occur as well as any involvement of vehicles and how they may interact with the PROW.

**Retail/Office Impact Assessment (Change of Use within Town / Village Centres):** For developments which are not in accordance with the local plan and/or located outside of town/village centres. This should comprise a supporting statement that describes the impact from the proposed development on the existing nearby centres. It should provide:

- Details of proposed job numbers as full-time equivalents
- Apply sequential test to sites outside of centres
- Show the proposed floor space totals
- Any community benefits

Where applications propose change of use from retail or offices within town centres to other non-town centre uses as defined within Core Strategy Policy CP13 (Town centres and shopping), an assessment in support of the proposal needs to be submitted to demonstrate that the use is no longer required. This should include details of marketing for a period of up to six months.<sup>xi</sup>

**Road Safety Audits:** A Stage 1 and/or 2 Road Safety Audit (RSA) will be required for planning applications relating to major developments where the existing highway needs to be altered to accommodate the development. The RSA will be carried out at the developers' own expense by a team approved by the Council in its capacity as local highway authority.

Further information on RSA's can be obtained by referring to the Department for Transport's Design Manual for Roads & Bridges (DMRB) Volume 5 Section 2 Part 2 HD/19/03 Road Safety Audit (Highways Agency 2003) together with the Chartered Institution of Highways & Transportation (CIHT) guidelines published in 2008 and entitled 'Road Safety Audit'.

Also the documents Manual for Streets (MfS) 1 published in 2007 and MfS2 published in 2010 have consequences for RSA's.

**Shop Front Details:** This is required for all applications for new shop fronts. Applications for new or altered shop fronts must include details of existing and proposed elevations and proposed section through shop front; access for people with disabilities including ramp details, gradient and cross sections and any proposed security grills or shutters.

**Site Specific Flood Risk Assessment:** A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency (Sequential or Exception test may be required). A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should 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 in areas at risk of flooding.<sup>xii</sup>

**Site Waste Management Plan:** New development should be supported by site waste management plans. These do not require formal approval by planning authorities but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.<sup>xiii</sup>

**Specification of works to a tree:** This should make clear which trees the description of works and reasons apply to. It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to "cut-back", "lop" or "trim"

branches is too vague because it fails to indicate the extent of the works. Examples of common tree work operations are shown in [Planning Portal Guidance](#). You should also include an explanation of why the works proposed are necessary.

**Statement of Community Involvement:** Applications (all major schemes) may need to be supported by a statement setting out how the applicant has undertaken pre-application consultation in accordance with the NPPF. This should demonstrate how the views of the local community / stakeholders have been sought and taken into account in the formulation of development proposals.

**Structural Survey:** A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, demolition of structure within conservation areas (e.g. building, wall etc), barn conversion applications etc.

**Surface Water Drainage Strategy:** Details of how surface water will be managed following construction of the development. This may incorporate the Sustainable Drainage Systems statement as set out below.

**Sustainability Statement / Appraisal (or Energy Statement):** In accordance with the Council's adopted Sustainable Design and Construction SPD (May 2010) (see checklist appendix 4), development (all major developments) will be expected to demonstrate the sustainability principles of the proposed development, including the positive environmental, social and economic considerations. The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Residential development should meet the appropriate minimum Code for Sustainable Homes or BREEAM Standard for non-residential development. The statement should clearly set out the elements of the scheme that address sustainable development issues (e.g. appraising different forms of renewable sources of energy, water resource management etc).<sup>xiv</sup>

**Sustainable Drainage Systems (SuDS):** Details of the design (including proposed materials) of surface water management systems or Sustainable Drainage Systems (SuDS) in order to prevent surface water run-off and flooding. Please seek professional advice/private consultant before submitting your application.<sup>xv</sup> Details of Wokingham's SuDS strategy can be found in this document: <http://www.wokingham.gov.uk/resources/assets/attachment/full/0/399029.pdf>.

**Telecommunications Development Statement (Supplementary Information):** All Telecommunications applications are required to provide details of the area of search, details of any consultation undertaken, appraisal of suitable sites, details of the proposed structure and technical justification for the proposed development. Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full accordance with the requirements 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 on Mobile Network Development (2002).

**Transport Assessment:** A Transport Assessment (TA) or Transport Statement (TS) should be submitted as part of any planning application where the proposed development has significant transport implications. Please refer to Department for Transport's Guidance on Transport Assessment, March 2007.

**Transport Models (Wokingham):** The protocol for the use of the Wokingham Transport Models by Developers' is available on the Council's website.

**Travel Plan:** Generally required for major developments or schemes which are likely to impact upon local highway network. Travel plan needs to comply with the latest national and WBC guidance. Further information is available on the Council's website and at the Department for Transport's Guidance on Transport Assessment, March 2007.

**Volume Calculations:** For new extensions / replacement residential buildings located within Countryside / Green Belt, volume calculations (measured externally) are required in cubic metres. These should identify the size of the dwelling at the time it was built or at 1948 (if erected prior to this date). Volumes for any subsequent extensions should be calculated together with the volume of the proposed extensions. See Borough Design Guide Section 8 for further guidance.

**Water Course / Drainage Statement:** Any development affecting a watercourse will need to identify the watercourse and the applicant may need to submit a separate Ordinary Watercourse Consent application to the Authority.<sup>xvi</sup>

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<sup>i</sup> See MDD DPD policy TB04.

<sup>ii</sup> See requirements of paragraph 3.116 of the MDD DPD.

<sup>iii</sup> Paragraph 3.94 of the MDD DPD requires applicants to submit a Delivery Management Plan.

<sup>iv</sup> MDD DPD Policy TB12 (Employment Skills Plan) requires proposals to be accompanied by an Employment and Skills Plan.

<sup>v</sup> Required for major development. MDD DPD Policy CC05. CC05 requires a 10% reduction in carbon emissions where Policy NRM11 requires developments to secure at least 10% of the developments expected energy demand from decentralised, renewable or low carbon sources.

<sup>vi</sup> See criteria d) of MDD DPD Policy CC10 (Sustainable Drainage). Further guidance in paragraph 2.84 of MDD DPD.

<sup>vii</sup> MDD DPD Policy TB07 (Internal Space Standards)

<sup>viii</sup> MDD DPD Policy TB21 (Landscape Character) and TB22 (Sites of Urban Landscape Value) and the Landscape Character Assessment SPG. Paragraphs 2.20 and 3.106, supporting text to policies CC03 (Green infrastructure, trees and landscaping) and TB22 of the MDD DPD, refers to applicants submitting a Landscape and Visual Assessment.

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<sup>ix</sup> MDD DPD Policy TB08 (Open space, sport and recreational facilities standards for residential development).

<sup>x</sup> MDD DPD Policy CC07 (Parking)

<sup>xi</sup> MDD DPD Policy TB16 (Development for town centre uses) requires a Sequential Test or a Retail Impact Test – see thresholds in policy.

<sup>xii</sup> MDD DPD Policy CC09 (Development and Flood Risk). Also information/ data within the SFRA 2012 and the Environment Agency’s Flood Risk Standing advice. MDD DPD policy CC10 (Sustainable Drainage); Sustainability Issue 5 of the Sustainable Design and Construction SPD. Schemes should seek compliance with the requirements of the Flood and Water Management Act 2010.

<sup>xiii</sup> See Sustainability Issue 11 of the Sustainable Design and Construction SPD.

Sustainability Issue 12 of the SPD also encourages major schemes to implement a Site Construction Environmental Management Plan and operate under the Considerate Constructors Scheme.

<sup>xiv</sup> See also Energy Statement. The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards See section 6 of the Sustainable Design and Construction SPD for guidance.

<sup>xv</sup> MDD DPD Policy CC10 (Sustainable Drainage) of the SPD, Sustainability Issue 5 of the Sustainable Design and Construction SPD. Paragraph 2.81 of the MDD DPD requires applicants to submit a feasibility assessment of using SuDS. This information can be incorporated within a FRA or a Surface Water Drainage Strategy. Section 7.4 of SFRA (2012).

<sup>xvi</sup> MDD DPD Policy CC10 (Sustainable Drainage) and sustainability issue 5 of the Sustainable Design and Construction SPD.