

# **NORTHUMBERLAND**

Northumberland County Council

## **Planning Application Validation Checklist**

August 2017

[www.northumberland.gov.uk](http://www.northumberland.gov.uk)





# TABLE OF CONTENT

## Introduction

### Part 1: National Requirements

- Note 1. Completed Application Form
- Note 2. Location plan
- Note 3. Site Plan
- Note 4. Ownership Certificates
- Note 5. Agricultural Land Declaration
- Note 6. The Correct Fee
- Note 7. Design and Access Statement
- Note 8. Outline Planning Applications

### Part 2: Local Requirements

- Note 9. Application Plans
- Note 10. Affordable Housing
- Note 11. Air Quality Assessment
- Note 12. Archaeological assessments
- Note 13. Coal Mining Risk Assessment
- Note 14. Ecological Surveys and Assessment
- Note 15. Flood Risk, Surface Water and Drainage
- Note 16. Heritage Statement
- Note 17. Land Contamination Assessment
- Note 18. Landscape and Visual Impact Assessments
- Note 19. Landscaping Details
- Note 20. Lighting Assessment
- Note 21. Marketing Statement
- Note 22. Mineral Safeguarding
- Note 23. Noise Assessment
- Note 24. Open Space Assessment
- Note 25. Planning Obligations – Heads of Terms
- Note 26. Planning Statement
- Note 27. Pre-application Consultation (turbine development)
- Note 28. Retail Impact Assessment
- Note 29. Statement of Community Involvement
- Note 30. Structural Survey

Note 31. Transport Assessments, Transport Statements, Travel Plans, Parking, Highways and Road Safety Audits

Note 32. Tree survey/Arboricultural Statement

Note 33. Ventilation/extraction details

Note 34. Daylight and sunlight assessment

### **Part 3: Validation Checklists**

Checklist 1: Full Applications

Checklist 2: Outline Applications and Reserved Matters

Checklist 3: Listed Buildings and Conservation Area Consent

Checklist 4; Advertisement Consent

Checklist 5: Householder Applications

Checklist 6: County Matter Applications

Checklist 7: Certificates of Lawfulness

Checklist 8: Prior Approvals/Notifications

# INTRODUCTION

## Background

Validation is a process undertaken by Northumberland County Council on an application (and associated information) prior to starting the formal process of determining whether to grant or refuse planning permission. The validation of applications is the process to check that the correct documents and fee (where applicable) have been submitted. This Guidance explains the level of information that will be required for certain types of planning applications in order that they can be accepted and processed by the Council.

The national requirements set out statutory requirements for applications. The local requirements comprise additional information that Northumberland County Council requires to validate an application. Paragraph 193 of the National Planning Policy Framework makes it clear that local planning authorities should only request supporting information that is relevant, necessary and material to the application. Northumberland County Council has been mindful of this when reviewing the validation checklist. The combined use of the national and local requirements will afford both the County Council and applicant more certainty of the type of information required at the outset and help to ensure that the information requested is proportionate to the type and scale of application being made.

## Using the Validation Checklist

The Guidance contains a series of checklists detailing the information that must be submitted with certain types of application and an explanatory note advising on the circumstances when the information will be required.

The checklist is divided into three parts:

**Part 1** sets out national requirements that must be submitted. The information required will vary depending on the type of application and the lists in part 3 specify the national requirements for the type of application being submitted.

**Part 2** sets out the local requirements, which is the additional information that Northumberland County Council may require for particular types of application.

**Part 3** identifies those documents that may be required for a particular type of application.

In relation to the local requirements, criteria are included, wherever possible, to indicate when local requirements will be triggered. Much however is dependent on the location of development, its size, scale and nature/character and/or its impact on local amenities and the environment and the requirements are not prescriptive in every case. Links to other sources of information and guidance are provided to assist in determining when additional information is required.

Clearly there are some circumstances where applicants will need to discuss the local requirements with the County Council before submitting an application. Applicants are strongly encouraged to do this because if an applicant submits an application not in accordance with both the national and local requirements Northumberland County Council will be entitled to declare the application invalid, and so decline to register and determine it. Where the application is not accompanied by the information required, the applicant should provide written justification as to why it is not appropriate in the particular circumstances.

Where an application is considered to be invalid, the County Council will write to explain what information is required and indicate a time period within which this must be provided. Where an application is initially considered to be valid but it is later discovered to be invalid, it will be put on hold until such time as the required information is submitted. On receipt of the information the determination period for the application will be restarted.

## **Pre-Application Advice**

In all but the most straightforward cases, the planning application process will be more efficient if applicants have sought advice about a proposed development and the information that will be expected to be submitted with an application, before making any application. Pre-application discussions are therefore an important stage in ensuring that applications are complete in terms of their information requirements. They can also assist applicants by clarifying and narrowing down the information required to support a planning application. This will have the advantage of avoiding unnecessary work and expenditure and minimising delay in the handling of planning applications.

In addition to addressing the information requirements of formal applications, pre-application discussions can bring about a better mutual understanding of the planning history, policies, objectives and constraints that apply to the particular site.

Applicants and their agents are encouraged to enter into pre-application discussions prior to submission of an application to:

1. Confirm the scope of the information that will be required;
2. Establish whether the proposal satisfies the Council's policies and planning guidance; and
3. To seek a view whether planning permission is likely to be granted.

A copy of the Council's Pre Application Advice Protocol can be view at:  
<http://www.northumberland.gov.uk/Planning/Pre-application-enquiry.aspx>

## Note 1. Completed Application Form

Where possible, all of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: note 4. ‘Ownership Certificates’ below with regard to the certificates on the form. The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal [www.planningportal.co.uk](http://www.planningportal.co.uk). Where applicants wish to make applications in paper form, the original application plus three copies of the form must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of 4 copies is required for the application to be valid.

## Note 2. Location Plan

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500). The location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Where this is not possible, please contact the Planning department to discuss.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site. Applicants should note that the copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

## Note 3. Site Plan (Existing and Proposed)

All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:100 or 1:200).

- a.) **The site plan(s) should be numbered.**
- b.) **An existing site plan should accurately show:**
  - The direction of north;



- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.
- c.) The following information should also be shown, unless these would not influence or be affected by the proposed development:**
- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
  - All public rights of way crossing or adjoining the site;
  - The position of all existing trees on the site, and those on adjacent land;
  - The extent and type of any hard surfacing;
  - Boundary treatment including the type and height of walls or fencing.
- d.) A proposed site plan should accurately show:**
- The direction of north;
  - The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.
- e.) The following information should also be shown, unless these would not influence or be affected by the proposed development:**
- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
  - All public rights of way crossing or adjoining the site;
  - The position of all proposed trees and those to be retained on the site, and those on adjacent land;
  - The extent and type of any hard surfacing;
  - Boundary treatment including the type and height of walls or fencing.

#### **Note 4. Ownership Certificates (A, B, C or D as applicable)**

The relevant certificates concerning the ownership of the application site must accompany all forms of applications. For this purpose, an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

**a.) Certificate A**

Certificate A must be completed when the applicant is the sole owner of the site and there are no agricultural tenants.

**b.) Certificate B**

Certificate B must be completed when the applicant is not sole owner of the site but all of the owner(s) of the site are known. The applicant needs to serve written notice on the person(s) who, on the day 21 days before the date the application is submitted was an owner of any part of the land to which the application relates. A copy of this notice must be sent to the Local Planning Authority (included in the planning application).

If Certificate B has been completed, the applicant needs to serve written notice on the person(s) who on the day 21 days before the date the application is submitted was an owner of any part of site (apart from the applicant). A copy of this notice must be included with the planning application.

**c.) Certificate C**

Certificate C must be completed when some of the owners of the site are known but not all.

If Certificate C has been completed, written notice must be served on the known owners of the site in question in the same way as the procedure under Certificate B and a copy sent to the Local Planning Authority with the planning application. There is also a requirement for the applicant to advertise the proposal in a local newspaper and this must not take place earlier than 21 days before the date of the application.

**d.) Certificate D**

Certificate D must be completed when none of the owners of the site are known.

If Certificate D has been completed, the applicant is required to give notice of the proposal in a local newspaper. This must not take place earlier than 21 days before the date of the application and a copy of the notice must be included with the planning application.

*The relevant notice templates are available from the Planning Portal website.*

For Householder Applications Use:

[https://ecab.planningportal.co.uk/uploads/1app/notices/householder\\_notice.pdf](https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf)

For Other Applications Use:

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

## **Note 5. Agricultural Land Declaration**

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, listed building consent, a lawful development certificate, prior notification of certain developments with permitted development rights, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

## **Note 6. The Correct Fee**

Most applications incur a fee and they cannot be validated without the correct fee being paid.

The Planning Portal includes a fee calculator and a fee schedule for applicants, although the Local Planning Authority is able to advise applicants on specific cases and payment methods. These can be found at:

[https://www.planningportal.co.uk/info/200126/applications/59/how\\_to\\_apply/7](https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7)

*Note: For the purposes of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development. This is an external measurement including thickness of external and internal walls.*

## **Note 7. Design and Access Statement**

### **When is this required?**

A Design and Access Statement is required when:

- a.) The provision of dwelling houses where:
  - the number of dwelling houses 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 it is not known whether the development falls within (i);
- b.) The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
- c.) Development carried out on a site having an area of 1 hectare or more (excluding minerals, mining or waste development applications)
- d.) In World Heritage Sites or in a conservation area:
  - the provision of one or more dwelling house
  - the provision of a building (or extension) where the proposed floor space is more than 100 square metres;
- e.) Applications for listed building consent.

### **What information is required?**

A Design and Access Statement sets out the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with.

### **For Planning Applications they must:**

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.

- A description of any heritage asset affected, including any contribution made by their setting and the contribution made by the development to local character and distinctiveness

**For Listed Building Consent applications they must:**

Explain how the design principles and concepts that have been applied to the works take account of:

- a. The special architectural or historic importance of the building;
- b. The particular physical features of the building that reflect and illustrate the significance of the building;
- c. The building's setting.

*Where appropriate a Design and Access Statement may also include a Heritage Statement (see Note 16). Where applicable, it should be made clear in the title that a Heritage statement is included.*

## Note 8. Outline Planning Applications

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

**The government has set down the minimum level of information that must be submitted with outline applications, as follows:**

<b>Use</b>	The use or uses proposed for the development and any distinct development zones within the application site.
<b>Amount of Development</b>	The amount of development for each use.
<b>Indicative Access Points</b>	An area or areas in which access point or points to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but at least one must be reserved for later approval. It should be noted that for an outline application it is necessary to indicate access points on the submitted plans even if access will be a reserved matter.

**Reserved matters are defined by the government as follows:**

<b>Layout</b>	The way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces the use or uses proposed for the development and any distinct development zones within the application site.
<b>Scale</b>	The height, width and length of each building proposed in relation to its surroundings.
<b>Appearance</b>	The aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

<b>Access</b>	The accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.
<b>Landscaping</b>	This is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.

# PART 2: LOCAL REQUIREMENTS

## Note 9. Application Plans

### When is this required?

- Elevation plans should be submitted for all applications where external alterations are proposed.
- Floor plans should be submitted for all applications proposing new or amended floorspace and/or proposals to alter existing buildings.
- Site sections and site levels should be submitted for all applications proposing changes to site levels or where existing levels across the site vary more than 0.3m.
- Roof plans should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal

### What information is required?

All plans should be numbered. It would also be desirable for plans to be submitted on A4/A3 paper sizes where possible.

#### a) Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property. Proposed blank elevations must also be included; if only to show that this is in fact the case.

#### b) Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

#### c) Existing and Proposed Site Sections and Site Levels



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

d) Roof Plan

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

**For Applications for Advertisement Consent Only:**

- Where multiple adverts are proposed a site plan to a scale of either 1:100 or 1:200 showing the direction of north, all buildings on site, and the position of the advert(s) with written dimensions and distances to the site boundaries as a minimum;
- Plans of the advert(s) to a scale of 1:50 or 1:100 showing their size, position on buildings or land, height above ground level, extent of projection, sections, materials, colours and method of fixing;
- Details of means of illumination where applicable, with section through advertisement and method of illumination.

## Note 10. Affordable Housing

### When is this required?

- Housing development of more than 10 units; or
- Housing development of less than 10 units which have a combined floor space of more than 1,000 square metres.
- Housing development of more than five units in Areas of Outstanding Natural Beauty.

### What information is required?

The Local Planning Authority requires the information noted below:

- Details of how affordable housing will be provided, namely (A) on site, (B) off site contribution, (C) off-site financial contribution or (D) none.
- If affordable housing units are to be provided on or off site (Options A and B), there should be details of the types of units (for example, dwelling houses, flats etc.) and the type of affordable housing (for example, whether social housing, affordable rent or intermediate). These units should be identified on the plans where a full or reserved matters application has been submitted.

- If an off-site financial contribution is proposed (Option C), then a financial viability appraisal shall be submitted identifying a suggested figure and including details such as land price, build costs and estimated sales prices.
- If no affordable housing is proposed (Option D), then a financial viability appraisal including details such as land price, build costs and estimated sales prices shall be submitted explaining the reasons for the proposed development being unable to make a contribution towards affordable housing.
- In all cases where affordable housing is proposed, draft Heads of Terms for a Section 106 Agreement (see Note 25) should be submitted to confirm the provision of affordable housing, the delivery method and retention in perpetuity.
- In all cases where a financial viability appraisal is submitted, the document should be prepared by a Chartered professional (such as a Member of RICS).

## **Policy Background**

### National Policy

National Planning Policy Framework, Chapter 6 (especially Paragraphs 47 and 50).

## **Note 11. Air Quality Assessment**

### **When is this required?**

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

- Where the Average Annual Daily Traffic (AADT) would exceed 10,000 vehicles (or 5,000 if narrow and congested);
- Where a development would increase the number of heavy goods vehicle journeys by more than 200 per day;
- Where there would be an increase of 100 parking spaces;
- Development in excess of 100 dwellings or 10,000 square metres floorspace (or an equivalent combination);
- Where a development would include biomass boilers or a combined heat and power plant;
- Proposals for industrial processes where there are direct emissions to the air;
- Proposals for new minerals sites or extensions to existing sites;
- Proposals for significant changes to highways infrastructure such as dualling works, new roundabouts.

If further details or clarification are required on whether an air quality assessment is required please contact the Local Planning Authority. For developments falling into these criteria with a potential impact on the strategic road network, please contact Highways England for details of its air quality assessment requirements.

### **What information is required?**

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

- Assess the existing air quality in the study area (existing baseline);
- Predict the future air quality without the development in place (future baseline);
- Predict the future air quality with the development in place (with development).

The report should also contain the following information:

- Relevant details of the proposed development;
- Description of the relevant air quality standards and objectives;
- Details of the assessment methodology and input data including: traffic data; emissions data; meteorological data; baseline pollutant concentrations; other relevant parameters;
- Results of the modelling assessment and an assessment of the significance of the result;
- Summary of the assessment results, which should include: impacts of construction phase of development; impact that change in emissions will have on ambient air quality concentrations; any exceedance of air quality objectives or worsening of air quality; a verification of the model outputs; any impacts upon sensitive ecological habitats vulnerable to deposition from increased emissions.

### **Policy Background**

#### National Policy

National Planning Policy Framework (NPPF) – paragraphs 123 and 124

National Planning Practice Guidance – Minerals section

National Planning Practice Guidance – Air quality section

#### Development Plan

Alnwick Local Plan Policy CD32

Blyth Valley Development Control Policies DPD Policies DC1 and DC21

Tynedale Local Plan Policy CS19

Wansbeck Local Plan Policy GP23

Minerals Local Plan Policy EP19

Waste Local Plan Policy EP19

### **Where to find further information?**

- Local Air Quality Technical Guidance LAQM TG (16); DEFRA Jan 2016:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69334/pb13081-tech-guidance-laqm-tg-09-090218.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69334/pb13081-tech-guidance-laqm-tg-09-090218.pdf)
- Guidance on the Assessment of Dust from Demolition & Construction; IAQM (Institute of Air Quality Management); Feb 2014  
<http://www.iaqm.co.uk/text/guidance/construction-dust-2014.pdf>
- The Control of Dust and Emissions during Construction and Demolition. Supplementary Planning Guidance. July 2014.  
<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/control-dust-and>
- Land-Use Planning & Development Control: Planning For Air Quality
- Guidance from Environmental Protection UK and the Institute of Air Quality Management for the Consideration of Air Quality within the Land-Use Planning and Development Control Processes. Environmental Protection UK & IAQM, May 2015 (v1.1):  
<http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

## **Note 12. Archaeological Assessments**

### **When is this required?**

#### Archaeological Desk Based Assessment

- Proposals on or near Scheduled Ancient Monuments;
- Developments along the Hadrian's Wall corridor;
- Proposals affecting sites identified on the Northumberland Historic Environment Record  
<http://www.northumberland.gov.uk/Planning/Conservation/Archaeology.aspx#historicenvironmentrecord>
- Greenfield sites of 1ha or more in size.

*Exceptions: Householder extensions and also any development with no ground intrusion.*

#### Archaeological Evaluation Report (Field Walking, Earthwork Survey, Geophysical Survey and/ or Trial Trenching)

All applications involving new builds where one of the following would apply:

- Proposals affecting Scheduled Ancient Monuments;
- Developments along the Hadrian's Wall corridor;
- Proposals affecting sites identified on the Northumberland Historic Environment Record;
- Greenfield sites of 1 hectare or more in size.

#### Archaeological Building Assessment and Recording

- Proposals on or adjacent to sites identified on the Northumberland Historic Environment Record;
- Applications for the demolition, substantial repair or alteration of historic buildings (19th century or earlier), and other listed buildings, locally listed buildings and unlisted buildings within a conservation area. The types of building which warrant assessment include churches, farms, houses, industrial buildings, public houses and schools;
- Proposals affecting buildings or structures identified on the Northumberland Historic Environment Record.

### **What information is required?**

#### Archaeological Desk Based Assessment

The County Archaeologist can provide a specification for the desk based assessment for the applicant which sets out what is required.

The assessment must be produced by a suitably qualified archaeologist. The archaeological desk based assessment is an assessment of the known or potential archaeological resource within and around the development site. It consists of a collation of existing written, graphic, photographic and electronic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource within the development site. The Local Planning Authority will use the assessment to appraise the likelihood that archaeological features survive within the site and to determine if further archaeological fieldwork is required.

#### Archaeological Evaluation Report (Field Walking, Earthwork Survey, Geophysical Survey and/ or Trial Trenching)

The County Archaeologist can provide a specification for the evaluation which sets out what is required.

The evaluation must be undertaken by a suitably qualified archaeologist. Archaeological field evaluation is a limited programme of fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or eco-facts within the development site. It can take the form of field walking, geophysical survey and trial trenching.

Where remains are present the field evaluation defines their character, extent, quality and preservation and enables an assessment of their significance.

### Archaeological Building Assessment and Recording

Standing buildings, structures and complexes form part of the archaeological resource and should be treated in an equivalent manner to other parts of the resource.

The County Archaeologist can provide a specification for the building assessment and recording which sets out what is required.

The assessment and recording must be undertaken by a suitably qualified archaeologist or buildings historian. This is a programme of work to establish the character, history, dating, form and archaeological development of a specified building, structure or complex and its setting.

The purpose of the recording is not only to provide an archive record of the building as it is, but also to advise the proposed scheme by identifying those parts of the building which are most significant and should be retained in the conversion process. It will be used to formulate a strategy for the conservation, alteration, demolition, repair or management of a building and to seek a better understanding, compile a lasting record, analyse the findings and then disseminate the results.

## **Policy Background**

### National Policy

National Planning Policy Framework – Section 12 – Conserving and Enhancing the Historic Environment

National Planning Practice Guidance – Conserving and enhancing the historic environment section.

### Development Plan Policy

Alnwick Core Strategy Policy S15

Alnwick Local Plan Policies BE1 and BE2

Blyth Valley Development Control policies DPD Policies DC1, DC26

Castle Morpeth Local Plan Policy C43

Tynedale Core Strategy Policy BE1

Tynedale Local Plan Policy BE25

Wansbeck Local Plan Policies GP20 and GP21

Minerals Local Plan Policy EP8

Waste Local Plan Policy EP8

## Where to find further information?

- Historic England Good Practice in Planning Notes 1, 2 and 3:  
<https://historicengland.org.uk/listing/selection-criteria/listing-selection/>  
<https://historicengland.org.uk/images-books/publications/pps-practice-guide/>
- NCC Conservation Team:  
<http://www.northumberland.gov.uk/Planning/Conservation/Archaeology.aspx#archaeologyplanning>

## Note 13. Coal Mining Risk Assessment

### When is this required?

The Coal Authority has prepared a series of maps for all coalfield local planning authorities that define “Coal Mining High Risk Areas” within which a Coal Mining Risk Assessment Report will be required unless the development is exempt (link to the map showing these areas is attached below). Exempt developments include reserved matters, householder development, changes of use, variation of condition, extension of time, prior notifications and advertisement consents. The remainder of the Coalfield is considered to be low risk and development will continue to be subject to Coal Authority Standing Advice.

### What information is required?

There is a legacy of past coal mining activity in the region. In order to ensure coal mining related land stability issues are assessed in planning applications, a Coal Mining Risk Assessment is required. The Coal Mining Risk Assessment should be prepared by a competent person and should address the following issues:

#### a) Site Specific Coal Mining Information

- Including past/present/future underground mining,
- Shallow coal workings (recorded or probable),
- Mine entries (shafts and adits),
- Mine gas,
- Current licensed areas for coal extraction,
- Any geological features,
- Any recorded surface hazards,
- Past/present surface mining sites;

b) Identify what risks these coal mining features, including cumulative effects, pose to new development;

- c) Identify how coal mining issues have influenced the proposed development scheme (e.g. layout) and what mitigation measures will be required to manage those issues and/or whether any changes have been incorporated into the development proposals; and
- d) Confirm whether the prior written permission of the Coal Authority will be required for the site investigation and/or mitigation works and indicate when this permission will be sought

## **Policy Background**

### National Policy

National Planning Policy Framework paragraph paragraphs 109, 120, 121

National Planning Practice Guidance – Land Stability section

### Development Plan

Alnwick Core Strategy Policy S3

Blyth Valley Development Control Policies DPD, Policy DC21

Castle Morpeth Local Plan Policy RE8

Tynedale Local Plan Policies CS23 and CS24

Wansbeck Local Plan Policy GP22a

## **Where to find further information?**

- Coal Authority Planning Service:  
<https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>
- Maps of Coal Mining Development High Risk Areas:  
<https://www.gov.uk/government/collections/coalfield-plans-for-local-planning-authority-areas>



## Note 14. Ecological Survey and Assessment

### When is this required?

Local planning authorities have a duty to consider the conservation of biodiversity when determining planning applications; this includes species protected under the Wildlife and Countryside Act 1981 as amended, the Conservation of Habitats and Species Regulations 2010 as amended or the Protection of Badgers Act 1992 as well as designated sites and habitats and species identified as priorities under Section 41 of the Natural Environment and Rural Communities Act (2006) and under local biodiversity action plans.

### Bats

Applications that involve the change of use / modification / demolition (including in part) of the following buildings must provide a bat survey and assessment unless a risk assessment undertaken by an ecologist has shown that there is no reasonable likelihood of bats being present, or an exception applies:

- Permanent agricultural buildings (unless of all-metal construction);
- All buildings in rural areas where the proposed works will affect roofs, roof spaces or wall tops.
- Pre-1960 buildings in urban areas that are within adjacent to woodland or water and where the proposed works will affect roofs, roof spaces or wall tops;
- Pre-1914 buildings in urban areas that are within 200m of woodland or water and where the proposed works will affect roofs, roof spaces or wall tops.
- Tunnels, mines, kilns, ice houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;
- Bridges, aqueducts and viaducts;
- Buildings known to support roosting bats;
- Floodlighting within 50 metres of woodland, water or hedgerows / lines of trees with an obvious connection to woodland or water;
- Works to fell or lop veteran trees, trees with obvious cracks, holes and cavities or trees with a diameter greater than 1 metre at chest height.

It is however recognised that bats may still be found in other situations that are not covered by the above and so surveys may also be required for other buildings. Disturbance of roosts or harm to bats in these situations is still a criminal offence. This can include situations where low numbers or single bats might be encountered e.g. built structures with stone or clay tiles, wooden cladding, weather boarding, fascia, soffits, bargeboards and walls with cracks, holes and crevices.

Transect surveys may also be required for proposals that will affect good quality commuting or foraging habitats for bats, such as woodland, parkland, wetland and mosaics of grassland and wooded areas or hedges; such requirements should be discussed with the County Ecologist as they are highly site-specific.

### Barn Owls

Applications affecting agricultural buildings and other rural buildings that have suitable access points will also need to be surveyed for barn owls. This can be done by the ecologists who undertake the bat survey.

### Other Protected and Priority Species, Important Habitats and Designated Sites

Applications that would affect the following must provide an ecological survey and assessment, unless an exception applies:

- European sites - Special Protection Area (SPA) / Ramsar Site, Special Area of Conservation (SAC);
- Sites of Special Scientific Interest (SSSI);
- Local Wildlife and Geological Sites (LWGS); Local Nature Reserve (LNR);
- Marine Conservation Zones (MCZ)
- Woodland, scrub or hedgerows / lines of trees with an obvious connection to woodland or water;
- Major proposals within 500 metres of the perimeter of a pond, or 200 metres of rivers, streams, canals, lakes or other aquatic habitats;
- Minor proposals within 100 metres of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats;
- Proposals for wind turbines;
- Other habitats likely to comprise or support habitats or species on the Government's List of Habitats and Species of Principal Importance in England<sup>1</sup>, including rough grassland, wet grassland and marsh, species-rich grassland, heathland and all coastal habitats.

Applications that could potentially affect European sites, including most non-householder applications within 10km of the coast will be screened by the local planning authority to determine if they are likely to have a significant effect on any of the interest features of that site, either alone or in-combination with other plans and projects. Unless it can be clearly demonstrated that they will not have a significant effect, they will then be subject to an appropriate assessment by the Local Planning

---

<sup>1</sup> More details could be found:

<http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx>

Authority under the Conservation of Habitats and Species Regulations 2010 as amended.

### Exceptions

A survey assessment and mitigation report may be waived if:

- Following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required;
- A reasoned risk assessment undertaken by a suitably qualified ecologist is submitted, demonstrating that no protected species are present or that none would be adversely affected by the proposal.

### **What information is required?**

The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and season, in suitable weather conditions and using nationally recognised survey guidelines/ methods where available. Further information on appropriate survey methods and impact assessment reporting can be found in the Technical Guidance Series produced by the Chartered Institute of Ecology and Environmental Management (CIEEM) (<http://www.cieem.net/technical-guidance-series-tgs->)

The survey must be informed by the results of a search for ecological data from the Environmental Records Centre North East (<http://www.ericnortheast.org.uk/home.html>). The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).
- Map habitats using a recognised methodology (phase 1 or NVC as appropriate)

The assessment must identify and describe potential development impacts likely to harm the species and/or habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated for.

- How proposals will enhance the ecological value of the site, for example through appropriate landscaping and building in features such as nest and bat boxes to new buildings.

Failure to provide relevant information at the outset can significantly delay the processing of your planning application whilst a survey is carried out, and could result in a need for design and layout changes that should have been taken into account in the original proposal. Your proposal may be refused as a result. **Please note certain surveys can only be undertaken at certain times of the year.** For further details please contact the Local Planning Authority at pre-application stage.

## Policy Background

### National Policy

National Planning Policy Framework – paragraphs 109 – 119

National Planning Practice Guidance – Natural Environment section

### Development Plan

Alnwick Core Strategy Policy S12

Alnwick Local Plan Policies RE6, RE7, RE13

Berwick upon Tweed Local Plan Policies F6, F7, F8, F9, F10

Blyth Valley Development Control Policies DPD Policies DC14, DC15, DC16

Castle Morpeth Local Plan Policies C9, C10, C11, C12, C13

Tynedale Core Strategy Policy NE1

Tynedale Local Plan Policies NE19, NE20, NE21, NE22, NE24, NE25, NE26, NE27

Wansbeck Local Plan Policies GP10, GP11, GP13

## Where to find further information?

- Bat Conservation Trust:  
<http://www.bats.org.uk/>
- Natural England Website:  
<https://www.gov.uk/government/organisations/natural-england>
- Northumberland Biodiversity Action Plan:  
<http://www.nwt.org.uk/northumberland-BAP>
- Chartered Institute of Ecology and Environmental Management (CIEEM),  
Technical Guidance  
<http://www.cieem.net/technical-guidance-series-tgs->
- MAGIC Website - For Maps of Protected Areas:  
<http://www.magic.defra.gov.uk/>



## Note 15. Flood Risk, Surface Water and Drainage

### When is this required?

#### Flood Risk Assessment

All planning applications for:

- Development within Flood Zones 2 & 3:  
<http://www.environment-agency.gov.uk/research/planning/93498.aspx>
- Development on sites of 1ha or greater;
- Development or changes of use to a more vulnerable class that may be subject to other sources of flooding (See Relevant Section of National Planning Practice Guidance on Flood Risk and Coastal Change:  
<http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/>).

#### Drainage Strategy

All major developments

### What information is required?

#### Flood Risk Assessment

For both residential extensions and non-residential extensions of less than 250 square metres in Flood Risk Zones 2 and 3, a simple flood risk assessment is required using the link below:

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#minor-extensions-standing-advice>

Otherwise, a Flood Risk Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

A Flood Risk Assessment should include the following information:

#### Zone 1

- Existing flood risk to the site from localised sources & impact of development upon run off rates;
- Design measures proposed to mitigate run off rates (SuDS).

#### Zone 2

- Existing flood risk to the site from all sources and potential impact of development upon flood risk only (High level assessment only);
- Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SuDS).

### Zone 3

- Existing flood risk to the site from all sources (e.g. flood depth, flow routes, flood velocity, defence failure);
- Potential impact of development upon flood risk;
- Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SuDS).

Applications for new development in Flood Zones 2 and 3 should contain a sequential testing statement (except for householder extensions, non-residential extensions of less than 250sq. metres or renewable energy proposals) which should demonstrate to the local authority that there are no reasonably available alternative sites where the proposed development could be sited within an area of lower flood risk. It is recommended that applicants consider and apply the sequential approach prior to the submission of a full application to avoid unnecessary costs due to planning permission being refused. The applicant needs to submit the following evidence to allow the local authority to consider the sequential test.

- A written statement explaining the area of search;
- A map identifying all other sites considered within lower areas of flood risk;
- A written statement explaining why the alternative sites listed within lower areas of flood risk are not reasonably available.

However, if the sequential test is passed there are still some vulnerable types of development that should not normally be allowed in Flood Zones 2 and 3 unless there are exceptional circumstances. These circumstances are established by using the Exception Test. For the exception test to be passed it has to satisfy each of the following three tests:

- It must be demonstrated that the proposed development provides significant wider sustainability benefits to the community that outweighs flood risk;
- The development must be on previously developed land;
- A Flood Risk Assessment submitted with the application must demonstrate that the development will be safe without increasing flood risk elsewhere and where possible reduce flood risk overall.

### Drainage Strategy – Outline Applications

The following information should be presented in the form of a drainage strategy (NB this is not an exhaustive list):

- The technical design criteria used for the development site(s) based upon the [non-statutory technical standards](#);

- Any constraints which affect the proposed development;
- Topographical survey of the site, including levels and sections of any adjacent water courses for an appropriate distance upstream and downstream of the discharge point;
- How the indicative drainage design meets the Flood Risk Assessment (FRA) requirements (if a FRA is required as per the NPPF);
- Existing utilities plan (if applicable);
- Impermeable areas estimate;
- Infiltration testing, existing runoff rates and storage volume estimates;
- Permissible or allowable peak flow rate;
- Allowance for climate change factors;
- SuDS components integration with any masterplan for the site/area and green infrastructure:
  - source control and pre-treatment, storage locations, approximate sizing of SuDS;
  - details of phasing;
  - individual plot discharge and storage constraints;
  - who would be responsible for construction, maintenance and adoption of the regional and/ or linking components of the drainage system;
  - who would be responsible for controlling the overall surface water management of the site.
- Flow control(s) points;
- Areas where SuDS will form recreational features and green infrastructure and integration with masterplan;
- Public Health and Safety consideration;
- Identification of maintenance liabilities;
- Ecology and water quality implications.

Due to the nature of outline planning applications and whether or not certain aspects of the proposed development are reserved, the amount of information which would be contained within the drainage strategy (set out above) should be considered to be a minimum.

If the drainage of the site is not reserved (and the layout and landscape design are also not reserved) then the drainage strategy should be more detailed as set out below.



## Drainage Strategy – Full Applications

If a reserved matters application is being made, the submission on the detailed design and layout of the sustainable drainage system should update and enhance the drainage strategy, taking into account the advice from the Council's Flood & Coastal Erosion Risk Management team, and be submitted as a detailed drainage strategy.

If a full planning application is being made then the submission should be a combination of the information required for an outline application drainage strategy and the following information, to produce a detailed drainage strategy:

- Final design calculations to demonstrate conformity with the design criteria for the site for peak flow, volume control and green field runoff, and/or brownfield runoff where appropriate. Based upon the [non-statutory technical standards](#) showing pre-development (greenfield or brownfield as relevant) and post-development runoff rates, critical storm duration and associated storage estimates to determine the scale (and associated land take) of conveyance and storage structures;
- Existing and proposed site sections and site levels;
- Long sections and cross sections for the proposed drainage system including design levels;
- Plan of proposed SuDS with sub-catchment areas including impermeable areas and phasing;
- Details of connections to watercourses and sewers;
- Operational characteristics of any mechanical features including maintenance and energy requirements;
- Plan demonstrating flooded areas for the 1 in 100 year storm when the system is at capacity and demonstrating flow paths for design for exceedance;
- Access arrangements for all proposed SuDS;
- Construction details and planning;
- Phasing of development including Construction Management Plan;
- SuDS Design Statement – SuDS Agreement;
- SuDS Management Plan: operation and maintenance plan setting minimum standards over the lifetime, integration with green infrastructure, long term funding plan (annual charges and replacement of SuDS);
- Health and Safety risk assessment including community engagement and risk management.

## **Policy Background**

### National Policy

National Planning Policy Framework - paragraphs 99-108

### Development Plan

Alnwick Core Strategy Policy S16

Blyth Valley Development Control Policies DPD Policy DC19

Castle Morpeth Local Plan Policy RE5

Tynedale Core Strategy Policy GD5

Wansbeck Local Plan Policy 22

### **Where to find further information?**

- Environment Agency Standing Advice Development and Flood Risk:  
<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>  
<http://www.environment-agency.gov.uk/research/planning/33098.aspx>
- CIRIA: Sustainable Drainage Systems:  
<http://www.ciria.org.uk>
- SuDS Adoption: Contact Northumberland County Council at the earliest opportunity to see whether the Council will adopt and maintain particular SuDS features.
- Government Guidance on Climate Change:  
<https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>
- Local Authority SuDS Officer Organisation (LASOO) Practice Guide – Non-Technical Standards for Sustainable Drainage:  
<http://www.lasoo.org.uk>

### **Foul Drainage Assessment**

#### **When is this required?**

For any development (other than householder extensions) where the development involves the disposal of foul sewage, effluent or trade waste other than a mains connection to a public sewer.

#### **What information is required?**

A non-mains drainage assessment will be required, including method of storage, treatment and disposal, assessment of site suitability, and it will need to be demonstrated why the development cannot connect to the public mains sewer. A template Foul Drainage Assessment form, provided by the Environment Agency can be used as the basis for this assessment and can be found on the Authority's website at the following link:

<https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1>

A non-mains drainage assessment should be used to establish whether non-mains drainage, either a new system or connection to an existing system, would be acceptable.

The Environment Agency requires applicants to provide evidence that a connection to the public sewer is not feasible. Other than very exceptionally, providing non-mains drainage as part of a planning application will not be allowed unless the applicant can prove that a connection to the public sewer is not feasible. Non-mains drainage systems are not considered environmentally acceptable in areas with public sewer provisions. The Environment Agency does not consider that the existence of capacity or other operating problems with the public sewer are valid reasons for non-connection where this is reasonable in other respects.

Where connection to the public sewer is feasible, agreements may need to be obtained either from owners of land over which the drainage will run or the owners of the private drain.

Government guidance contained within the National Planning Practice Guidance provides a hierarchy of drainage options that must be considered and discounted in the following order:

1. Connection to the public sewer
2. Package sewage treatment plant (which can be offered to the Sewerage Undertaker for adoption)
3. Septic Tank
4. If none of the above is feasible a cesspool

Paragraphs 020 and 021 of National Planning Practice Guidance provide background information on foul drainage, available at the following link: <http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/water-supply-wastewater-and-water-quality-considerations-for-planning-applications/>

[Building Regulations Approved Document Part H](#), and [British Standard BS 6297](#) also provide useful background advice.

Pre-application discussions with the Environment Agency are also encouraged and may assist with guiding an FDA. For further advice please contact: [planningnane@environment-agency.gov.uk](mailto:planningnane@environment-agency.gov.uk).

### **Why is this required?**

To allow the local planning authority and statutory consultees (such as the Environment Agency) to have sufficient information to evaluate the risks posed by foul drainage, in line with:

- Paragraphs 020 and 021 of the National Planning Policy Guidance

## Note 16. Heritage Statements

### When is this required?

A Heritage Statement is required for:

- Listed Building Consent applications;
- Major planning applications (this is defined in section 7 of the validation checklist) within or otherwise affecting conservation areas;
- Planning applications for developments within conservation areas, including demolition, where the proposal would materially effects its appearance;
- Planning applications that may affect the significance of any heritage asset, including its setting.

**Please note: We will not accept an outline application for a listed building. Any application must give sufficient detail; including a plan and other drawings necessary, to allow the impact of the works on the building to be properly assessed.**

### What information is required?

A Heritage Statement could form part of a more comprehensive Design and Access Statement (see Note 7), where this is also needed. Where applicable, it should be made clear in the title of the Design and Access statement that a Heritage statement is included.

A Heritage Statement will describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the Northumberland Historic Environment Record should have been consulted and the heritage assets assessed using appropriate expertise, where necessary.

### Works to a Listed Building

Applications for listed building consent may need to, as appropriate, include some or all of the following elements within the Heritage Statement:

- A schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;

- Where reinstatement of lost or damaged features is proposed historic evidence to support the detail of reinstatement should be provided where possible i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shop fronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc. may need to be at a scale of 1:5 or less;
- A detailed specification for all proposed materials including, where appropriate samples;
- Photomontages illustrating the proposed works in context.

#### Planning Applications for development within Conservation Areas

For developments including or solely for demolition, the statement should assess the contribution that the building in question makes to the character and appearance of the conservation area and provide justification for demolition.

For planning applications within conservation areas the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal.

#### Applications affecting the setting of heritage assets

For applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that maybe affected by the application site, including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

## **Policy Background**

### National Policy

National Planning Policy Framework – Section 12 Conserving and Enhancing the Historic Environment

National Planning Practice Guidance – Conserving and enhancing the historic environment section

### Development Plan

Alnwick Core Strategy Policy S15

Blyth Valley Core Strategy Policy ENV2

Blyth Valley Development Control Policies DPD Policies DC23, DC

Castle Morpeth Local Plan Policies C26, C28, C29

Tynedale Core Strategy Policy BE1

Tynedale Local Plan Policies BE17, BE18, BE19, BE20, BE21, BE22, BE23

Wansbeck Local Plan Policies' GP14, GP15, GP16, GP18

### **Where to find further information?**

- Historic England Good Practice Advice in Planning – Notes 1-3:  
<https://historicengland.org.uk/images-books/publications/pps-practice-guide/>
- NCC Conservation Team:  
<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/Conservation/Heritage-Statement-Guidance.pdf>

## **Note 17. Land Contamination Assessments**

### **When is this required?**

Subject to prior pre-application discussions, all new development with a sensitive end use (including dwellings, allotments, schools, nurseries, playgrounds, hospitals and care homes) require a minimum of a Phase 1 Land Contamination Assessment (often referred to as a Preliminary Risk Assessment) to be submitted.

### **What information is required?**

The Phase 1 Land Contamination Assessment should include a desktop study, site walkover and a conceptual site model.

The purpose of a Phase 1 Land Contamination Assessment is to establish the previous uses of the land under consideration or land adjacent to, and to initially identify potential sources of contamination, receptors and pathway that could be risks to human health, surface or ground waters, buildings or protected species (the receptors).

As part of the desktop study and site walkover it is important to identify all past uses of the site, and adjacent or nearby sites, since pollutants have the potential to travel away from the source, depending on the geology, groundwater and surface water of the area.

The desktop study and the site walkover should be the first stages of any site assessment and should enable a 'conceptual site model' of the site to be produced that provides a clear interpretation of all plausible pollutant linkages at the site. Off-site sources and receptors should also be considered.

The Phase 1 Land Contamination Assessment compiled following the completion of the conceptual model will determine whether a Phase 2 Intrusive Site Investigation is required.

Where significant contamination is known or is likely to be present, it may be necessary to carry out some site investigations before the submission of an application, as significant contamination may limit the allowable land uses and may affect the viability of the development.

Some sites which are potentially contaminated may also be of archaeological interest and therefore co-ordination is desirable to prevent site investigation in relation to the former adversely affecting the latter.

Please seek pre-application advice from the Local Planning Authority to address potential pollution matters early in the planning process.

## **Policy Background**

### National Policy

National Planning Policy Framework - paragraphs 120-124

National Planning Practice Guidance – Land affected by contamination section

### Development Plan

Alnwick Core Strategy Policy S3

Blyth Valley Development Control Policies DPD Policy DC21

Castle Morpeth Local Plan Policy RE8

Wansbeck Local Plan Policy GP29

## **Where to find further information?**

- Environment Agency Website:  
<https://www.gov.uk/government/collections/land-contamination-technical-guidance>
- BS 10175: Investigation of Potentially Contaminated Sites: Code of Practice
- Northumberland County Council Adopted Contaminated Land Strategy 2013.  
<http://www.northumberland.gov.uk/idoc.ashx?docid=6c3add82-aa41-4192-bb07-d08a0622edbf&version=-1>
- Development on Land Affected by Contamination. Technical Guidance for Developers, Landowners & Consultants:  
<http://www.northumberland.gov.uk/idoc.ashx?docid=7be57d35-68f6-4948-b2d1-976ca6660c9c&version=-1>
- BS8485:2015 Design of Protective Measures for Methane and Carbon Dioxide Ground Gases for Buildings
- Development on Land Affected by Contamination; YAHPAC Guidance – Appendix 2:  
<http://www.northumberland.gov.uk/Default.aspx?page=15355>



## Note 18. Landscape and Visual Impact Assessment

### When is this required?

A Landscape and Visual Impact Assessment (LVIA) will be required where a proposal is an EIA development and the development would be likely to have a significant impact on the surrounding landscape and/or townscape/seascape character of the site, including its context. LVIA will also be required for proposals for non-EIA development that could have a significant effect on the special qualities of the Northumberland Coast or North Pennines Areas of Outstanding Natural Beauty.

A Landscape Assessment will be required where a proposed development will have a significant impact on the landscape or visual amenity.

### What information is required?

#### Landscape and Visual Impact Assessment

##### a) Description of development

This should include the identification of the main features of the proposed development and establish any parameters such as maximum extents of the development; sizes of the various elements; a description of any alternatives considered or design iterations.

##### b) Landscape Baseline Conditions

This should include a description of the landscape character of the application site and its surroundings, including the landform, drainage, vegetation, land use, landscape condition, aesthetic and perceptual factors that contribute to landscape character. The Northumberland Landscape Assessment 2010 provides the framework landscape character information and should be supplemented by a study specific to the development.

It should include the relationship of the site to any designated areas of landscape at a national, regional or local level, and to areas of landscape value or scenic quality.

The landscape baseline should be evaluated in relation to its sensitivity and importance. The sensitivity evaluation of each landscape element should reflect its quality value, contribution to landscape character and the degree to which the particular element or characteristic can be replaced or substituted.

##### c) Visual Assessment

The area covered by the visual assessment should be provided with a justification. There should be a description of views from key receptors including residential properties, public rights of way, public amenity space and roads.

d) Predictions of Landscape and Visual Effects

There should be an assessment of the scale, or magnitude of change to the landscape and visual elements as a deviation from the baseline conditions for each phase of the proposal. Consideration should be given to visitor and resident populations, and seasonal variations. The methods used to establish the sensitivity and magnitude should be clearly described and be appropriate and reasonable in relation to the importance of the landscape and visual impact.

A Zone of Theoretical Visibility (ZTV) diagram to a distance appropriate to the nature of the development should be provided to support the assessment.

Where assumptions or unsupported data has been used in the predictions, these should be highlighted and accompanied by an indication of the reliability / confidence of those assumptions or data.

There should be an evaluation of the direct, indirect, secondary and cumulative, short medium and long term effects resulting from the existence of the development.

e) Significance of Effects

This should clearly describe the judgements which underpin the attribution of significance. The assessment of significance should consider the impact's deviation from the established landscape baseline condition, the sensitivity of the landscape and receptors and the extent to which the impact will be mitigated or is reversible. The range of factors which are likely to influence the assessment of significance should be clearly identified. Details should be provided of how these variables will affect the significance of the impacts over the life of the development;

f) Mitigation

This should describe the measures proposed to avoid, reduce and if possible remedy significant adverse impacts on both landscape character and visual amenity. There should be an indication given of the effectiveness of the stated measures and a clear indication of how the mitigation measures will be implemented.

g) Presentation of the LVIA

The document should be clear and logical in its layout and presentation and be capable of being understood by a non-specialist. It should be a balanced document providing an unbiased account of the landscape and visual effects, with reasoned and justifiable arguments. A glossary of all technical terms should be provided. Plans, diagrams and visual representations should be provided to assist in the understanding of the development and its impact, and should be clearly labelled with all locations reference in the text. This should include photographs and photomontages

Landscape Assessment

This is an assessment which reflects the scale of the development and extent of the implications on landscape character and visual amenity. The assessment should examine the natural and cultural influences on the landscape and the way people perceive them. Development should ensure the diversity and unique character of the Northumberland landscape is retained and enhanced. Although it is not necessary to provide the same extent of information as in an LVIA, it may be beneficial to include some elements.

**Policy Background**

National Policy

National Planning Policy Framework paragraphs 58, 109, 113-116  
Planning Practice Guidance paragraphs 001 -006

Development Plan

Alnwick Core Strategy Policy S13  
Berwick upon Tweed Local Plan Policies F2, F3, F4  
Blyth Valley Development Control Policies, Policy DC17  
Blyth Valley Local Plan Policy E3  
Castle Morpeth Local Plan Policies C3, C4  
Tynedale Core Strategy Policy NE1  
Tynedale Local Plan Policies NE15, NE17, NE33  
Wansbeck Local Plan Policy GP5, GP30  
Northumberland Waste Local Plan Policies EP3, EP8  
Northumberland Minerals local Plan Policies EP3, EP8

**Where to find further information?**

- Undertaking a LVIA - Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> edition: Landscape Institute and Institute of Environmental Management and Assessment
- Visual representation techniques - Scottish Natural Heritage Visual Representation of Wind Farms Guide:  
<http://www.snh.gov.uk/planning-and-development/renewable-energy/visual-representation/>

## Note 19. Landscape Details

### When is this required?

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

### What information is required?

The submitted scheme should normally include:

- Existing trees, shrubs and other landscape features (indicating which are to be retained and which removed);
- Planting plans, specifications and schedules;
- Existing and proposed levels and contours;
- Means of enclosure, walls, retaining walls and boundary treatment;
- Paving and other surface treatment including car parking and circulation layouts; items of landscape furniture, equipment, storage, signage, and lighting; services and drainage;
- Location of site cabins and compounds;
- The location of any watercourse and associated landscaping as existing and proposed should also be shown;
- Details of management and maintenance arrangements.

These details should be cross-referenced with the Design and Access statement where submitted. Existing trees and other vegetation of amenity value should, wherever possible, be retained in new developments and will need to be protected during the construction of the development. Landscape schemes should aim to prioritise native species of local provenance in their design.

Landscaping adjacent to highways not required for highway purposes should be privately conveyed to commercial/ residential properties or arrangements made for private management and maintenance.

### Policy Background

#### National Policy

National Planning Policy Framework paragraph 58

#### Development Plan

Berwick upon Tweed Local Plan Policy F13

Castle Morpeth Local Plan Policy C15

Tynedale Local Plan Policy NE37

Wansbeck Local Plan Policy GP32

**Where to find further information?**

- BS 4428:1989: Code of Practice for General Landscape Operations (Excluding Hard Surfaces)
- BS8545:2014 Trees: From Nursery to Independence in the Landscape
- BS 7370-1 to BS 7370-5: Grounds Maintenance.

## Note 20. Lighting

### When is this required?

The need for a lighting assessment will often depend upon the scale of the scheme and the sensitivity of the surrounding area, including whether the site is located within a Dark Skies area. All proposals involving major floodlighting schemes must be accompanied by a lighting assessment. Proposals involving external lighting located in the countryside or within or adjacent to conservation areas and listed buildings will normally need to be accompanied by a lighting assessment. A lighting assessment may also be required when there may be an adverse effect of biodiversity, for example lighting proposals which may adversely affect bat roosts or feeding/communing routes or which are in close proximity to residential dwellings and may have an impact on amenity.

### What information is required?

- A layout plan showing the location of all light fixtures and beam orientation and spread patterns of illuminated areas with specified lux levels;
- Elevational details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures);
- A detailed performance specification of the equipment proposed;
- The proposed times at which the lighting will be in use;
- An assessment of the impact of the lighting on the adjoining uses and the locality generally;
- Mitigation measures to remove or reduce any adverse impacts identified.

Applicants are advised to discuss proposals and the level of detail required with the Local Planning Authority before any application is made.

### Policy Background

#### National Policy

National Planning Policy Framework paragraph 125

#### Development Plan

Alnwick Local Plan Policy CD32

Blyth Valley Development Control Policies DPD Policy DC21

Wansbeck Local Plan Policy GP23

Minerals Local Plan Policy EP19

Waste Local Plan Policy EP19





**Where to find further information**

- Institute of Lighting Engineers 'Guidance Note for the Reduction of Obtrusive Light 2011'
- Lighting in the Countryside: Towards Good Practice (1997)

## Note 21. Marketing Statement

### When is this required?

Where the proposed development would be specifically contrary to a local designation. Examples include:

- Conversion of properties within Primary Shopping Areas to non-town centre uses.
- Conversion of community facility (such as public house) to a non-community use (such as a dwelling house).
- Conversion of industrial buildings to non-industrial uses
- Construction of non-industrial buildings on industrial estates.

### What information is required?

Details of the marketing undertaken to date (such as copies of the adverts and the amount of time the site has been on the market). Details of any offers received should be included, together with a written statement. The written statement should also include a discussion for the marketing price in question.

### Policy Background

#### National Policy

- National Planning Policy Framework Paragraph 173

## **Note 22. Minerals Safeguarding**

### **When is this required?**

For planning applications that are located within identified Minerals Safeguarding Areas and the proposed development is for non-mineral development and does not fall within one of the exceptions. Exceptions are:

- Householder development;
- Advertisement consent;
- Reserved matter applications;
- Applications for change of use (other than to sensitive uses such as residential), variation or removal of conditions;
- Works to trees;
- Certificates of lawfulness;
- Non material amendments.

### **What information is required?**

A report will be required to deal with the potential sterilisation of mineral resources. The report should address criteria g – k of Policy 55 of the Core Strategy Pre Submission Draft.

### **Policy Background**

#### National Policy

National Planning Policy Framework paragraph 143

National Planning Practice Guidance paragraphs 002 – 006

#### Development Plan

Northumberland Minerals Local Plan Policy S3

## Note 23. Noise Assessment

### When is this required?

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

- Changes of use to Class A3 (restaurants, snack bars, cafes), A4 (nightclub), A5 (takeaways), D1 (places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms), D2 (cinemas, music, concert halls, dance, sports halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls and casinos);
- New residential development adjacent to classified roads (including trunk roads and motorways), or adjacent to railway or metro lines, the airport, or existing industrial uses (except Class B1);
- New residential development near to licensed premises and cultural venues;
- New industrial development close to existing residential development;
- Minerals and waste development;
- Energy generation development including wind turbine development.

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

### What information is required?

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

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

Cumulative noise impacts should be included where relevant.

## **Policy Background**

### National Policy

National Planning Policy Framework - paragraph 123

National Planning Practice Guidance – Noise section

The Noise Policy Statement for England 2010

### Development Plan

Alnwick Local Plan Policy CD32

Blyth Valley Development Control Policies DPD Policies DC21, DC22

Wansbeck Local Plan Policy GP23

Minerals Local Plan Policy EP19

Waste Local Plan Policy EP19

## **Where to find further information**

- The Calculation of Road Traffic Noise (DEFRA, 1988)
- The Calculation of Railway Noise (Department of Transport, 1995)
- The International Standard for Assessment of Environmental Noise ISO 1996
- "Acoustics – Description and Measurement of Environmental Noise" is the principal standard referred to for environmental noise assessment
- BS 4142 – Method for Rating and Assessing Industrial and Commercial Sound (British Standards Institution 2014)
- BS 8233 – Code of Practice for Sound Insulation and Noise Reduction for Buildings; (British Standards Institution 2014)
- World Health Organisation Guidelines for Community Noise (1999)
- World Health Organisation Night Noise Guidelines for Europe (2009);
- BS5228:2009 Noise and Vibration Control on Construction Sites
- ETSU-R97 Wind Farms:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/49869/ETSU\\_Full\\_copy\\_Searchable.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/49869/ETSU_Full_copy_Searchable.pdf)
- Institute of Acoustics (IOA) Guidance and Documents on Wind Turbine Noise:  
<http://www.ioa.org.uk/publications/wind-turbine-noise>

## **Note 24. Open Space Assessment**

### **When is this required?**

All planning applications for development on existing open space.

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

### **What information is required?**

Proposals should be accompanied by plans (to scale and also including area measurements), showing any areas of existing or proposed open space within or adjoining the application site.

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

### **Policy Background**

#### National Policy

National Planning Policy Framework – paragraphs 70, 73 and 74 and Annex 2 Glossary.

National Planning Practice Guidance - Open space, sports and recreation facilities, public rights of way and local green space section

#### Development Plan

Alnwick Core Strategy Policy S20

Castle Morpeth Local Plan Policy C21

Tynedale Core Strategy Policy NE1

Wansbeck Local Plan Policies REC1, REC2, REC3, REC4

## **Note 25. Planning Obligations – Heads of Terms**

### **When is this required?**

Heads of terms will be required for applications for planning permission where the local authority have indicated at pre-application stage that a Section 106 agreement would be necessary. Please seek clarification from the Local Planning Authority.

### **What information is required?**

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

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

Please seek pre-application advice from the Local Planning Authority for further details on what contributions would be required.

### **Policy Background**

#### National Policy

National Planning Policy Framework - paragraphs 203-205

National Planning Practice Guidance – Planning obligations section

#### Development Plan

Berwick upon Tweed Local Plan Policy F30

Blyth Valley Development Control Policies DPD Policy DC2

Tynedale Core Strategy Policy GD6

## **Note 26. Planning Statement**

### **When is this required?**

Major development (i.e. 10 or more dwelling houses or 1,000 or more square metres of floor space).

### **What information is required?**

A discussion of how the development relates to national policy and the development plan policies. The statement should, as far as practical, enumerate the impacts of the proposed development upon the economic, environmental and social dimensions of sustainable development (such as an estimate of the number of jobs created or the likely increase in the volume and character of traffic on the local highway network).

If the proposed development does not accord with national policy or the development plan, then a discussion should be submitted to demonstrate the material considerations that outweigh these conflicts.

### **Policy Background**

#### National Policy

National Planning Policy Framework Paragraph 7.



## **Note 27. Pre-Application Consultation (Turbine Development)**

### **When is this required?**

A Pre Application Consultation Statement will be required for applications involving developments of 2 or more wind turbines and/or any turbine with a hub height in excess of 15 metres.

This requirement does not apply for applications made under Section 73 of the Town and Country Planning Act (determination of applications to develop land without compliance with conditions previously attached); or applications of the description contained in article 20(1)(b) or (c) (consultations before the grant of a replacement planning permission subject to a new time limit).

### **What information is required?**

For these renewable energy developments the Council will expect that there has been an appropriate level of community engagement, including the opportunity to help shape the development. To validate a planning application for this type of development, the statement must include particulars of the pre application consultation process, showing:

- a) how the applicant complied with section 61W(1) of the 1990 Act;
- b) any responses to the consultation that were received by the applicant; and
- c) the account taken of those responses.

In complying with c above, details will be required of consultation responses received and how the applicant has addressed issues and concerns, in particular whether/ in what way the proposed application was altered following consultation and prior to formal submission.

The Act requires developers to have regard to the advice of the Local Planning Authority in complying with the duty to consult. These guidelines should be followed in complying with this duty:

- i. Details of how to contact the developer in order to be able to comment on the scheme or collaborate with the developer on its design
- ii. Information on a timetable for the duration of the consultation: It would be appropriate to follow national legislative good practice and for developers to give a minimum of 21 days for comments to be made; a longer timescale may be appropriate for larger and more complex applications.
- iii. Form of the consultation: The requirement is to consult in a manner that brings the development to the attention of the majority of the persons who live in the vicinity. The optimum way of undertaking this is to write to individual addresses.

An advert in a local paper is an option but this should be supplementary to and not instead of direct consultation. The relevant town or parish council should be included in the consultation.

- iv. Consideration should be given to a range of methods for engaging people in the consultation
  - Website providing information on the scheme and a facility to comment online;
  - Supplying householders with copies of the plans and supporting documents;
  - Depositing relevant documents in an appropriate local venue;
  - Exhibitions in the local area.
- v. The extent of the consultation should be determined on the basis of the proposal's scale, location and relationship with others, particularly local residents and public places.

Applicants are advised to discuss the requirements with the Local Planning Authority prior to the pre-application consultation being commenced.

## **Policy Background**

### National Policy

Section 61W Town and Country Planning Act 1990

Articles 3 and 4 Town and Country Planning (Development Management Procedure) Order 2015

### **Where to find further information?**

- Section 61W Town and Country Planning Act 1990
- Articles 3 and 4 Town and Country Planning (Development Management Procedure) Order 2015

## Note 28. Retail Impact Assessment

### When is this required?

All planning applications for new main town centre uses that are not within an existing centre and not in accordance with an up to date development plan will need to be accompanied by a sequential assessment and an impact assessment.

These uses comprise:

- Retail development (including warehouse, clubs and factory outlet centres)
- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurant, bars and pubs, night-clubs, casinos health and fitness centres, indoor bowling centres, and bingo halls)
- Offices
- Arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities)

The scope of this assessment will depend on the type, scale and location of the proposed development.

### What information is required?

An Impact Assessment needs to assess the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment of the proposal and 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 five years from the time the application is made. For major schemes where there full impact will not be realised in five years, the impact should also be assessed up to 10 years from the time the application is made.

### Thresholds:

Paragraph 26 of NPPF states that when assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, local planning authorities should require an impact assessment if the development of over a proportionate locally set threshold (if there is no locally set threshold, the default threshold is 2,500 sq m . At present Policy 12 (Commercial centres) of the Northumberland Local Plan Core Strategy Pre-Submission Draft requires that the following development proposals will be subject to sequential and impact testing:

- a. Proposals for more than 100sqm net retail floor space

- i. In main commercial Centres, those beyond Primary Shopping Area boundaries;  
or
  - ii. In Smaller Commercial Centres, those beyond Commercial Centre boundaries
- b. Proposals for leisure-related buildings of 2500msq. Gross floor space, not linked with wider open space activities or hotel use, that are beyond defines Commercial centre boundaries; and
  - c. Proposals for office uses that are either more than 2500 sq. gross floor space beyond Commercial Centre boundaries or more than 500m from a public transport interchange.

The sequential approach should not be applied to applications for small scale rural offices or other small scale rural development.

## **Policy Background**

### National Policy

National Planning Policy Framework paragraphs 24 – 27

### Development Plan

Alnwick Core Strategy Policy S17

Alnwick Local Plan Policy CD1

Berwick Local Plan Policy C4

Blyth Valley Core Strategy Policy R1

Blyth Valley Development Control Policies DPD Policy DC10

Castle Morpeth Local Plan Policy S2

Tynedale Core Strategy Policy RT1

Wansbeck Local Plan Policies RTC1, RTC4

## **Note 29. Statement of Community Involvement**

### **When is this required?**

A Statement of Community Involvement (SCI) would be required for some major development applications as advised at pre-application stage by the Local Planning Authority.

### **What information is required?**

A SCI will explain how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted Statement of Community Involvement and seek to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

### **Policy Background**

#### National Policy

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

### **Where to find further information?**

- Northumberland Local Plan, Statement of Community Involvement, adopted February 2015  
[http://www.northumberland.gov.uk/WAMDocuments/68D7785B-243A-41F1-8C1E-E0FE1F02E986\\_1\\_0.pdf?nccredirect=1](http://www.northumberland.gov.uk/WAMDocuments/68D7785B-243A-41F1-8C1E-E0FE1F02E986_1_0.pdf?nccredirect=1)

## **Note 30. Structural Surveys**

### **When is this required?**

When a planning application proposes the conversion of an existing building and where the scheme involves substantial demolition or where there are doubts concerning the structural stability of the building (for example, conversions of historic buildings).

### **What information is required?**

The survey should demonstrate that the building in question can be converted without substantial alteration or demolition. The extent of any demolition or alterations should be shown on the submitted elevations and plans and should be cross-referenced in the structural survey. The structural survey should be prepared by a Chartered professional (such as a Member of the Institution of Structural Engineers).

If the proposed development identifies the need for substantial alteration and / or demolition, then an application for a new build development should be submitted; rather than being given consideration as a conversion.

### **Policy Background**

#### National Policy

National Planning Policy Framework, Paragraph 28

## Note 31. Transport Assessments, Transport Statements, Travel Plans, Parking, Highways and Road Safety Audits

### When is this required?

For new development, changes of use of buildings or land and alterations to existing buildings, the transportation and accessibility outcomes of development needs to be set out as part of the planning application.

Where a new development is likely to generate significant movements, a Transport Assessment (TA) and Travel Plan (TP) should be prepared. In some instances a simplified report in the form of a Transport Statement (TS) may be sufficient, which can be incorporated into the Design & Access Statement where applicable. These documents are used to determine whether the impact of the development is acceptable or to identify measures to mitigate impacts on the highway network arising from the proposed development in order that it can be made acceptable.

The scale and type of development will normally determine the requirement for a TS, TA or TP, and the relevant thresholds can be found in the table below, although these thresholds are for guidance only.

Land Use	Description of Development	Size	Case by Case Analysis. Pre-Application Advice Recommended	TS	TA/TP
A1 (Food Retail)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	< 250m <sup>2</sup>	> 250m <sup>2</sup> < 800m <sup>2</sup>	> 800m <sup>2</sup>
A1 (Non-Food Retail)	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	< 800m <sup>2</sup>	> 800m <sup>2</sup> < 1500m <sup>2</sup>	> 1500m <sup>2</sup>
A2 (Financial & Professional Services)	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	< 1000m <sup>2</sup>	> 1000m <sup>2</sup> < 2500m <sup>2</sup>	> 2500m <sup>2</sup>
A3 (Restaurants and Cafés)	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	< 300m <sup>2</sup>	> 300m <sup>2</sup> < 2500m <sup>2</sup>	> 2500m <sup>2</sup>
A4 (Drinking Establishments)	Use as a public house, wine-bar or other drinking establishment.	GFA	< 300m <sup>2</sup>	> 300m <sup>2</sup> < 600m <sup>2</sup>	> 600m <sup>2</sup>

A5 (Hot Food Takeaway)	Use for the sale of hot food for consumption on or off the premises.	GFA	< 250m <sup>2</sup>	> 250m <sup>2</sup> < 500m <sup>2</sup>	> 500m <sup>2</sup>
B1 (Business)	a) Offices other than in use within Class A2 (financial and professional services) b) Research and development – laboratories, studios c) Light industry	GFA	< 1500m <sup>2</sup>	> 1500m <sup>2</sup> < 2500m <sup>2</sup>	> 2500m <sup>2</sup>
B2 (General Industrial)	General industry (other than classified as in B1), The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class.	GFA	< 2500m <sup>2</sup>	> 2500m <sup>2</sup> < 4000m <sup>2</sup>	> 4000m <sup>2</sup>
B8 (Storage or Distribution)	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	< 3000m <sup>2</sup>	> 3000m <sup>2</sup> < 5000m <sup>2</sup>	> 5000m <sup>2</sup>
C1 (Hotels)	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedroom	< 75 bedrooms	> 75 <100 bedrooms	> 100 bedrooms
C2 (Residential Institutions - Hospitals, Nursing Homes)	Used for the provision of residential accommodation and care to people in need of care.	Beds	< 30 beds	> 30 < 50 beds	> 50 beds
C2 (Residential Institutions – Residential Education)	Boarding schools and training centres.	Students	< 50 students	>50 <150 students	> 150 students
C2 (Residential Institutions – Institutional Hostel)	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Residents	< 250 residents	>250 <400 residents	> 400 residents
C3 (Dwelling Houses)	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwellings	< 50 units	>50 <80 units	> 80 units
D1 (Non-Residential Institutions)	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	< 500m <sup>2</sup>	> 500m <sup>2</sup> < 1000m <sup>2</sup>	>1000 m <sup>2</sup>



D2 (Assembly and Leisure)	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	< 500m <sup>2</sup>	> 500m <sup>2</sup> < 1500m <sup>2</sup>	>1500m <sup>2</sup>
Others	For example; Stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres , POs. travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss Highway Authority	Discuss Highway Authority	Discuss Highway Authority

Other matters such as site access, existing parking pressures or the proposed number of parking spaces may need to be taken in account when deciding if a transport statement, transport assessment, travel plan or other supporting information is required. The following list, which is by no means exhaustive, may necessitate a travel plan to be submitted if, in the opinion of the Local Planning Authority, the development proposal would:

- not be in conformity with the adopted development plan;
- generate 30 or more two-way vehicle movements in any hour;
- generate 100 or more two-way vehicle movements per day;
- be likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people;
- generate significant freight or HGV movement per day, or significant abnormal loads per year;
- be proposed in a location where the local transport infrastructure is inadequate – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions;

Developers are advised of the need to liaise with Highways England in respect of any development for which a Transport Statement or Transport Assessment and Travel Plan is required and the development may affect the strategic road network, or for any development requiring direct access to the strategic road network.

***Please seek pre-application advice from the Local Planning Authority for definitive advice on the scope of these documents in order to avoid abortive work.***

### **What information is required?**

A Transport Assessment should quantify and assess the impact of the proposals on traffic movement and highway safety, quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted and provide details of any proposals for access or transport improvements.

A Transport Statement should cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

A Travel Plan is a long term management strategy which aims to increase sustainable travel to a site through positive actions. It is set out in a document that is reviewed regularly. The starting point is a Transport Assessment which shows what the issues are. There are a number of types of travel plan:

- Full Travel Plan;
- Interim Travel Plan;
- Framework Travel Plan;
- Travel Plan Statement;
- Area Wide Travel Plan (for a defined geographic area).

Where applicable, the contents of these should include:

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

### Parking and Servicing requirements

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

assessment or transport statement where required or provided in a supporting document and/or annotated plans.

Information that may be sought includes:

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

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

#### Highways and Public Rights of Way

Some new development will necessitate the need for works and changes to the local highway network and/or to public rights of way. In order to understand the impact of the development the proposed changes will need to be set out on a plan and include any areas of Highway to be stopped up. The amount of information will be appropriate to the type and scale of development.

#### New Highways

A proposed new development may necessitate the creation of new highways that may or may not be identified for future adoption by the Highways Authority. In order to understand the impact of the proposed development any future highway to be adopted needs to be detailed on an appropriate plan. If the highways within the development do not fulfil the requirements for future adoption by the Highway Authority then a management and maintenance of estate streets plan will be required and may be secured in a S106 Agreement for the development highways to remain privately maintained.

#### Road Safety Audits

Where changes to the local highway network are proposed as a consequence of either the access arrangement (s278/s38 works) or off site highway improvements (s278), in respect of a development scheme, Northumberland County Council

requires the preliminary design to be the subject of a Stage 1 Road Safety Audit. This document accompanies the Transport Assessment and provides an independent assessment of the key design and operating arrangements of the highway works. Subsequent separate stages of Road Safety Audit will be undertaken should the scheme progress to detailed design and completion.

### Development affecting Highways England network

For development affecting the strategic road network, identified mitigation will need to be designed in accordance with the Design Manual for Roads and Bridges, with Stage 1 Road Safety Audit undertaken in accordance HD19/15 'Road safety audit' and Non-Motorised User Audit undertaken in accordance with HD 42/05 'Non-motorised user audit'. This is required for both full and outline planning applications.

***Please seek pre-application advice from the Local Planning Authority for definitive advice on the scope of these documents in order to avoid abortive work.***

## **Policy Background**

### National Policy

National Planning Policy Framework - paragraph 32

Planning Practice Guidance - travel plans, transport assessments and statements in decision making.

### Development Plan

Alnwick District Local Development Framework S11

Alnwick Local Plan Saved Policies TT1, TT2, TT4, TT5, TT6, TT12, TT13, TT14, TT15

Berwick Upon Tweed Borough Local Plan Saved Policies M2, M3, M7, M9, M10, M14, M16, M18, M19, M20, M21, M22, M23, M24, M25, M26, M28, M44, M45

Blyth Valley Core Strategy SS1, REG3 A1, A2, A3,

Blyth Valley Development Control Policies DC11

Blyth Valley Local Plan Saved Policies M7, M8, M9, M10, W3, WP6, WP8, WP9, CC1, CC2, CC3, CC4, CC5, CC6, BP3, BP4, BP5, NE1, NE5, SW2, SW7, SW8, WB3, WB5, SB1, SB4, SN1, SD1, SD3, BQ4, BQ5, CM1, CM2, BL1, BL3, BL4, BL7

Castle Morpeth Local Plan Saved Policies C30, C32, C35, T1, T2, T3, T4, T5, T6, BET1, MT1, MT2, MT3, MT4, MR5, PGT2, PT1, PT2, PT3, PT4, PR2

Tynedale Core Strategy GD4

Tynedale Local Plan Saved policies TP1, TP2,TP3, TP4, TP5, TP8, TP9, TP14, TP15, TP18, TP19, TP21, TP24, TP25, TP26, TP27

Wansbeck Local Plan Saved Policies T1, T1a, T2, T3, T4, T5, T6, T7, T8, T9

Northumberland Minerals Local Plan EP16, EP17, EP18, EP19, EP20

Northumberland Waste Local Plan EP21

## Note 32. Tree Survey/ Arboriculture Statement

### When is this required?

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

### What information is required?

All trees should be accurately shown on a scaled plan with the following information:

- Species;
- Height in metres;
- Stem diameter in metres at 1.5 metres above adjacent ground level or immediately above the root flare for multi-stemmed trees;
- Branch spread in metres taken at north, south, east and west points;
- Height in metres of the lowest part of the canopy above ground level.

However, the following details will also be required where a tree is protected by a TPO or the site is located in a conservation area:

- Age class (young, middle aged, mature, over-mature, veteran);
- Physiological condition (e.g. good, fair, poor, dead);
- Structural condition (e.g. collapsing, the presence of any decay and physical defect); preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential for wildlife habitat;
- Estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40);
- Category grading (see BS5837: 2012 Trees in Relation to Construction – Recommendations).

For all development proposals, it should be clearly identified which trees are to be felled, together with the reasons for removing those trees. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. A suitably qualified and experienced arboriculturalist should prepare this information in accordance with BS 5837: 2012. This should include a tree survey, tree constraint plan, arboriculture Implications Assessment and where appropriate an arboriculture method statement with a tree protection plan.

### Policy Background

#### National Policy

## National Planning Policy Framework – Paragraph 118

### Development Plan

Berwick upon Tweed Local Plan Policies F11, F12

Tynedale Local Plan Policy NE34

Wansbeck Local Plan Policy GP6

### **Where to find further information?**

- Paragraph 4.2.4 of BS 5837: 2012 'Trees in relation to construction - Recommendations' offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2012 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 to 12 of BS 5837: 2012 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.

## Note 33. Ventilation/ Extraction Details

### When is this required?

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

### What information is required?

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

### Policy Background

#### National Policy

National Planning Policy Framework – paragraph 123

National Planning Practice Guidance – Noise section

### Where to find further information?

- Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust Systems (DEFRA)  
<http://www.defra.gov.uk/publications/2011/03/25/odour-noise-kitchen-exhaust-pb10527/>
- Local Exhaust Ventilation (LEV) Workplace Fume and Dust Extraction (Health and Safety Executive)  
<http://www.hse.gov.uk/lev/>
- Heating & Ventilation Contractors Association Specification for Kitchen Ventilation Systems DW/172:  
<https://www.bsria.co.uk/download/product/?file=kfuwp6oVsDU%3D>
- Technical Guidance Note (Dispersion) D1: HMSO:  
<http://laqm.defra.gov.uk/laqm-faqs/faq89.html>
- IPPC H3 Noise Guidance: Environment Agency:  
[http://www.doeni.gov.uk/niea/ippc\\_h3\\_pt1.pdf](http://www.doeni.gov.uk/niea/ippc_h3_pt1.pdf)
- IPPC H4 Odour Management Guidance: Environment Agency:



[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/296737/geho0411btqm-e-e.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/296737/geho0411btqm-e-e.pdf)

- IPPC H4 Odour Management Guidance: Environment Agency:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/296737/geho0411btqm-e-e.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/296737/geho0411btqm-e-e.pdf)
- DEFRA Odour Guidance for Local Authorities (March 2010):  
<http://www.defra.gov.uk/publications/files/pb13554-local-auth-guidance-100326.pdf>
- Technical Guidance Note (Dispersion) D1: HMSO:  
<http://laqm.defra.gov.uk/laqm-faqs/faq89.html>
- IPPC H3 Noise Guidance: Environment Agency:  
[http://www.doeni.gov.uk/niea/ippc\\_h3\\_pt1.pdf](http://www.doeni.gov.uk/niea/ippc_h3_pt1.pdf)
- IPPC H4 Odour Management Guidance: Environment Agency:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/296737/geho0411btqm-e-e.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/296737/geho0411btqm-e-e.pdf)

### **Note 34. Daylight/ Sunlight Assessments**

Applications may need to be accompanied by a daylight / sunlight assessment in circumstances where there is a potential adverse impact upon the current levels of sunlight / daylight enjoyed by adjoining properties or buildings, including associated gardens or amenity space. An assessment may also be required in situations where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development.

The assessment should be carried out in accordance with the British Research Establishment document Site Layout Planning for Daylight and Sunlight – A guide to Good Practice. A daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.

Further advice is available at <http://www.right-of-light.co.uk/bre.htm>

# PART 3: VALIDATION CHECKLISTS

## Checklist 1: Full Applications

Validation Requirements	Applications for New Building, Extension or; Engineering Works; or Change of Use with External Building/ Extension/ Engineering Works	Change of Use With No External Building/ Extension/ Engineering Works	Required
<b>National Requirement</b>			
Completed Application Form	See Note 1	See Note 1	YES
Location Plan	See Note 2	See Note 2	YES
Site Plan	See Note 3	See Note 3	YES
Ownership Certificate	See Note 4	See Note 4	YES
Agricultural Land Declaration	See Note 5	See Note 5	YES
Fee	See Note 6	See Note 6	YES
Design and Access Statement	See Note 7	See Note 7	YES / NO
<b>Northumberland Requirement</b>			
Application Plans	See Note 9	See Note 9	YES / NO
Affordable Housing	See Note 10	See Note 10	YES / NO
Air Quality	See Note 11	See Note 11	YES / NO
Archaeological Assessment	See Note 12	NO	YES / NO
Coal Mining Risk	See Note 13	NO	YES / NO
Ecological Surveys and Assessment	See Note 14	See Note 14	YES / NO
Flood Risks, Surface Water and Drainage	See Note 15	See Note 15	YES / NO
Heritage Statement	See Note 16	See Note 16	YES / NO

<b>Land Contamination Assessment</b>	See Note 17	NO	YES / NO
<b>Landscape and Visual Impact</b>	See Note 18	NO	YES / NO
<b>Landscaping Details</b>	See Note 19	NO	YES / NO
<b>Lighting Assessment</b>	See Note 20	See Note 20	YES / NO
<b>Marketing Statement</b>	See Note 21	See Note 21	YES / NO
<b>Mineral Safeguarding</b>	See Note 22	See Note 22	YES / NO
<b>Noise Assessment</b>	See Note 23	See Note 23	YES / NO
<b>Open Space Assessment</b>	See Note 24	NO	YES / NO
<b>Planning Obligations (Heads of Terms)</b>	See Note 25	See Note 25	YES / NO
<b>Planning Statement</b>	See Note 26	See Note 26	YES / NO
<b>Pre-Application Consultation (Turbine Development)</b>	See Note 27	NO	YES / NO
<b>Retail Impact Assessment</b>	See Note 28	See Note 28	YES / NO
<b>Statement of Community Involvement</b>	See Note 29	See Note 29	YES / NO
<b>Structural Survey</b>	See Note 30	See Note 30	YES / NO
<b>Transport Assessment etc.</b>	See Note 31	See Note 31	YES / NO
<b>Tree Survey/ Arboriculture Statement</b>	See Note 32	See Note 32	YES / NO
<b>Ventilation/ Extraction Details</b>	See Note 33	See Note 33	YES / NO

## Notes:

### 1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.

## Checklist 2: Outline Applications and Reserved Matters

Validation Requirements	Outline Application	Reserved Matters Application	Required
<b>National Requirement</b>			
Completed Application Form	See Note 1	See Note 1	YES
Location Plan	See Note 2	See Note 2	YES
Site Plan	See Note 3	See Note 3	YES
Ownership Certificate	See Note 4	See Note 4	YES
Agricultural Land Declaration	See Note 5	See Note 5	YES
Fee	See Note 6	See Note 6	YES
Design and Access Statement	See Note 7	See Note 7	YES / NO
<b>Northumberland Requirement</b>			
Application Plans	See Note 9	See Note 9	YES / NO
Affordable Housing	See Note 10	See Note 10	YES / NO
Air Quality	See Note 11	See Note 11	YES / NO
Archaeological Assessment	See Note 12	See Note 12	YES / NO
Coal Mining Risk	See Note 13	NO	YES / NO
Ecological Surveys and Assessment	See Note 14	See Note 14	YES / NO
Flood Risks, Surface Water and Drainage	See Note 15	See Note 15	YES / NO
Heritage Statement	See Note 16	See Note 16	YES / NO
Land Contamination Assessment	See Note 17	See Note 17	YES / NO
Landscape and Visual Impact	See Note 18	See Note 18	YES / NO
Landscaping Details	See Note 19	See Note 19	YES / NO
Lighting Assessment	See Note 20	See Note 20	YES / NO
Marketing Statement	See Note 21	NO	YES / NO

<b>Mineral Safeguarding</b>	See Note 22	See Note 22	YES / NO
<b>Noise Assessment</b>	See Note 23	See Note 23	YES / NO
<b>Open Space Assessment</b>	See Note 24	See Note 24	YES / NO
<b>Planning Obligations (Heads of Terms)</b>	See Note 25	See Note 25	YES / NO
<b>Planning Statement</b>	See Note 26	See Note 26	YES / NO
<b>Pre-Application Consultation (Turbine Development)</b>	See Note 27	NO	YES / NO
<b>Retail Impact Assessment</b>	See Note 28	NO	YES / NO
<b>Statement of Community Involvement</b>	See Note 29	See Note 29	YES / NO
<b>Structural Survey</b>	See Note 30	See Note 30	YES / NO
<b>Transport Assessment etc.</b>	See Note 31	See Note 31	YES / NO
<b>Tree Survey/ Arboriculture Statement</b>	See Note 32	See Note 32	YES / NO
<b>Ventilation/ Extraction Details</b>	See Note 33	See Note 33	YES / NO

## Notes:

### 1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.

### 2. Outline Applications

The Government has set down the minimum level of information that must be submitted with outline applications:

- Use- the use or uses proposed for the development and any distinct development zones within the application site.
- Amount of development – the amount of development for each use
- Indicative access point(s) – an area or areas in which access point(s) to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but at least one must be reserved for later approval.

### 3. Outline Applications

Reserved matters are defined as:

- Layout
- Scale
- Appearance
- Access
- Landscaping

## Checklist 3: Listed Buildings and Conservation Area Consent

Validation Requirements	Listed Building Consent	Conservation Area Consent	Required
<b>National Requirement</b>			
Completed Application Form	See Note 1	See Note 1	YES
Location Plan	See Note 2	See Note 2	YES
Site Plan	See Note 3	See Note 3	YES
Ownership Certificate	See Note 4	See Note 4	YES
Agricultural Land Declaration	See Note 5	See Note 5	YES
Fee	NO	See Note 6	YES / NO
Design and Access Statement	See Note 7	See Note 7	YES / NO
<b>Northumberland Requirement</b>			
Application Plans	See Note 9	See Note 9	YES / NO
Archaeological Assessment	See Note 12	See Note 12	YES / NO
Ecological Surveys and Assessment	See Note 14	See Note 14	YES / NO
Heritage Statement	See Note 16	See Note 16	YES
Planning Statement	See Note 26	See Note 26	YES / NO
Structural Survey	See Note 30	See Note 30	YES / NO
Tree Survey/ Arboriculture Statement	See Note 32	See Note 32	YES / NO

### Notes:

#### 1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.

## Checklist 4: Advertisement Consent

Validation Requirements	Advertisement Consent	Required
<b>National Requirement</b>		
Completed Advertisement Consent Form	See Note 1	YES
Location Plan	See Note 2	YES
Fee	See Note 6	YES
<b>Northumberland Requirement</b>		
Application Plans	See Note 9	YES

### Notes:

#### 1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.



## Checklist 5: Householder Applications

Validation Requirements	Householder Applications	Required
<b>National Requirement</b>		
Completed Application Form	See Note 1	YES
Location Plan	See Note 2	YES
Site Plan	See Note 3	YES
Ownership Certificate	See Note 4	YES
Agricultural Land Declaration	See Note 5	YES
Fee	See Note 6	YES
Design and Access Statement	See Note 7	YES / NO
<b>Northumberland Requirement</b>		
Application Plans	See Note 9	YES
Archaeological Assessment	See Note 12	YES / NO
Ecological Surveys and Assessment	See Note 14	YES / NO
Flood Risks, Surface Water and Drainage	See Note 15	YES / NO
Heritage Statement	See Note 16	YES / NO
Tree Survey/ Arboriculture Statement	See Note 32	YES / NO

### Notes:

#### 1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.

## Checklist 6: County Matter Applications

Validation Requirements	County Matter Applications	Required
<b>National Requirement</b>		
Completed Application Form	See Note 1	YES
Location Plan	See Note 2	YES
Site Plan	See Note 3	YES
Ownership Certificate	See Note 4	YES
Agricultural Land Declaration	See Note 5	YES
Fee	See Note 6	YES
<b>Northumberland Requirement</b>		
Application Plans	See Note 9	YES
Air Quality	See Note 11	YES / NO
Archaeological Assessment	See Note 12	YES / NO
Coal Mining Risk	See Note 13	YES / NO
Ecological Surveys and Assessment	See Note 14	YES / NO
Flood Risks, Surface Water and Drainage	See Note 15	YES / NO
Heritage Statement	See Note 16	YES / NO
Land Contamination Assessment	See Note 17	YES / NO
Landscape and Visual Impact	See Note 18	YES / NO
Landscaping Details	See Note 19	YES / NO
Lighting Assessment	See Note 20	YES / NO
Noise Assessment	See Note 23	YES / NO
Open Space Assessment	See Note 24	YES / NO
Planning Obligations (Heads of Terms)	See Note 25	YES / NO

<b>Planning Statement</b>	See Note 26	YES / NO
<b>Statement of Community Involvement</b>	See Note 29	YES / NO
<b>Transport Assessment etc.</b>	See Note 31	YES / NO
<b>Tree Survey/ Arboriculture Statement</b>	See Note 32	YES / NO

**Notes:**

1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.

## Checklist 7: Lawful Development Applications

Validation Requirements	Applications for Lawful Development Certificate for Existing Use or Operation	Applications for Lawful Development Certificate for Proposed Use or Operation	Required
<b>National Requirement</b>			
Completed Application Form	See Note 1	See Note 1	YES
Location Plan	See Note 2	See Note 2	YES
Site Plan	See Note 3	See Note 3	YES
Ownership Certificate	See Note 4	See Note 4	YES
Agricultural Land Declaration	See Note 5	See Note 5	YES
Fee	See Note 6	See Note 6	YES
<b>Northumberland Requirement</b>			
Application Plans	See Note 9	See Note 9	YES
Supporting Information	i.e. Sworn affidavit(s) from people with personal knowledge of the existing use	NO	YES
Photographs		NO	YES / NO

### Notes:

#### 1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.

## Checklist 8: Prior Approval/ Notification

National requirements only which can be found on the relevant application forms:

<http://www.northumberland.gov.uk/Planning/Planning-applications/Apply.aspx#applicationforms>

For applications under Part Q Town and Country Planning (General Permitted Development) (England) Order 2015 - Part 3 'Changes of use' - Class Q – Agricultural buildings to dwelling houses the following specific requirements apply;

Validation Requirements	Prior Approval (Part Q)	Required
<b>National Requirement</b>		
Completed Application Form	See Note 1	YES
Location Plan	See Note 2	YES
Site Plan*	See Note 3	YES
Ownership Certificate	See Note 4	YES
Agricultural Land Declaration	See Note 5	YES
Fee	See Note 6	YES
<b>Northumberland Requirement</b>		
Application Plans	See Note 9	YES
Ecological Surveys and Assessment	See Note 14	YES / NO
Flood Risks, Surface Water and Drainage	See Note 15	YES / NO
A written statement detailing the extent of any demolition and building works required to convert the building to a dwelling house including a structural survey	See Note 30	YES/NO
Noise survey/assessment	See Note 23	YES/NO
Contamination survey/assessment	See Note 17	YES/NO

**Notes:**

## 1. Definitions

<b>YES</b>	This information must be submitted with this type of application.
<b>NO</b>	This information is not applicable to this type of application.
<b>YES / NO</b>	This information may be required if the application meets the thresholds/ criteria set out in the Validation Guidance Notes.

\* All drawings and plans should be to a metric scale, normally 1:50 or 1:100 and should be marked with either a scale bar or significant measurement. A site plan indicating the site and showing the proposed development (including any garden, parking, turning and access arrangements). You may need to provide more than one plan to clearly (i) show the location of the building, ideally to a scale of 1:1250, and (ii) the extent of the building, garden, parking, turning and access arrangements, ideally to a scale of 1:500. Outline the proposed development in red. These are a statutory requirement to validate the application and the 56 day determination period will begin once this information is correctly submitted. It is however brought to the attention of applicants that there are other reports and information (such as structural appraisals, wildlife surveys and evidence of agricultural trade) which will need to be considered in the determination process, absence of these documents is likely to result in an application being refused.

PLEASE NOTE: A guide for applicants for this type of application is available to view on the Council's website at <http://www.northumberland.gov.uk/Planning/Applying-for-planning-permission.aspx#applyforplanningpermission> which gives fully detailed advice.



# NORTHUMBERLAND

Northumberland County Council

## **Planning Department**

Northumberland County Council  
County Hall, Morpeth  
Northumberland NE61 2EF

**T:** 0345 600 6400

**E:** [planning@northumberland.gov.uk](mailto:planning@northumberland.gov.uk)