

Braintree District Council Validation Checklist



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Local List

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1. Flood Risk Assessment (FRA)	PPS 25 - Development and Flood Risk	Flood Zone 1 (Sites of more than 1 Ha), Flood Zone 2 and 3	Flood Zones 1,2 and 3 dependant on size of application site	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.	PPS 25 www.communities.gov.uk www.environment-agency.gov.uk
2. Photographs and photomontages		All applications except household applications. Major applications* should include a photomontage of what the scheme will look like in the future		Photographs should show the site, including existing buildings	Guidance on information requirements and validation www.communities.gov.uk

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3. Open Space Supplementary Planning Document (SPD)	(1) PPS17 - Planning for Open Space (2) Section 39 of the Planning and Compulsory Purchase Act 2004 (3) Open Space Supplementary Planning Document 2009 (SPD) (4) Braintree District Local Plan Review 2005 Policies RLP 137 - 139 and 163	Housing development, including change of use of buildings, nursing homes, sheltered accommodation, agricultural workers dwellings, self-catering holiday accommodation, and B1, B2, B8 development over 1,000 sq m.		Payment towards Outdoor Sport, Equipped Playgrounds, Casual or Informal Space and Allotment. The amount payable will vary depending on the number of residential units and number of bedrooms in each unit. See web page for amount payable.	(1) PPS17 (2) Planning and Compulsory Purchase Act 2004 www.communities.gov.uk (3) Open Space SPD (4) Braintree District Local Plan Review 2005 www.braintree.gov.uk
4. Planning Statement		All applications except householder proposals and listed building		Context and need for the proposed development, an assessment of how the development accords with national and local policies, details of pre-application discussions.	Guidance on information requirements and validation www.communities.gov.uk

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5. Sustainable Design and Construction Check List	(1) PPS1 - Delivering Sustainable Development (2) Braintree District Local Plan Review 2005 Policy RLP 69, 70, 76, 77	All applications with the exception of engineering, changes of use of land or buildings and householder		See Checklist questions and Guidance Notes	(1) PPS1 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
6. Landscape Impact Assessment	(1) PPS1 - Planning (2) Braintree District Local Plan Review 2005 Policy RLP 12, 13, 15, 16, 18, 21 26, 38, 40, 78-80, 86, 87, 89	All new developments in the countryside or on the edge of settlements	In the countryside or on the edge of settlements	Demonstrate how the development will impact upon the character and appearance of the surrounding area and should take account of topography, site levels, impact upon skyline and existing landscape features and habitat	(1) PPS1 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk

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7. Tree Survey	(1) PPS 9: Biodiversity and Geological Conservation (2) Braintree District Local Plan Review 2005 Policy RLP 80, 81	All applications where trees/hedges are proposed to be affected by development	All sites, especially Conservation Areas	Scale plan showing position of trees within and adjacent the site, arboricultural implications assessment of the proposed layout, arboricultural method statement and appropriate tree protection	(1) BS5837:2005 (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
8. Heritage Statement	(1) PPS 5: Planning for the Historic Environment (2) Braintree District Local Plan Review 2005 Policies RLP 95-106	Listed building applications, Conservation Area Consent applications and developments affecting archaeological sites or Scheduled Ancient Monuments	Archaeological sites or where there is a reasonable probability of finding archaeological remains or affecting Scheduled Ancient Monuments, Conservation Areas and Listed Buildings.	How the development will not affect the existing building or archaeological remains. Plans showing the historic features, impact on the historic environment and justification of why the works are necessary. For significant ground disturbance, a formal evaluation and trial trenching. To be produced by a suitably qualified professional.	(1) PPS 5 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk heritage.conservation@essexcc.gov.uk .

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9. Structural Survey	(1) PPS 4 - Planning for Sustainable Economic Growth (2) PPS 7 - Sustainable Development in Rural Areas (3) Braintree District Local Plan Review Policy RLP 38,101	Applications involving substantial demolition, conversions including barn conversions		Surveys should be carried out by suitably qualified professionals	(1) PPS 4 (2) PPS 7 www.communities.gov.uk (3) Braintree District Local Plan Review 2005 www.braintree.gov.uk
10. Protected Species Survey and Report	(1) PPS 9 - Biodiversity and Geological Conservation (2) Natural England Biodiversity Checklist (3) Braintree District Local Plan Review 2005 Policy RLP 80 - 84	All applications that may impact upon a protected species and/or involve removal or destruction of habitat. Demolition / conversion of older buildings, removal of trees, hedgerows or alterations to water courses.	Sites identified as containing protected species SSSI/Wildlife sites. Areas of natural habitat and/or existing buildings likely to provide a habitat for protected species.	Details of ecological implications and protected species, scheme of mitigation/compensation works, and scheme of translocation (if necessary).	PPS9 www.communities.gov.uk www.naturalengland.org.uk (1) Biodiversity Checklist http://www.naturalengland.org.uk/Images/eoe-flowchart_tcm6-12374.pdf (2) flowchart http://www.naturalengland.org.uk/Images/eoe-checklist_tcm6-12373.pdf (3) Braintree District Local Plan Review 2005 www.braintree.gov.uk
11. Car parking and access	(1) PPG13 - Transportation (2) Braintree District Local Plan Review 2005 Policy RLP 56 (3) Essex County Council Parking Standard 2009	All applications likely to result in a loss or gain in parking provision on a site		1:500 site layout plan showing parking spaces	(1) PPG13 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 (3) Essex County Council Parking Standard 2009 www.braintree.gov.uk

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12. Ventilation/ Extraction Statement	(1) PPS23 Planning and Pollution Control (2) PPG24 Planning and Noise (3) PPS4 Planning for Sustainable Economic Growth (4) Braintree District Local Plan Review 2005 Policy RLP 11, 36, 62, 63	All applications, except householder proposals, where it is proposed to incorporate a ventilation/extraction system. A3 Restaurants, A4 Drinking Establishments, A5 Hot food take away		Detailed position and design of the means of extraction and ventilation, including odour abatement techniques and acoustic noise characteristics.	(1) PPS23 (2) PPG24 (3) PPS4 www.communities.gov.uk (4) Braintree District Local Plan Review 2005 www.braintree.gov.uk
13. Evidence of Town Centre Uses	(1) PPS4 - Planning for Sustainable Economic Growth (2) Braintree District Local Plan Review 2005 Policy RLP 110-113, 118-120, 122, 124, 126	Applications for retail or leisure proposals	Edge of centre, out of centre or locations not designated within the development plan	See Policy E15 of PPS 4: Planning for Sustainable Economic Growth	(1) PPS4 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
14. Lighting Assessment	(1) PPS23 Planning and Pollution Control (2) External Artificial Lighting Supplementary Planning Document (SPD) (3) Braintree District Local Plan Review 2005 Policy RLP 65, 90, 135	All applications, except householder proposals, where it is proposed to incorporate or require lighting.		All lighting to be energy efficient and 'dark sky' compliant. Details of the luminaires, mounting heights, beam angles, light spill and times of operation.	(1) PPS23 www.communities.gov.uk (2) External Artificial Lighting SPD (3) Braintree District Local Plan Review 2005 www.braintree.gov.uk

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15. Planning Obligations	(1) Circular 5/05 (2) Braintree District Local Plan Review 2005 Policy RLP 163	Where there is a need to provide an obligation to address a problem/requirement which would otherwise result in the application being refused		S106 legal agreement	(1) Circular 5/05 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
16. Affordable Housing Statement	(1) Affordable Housing Supplementary Planning Guidance (SPD) 2006 (2) Braintree District Local Plan Review Policy RLP15	Applications for 15 or more dwellings or sites over 0.5ha.		30% of the total number of dwellings shall be affordable housing. Details of the number and size (ie number of bedrooms) of residential units, the mix of units, and plans showing the location of units. When a financial contribution is proposed, a detailed explanation of the figure.	(1) Affordable Housing SPD (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk

Information Item	Policy Requirements	Applications that requires the information	Location(s) where this information is required	Information required	Where to find the information
17. Environmental Statement	(1) Town and Country (Environmental Impact Assessment) Regulations (1999) (2) Braintree District Local Plan Review 2005 Policy RLP 164	Required in connection with development identified within the regulations		Detailed within the Town and Country (Environmental Impact Assessment) Regulations (1999)	(1) Town and Country (Environmental Impact Assessment) Regs (1999) www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
18. Statement of Community Involvement	Statements of Community Involvement and Planning Applications - Braintree District Council Statement of Community Involvement 2006 & Statement of Community Involvement Supplement 2009	Major applications* for housing sites of 1 hectare, or 30 dwellings+, or applications contrary to the Development Plan. Applications raising controversial issues of detail. Other applications for sites where wider community involvement may be beneficial. See Adopted Statement of Community Involvement	See Braintree District Council Adopted Statement of Community Involvement	See Braintree District Council Adopted Statement of Community Involvement	Braintree District Council Statement of Community Involvement 2006 & Statement of Community Involvement Supplement 2009 www.braintree.gov.uk
19. Foul Sewage Assessment	Braintree District Local Plan Review 2005 Policy RLP 71	Major Applications* or where it is intended to change/replace existing system or create new system		Details of the proposed alterations, replacement or new sewage system	Braintree District Local Plan Review 2005 www.braintree.gov.uk

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20. Site Waste Management Plan	(1) PPS1 - Delivering Sustainable Development (2) Braintree District Local Plan Review 2005 Policy RLP 73	All proposed development except householder and Listed Building applications		Identification of volume and type of material to be demolished and/or excavated and identification of the opportunities for the reuse and recovery of materials demonstrating how off-site waste disposal is minimised.	(1) PPS1 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
21. Land Contamination Assessment	(1) PPS23 Planning and Pollution Control (2) Braintree District Local Plan Review 2005 Policy RLP 64	All sites where there is a potential for contamination	All sites where there is a potential for contamination	Assessment of Contamination in line with the requirements of PPS23	(1) PPS23 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk

Information Item	Policy Requirements	Applications that requires the information	Location(s) where this information is required	Information required	Where to find the information
22. Retail Impact Assessment	(1) PPS4 - Planning for Sustainable Economic Growth (2) Braintree District Local Plan Review 2005 Policy RLP 110, 111, 112	Retail and leisure developments over 2,500 square metres gross floor space, smaller developments likely to have a significant impact on shopping centres, and for other town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	Development in edge-of-centre or out-of-centre locations	Information that enables the authority to consider the impact of the proposal on the vitality and viability of existing centres within the catchment area of the proposed development, including the likely cumulative effect of recent permissions, development under construction and complete developments.	(1) PPS4 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
23. Open Space Assessment	(1) PPS17 - Planning for Open Space (2) Open Spaces Supplementary Planning Guidance 2009 (SPD) (3) Braintree District Local Plan Review 2005 Policy RLP 137-139		Development within open spaces	Plan showing areas of existing or proposed open space within or adjoining the site	(1) PPS17 www.communities.gov.uk (2) Open Spaces SPD (3) Braintree District Local Plan Review 2005 www.braintree.gov.uk

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24. Transport Assessment	(1) PPG13 - Transportation (2) Braintree District Local Plan Review 2005 Policy RLP 53 - 55, 90	Development involving significant transport implications, including development of 80+ houses, as outlined in Annex B of PPG13.		Details of accessibility to the site by all modes of transport and modal split of journeys, including proposed measures to improve access by public transport, walking and cycling and other measures to mitigate transport impact	(1) PPG 13 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
25. Draft Travel Plan	(1) PPG13 - Transportation (2) Braintree District Local Plan Review 2005 Policy RLP 55	Applications that are likely to have significant transport implications		Plan should show the ways that transport implications will be managed in order to ensure the minimum environmental, social & economic impacts. Details of ways of reducing car usage & increasing the use of public transport, walking and cycling, a strategy for implementation, and a range of measures and incentives to encourage alternative modes of transport.	(1) PPG 13 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk

Information Item	Policy Requirements	Applications that requires the information	Location(s) where this information is required	Information required	Where to find the information
26. Marketing Appraisals	Braintree District Local Plan Review 2005 Policy RLP 14, 38, 101, 1028, 151	Removal of agricultural occupancy conditions, loss of commercial premises in the countryside, residential re-use of rural buildings in the countryside, in urban areas changes of use eg change of use from office to residential or loss of village PH.		Details of the marketing of the site, responses, offers made and length of time of marketing. Should be undertaken by an appropriately qualified professional.	Braintree District Local Plan Review 2005 www.braintree.gov.uk
27. Viability Appraisals	(1) PPS 7 - Sustainable Development in Rural Areas (2) Braintree District Local Plan Review 2005 Policy RLP 128	Applications for loss of commercial premises in countryside or where a reduced S106 contribution is proposed		Should be undertaken by an appropriately qualified professional	(1) PPS 7 www.communities.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
28. Information on Disc		Major applications * where there are many sets of plans and information		Information should be copied onto disc and two discs submitted with the application	www.braintree.gov.uk

* Major applications are housing sites of 1 hectare, or 10 + dwellings, retail and leisure uses of 1,000sq.m. or more, business uses, higher and further education uses of 2,500sq.m or more and stadia of 1,500 seats or more.