

Braintree District Council Validation Checklist

Forward

The list of validation requirements for 'Applications for Planning Permission' derives from legislation outlined in the Town & Country Planning (Development Management Procedure) (England) Order 2010, a copy which can be found at:

<http://www.legislation.gov.uk/uksi/2010/2184/article/6/made> (June 2015).

Article 6 stipulates that a planning application should be accompanied by a plan to which identifies the land the application relates, and any other plans, drawings and information necessary to describe the development which is the subject of the application. Braintree District Council has therefore created a Local Validation Checklist which is deemed to request necessary information to process and determine applications for planning permission. The Council also can request any additional information to be accompanied with an application for planning permission if it is deemed necessary to determine its outcome.

The list has been through consultation with officers prior to its implementation.

We welcome constructive comments from community uses and stakeholders to refine this list as an ongoing process to provide a balanced and proportionate set of requirements focused on the needs of the District.

Introduction

This document sets out the information required by Braintree District Council for the validation of planning submissions and follows the requirements as set out in paragraph 194 of the National Planning Policy Framework and guidance in the Governments online National Planning Policy Guidance. As well as identifying the mandatory information that must be submitted with an application (national list); it also identifies the need to submit any additional information to satisfy local requirements (the local list). The identification of both the national and local requirements in this way is intended to help applicants with the preparation of their applications.

Our commitment is that we will only ask you to provide information that is necessary to enable us to evaluate your application against a material planning consideration.

Braintree District Council strongly encourages the use of the pre-application discussions for all applications to guide applicants through the application process and to ensure that applicants are aware of the information they need to submit. More information can be found on Braintree website: https://www.braintree.gov.uk/info/200226/apply_for_planning_permission/192/planning_advice

It should be noted that all plans must include a scale bar.

Any plans would be invalid until such time that a scale bar is included.

* 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.

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National List

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
1- Application Form	Article 6 & 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	All applications for planning permission and associated consents, excluding works to trees in a Conservation Area.	Forms can be submitted online via the planning portal. Copies: <ul style="list-style-type: none"> All applications (excluding majors): 1 Major applications*: applicants are advised to contact us to enquire about multiple sets of plans and CD's <p>Form completed, dated and signed, including the certificate of ownership, Agricultural Holding Certificate and declaration</p>	Planning Portal and/or http://www.braintree.gov.uk/info/2002/26/apply_for_planning_permission/198/planning_applications_forms
2-The Appropriate Planning Fee	The Town and Country Planning (Fees for Applications and Deemed Applications) regulations 1989 (as amended)	All applications except: <ul style="list-style-type: none"> Listed Building Consent Conservation Area Consent Works to trees Identical resubmissions within 12 months of withdrawal / refusal for other exemptions see Scale of Charges sheet. 	Cheques should be made payable to Braintree District Council.	'Scale of Charges' on Braintree Website: http://www.braintree.gov.uk/download/file/230/planning_scale_of_charges

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
3- Location Plan	Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	All applications except:- <ul style="list-style-type: none"> - Works to trees - Variation of Condition(s) - Non-Material Amendments 	1 copy for all applications (excluding majors) of an up-to-date map at a scale of 1:1250 or 1:2500 showing the application site edged in red and any other adjoining land owned or controlled by the applicant edged in blue. Should cover a large area around the site, with at least two named roads, house names or numbers, and surrounding buildings notated. Plans must have a scale bar and plan size (e.g. 1:100 at A1) on all plans. If plans have drawings at different scales (e.g. a location plan / block plan / elevations) a scale bar will be required for each drawing.	Ordnance Survey plan extracts can be purchased from Causeway House or by visiting www.planningportal.co.uk/homepage/4/buy_a_plan
4- Block Plan	Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	All applications except:- <ul style="list-style-type: none"> - Works to trees - Variation of Condition(s) - Replacement of Extant Permission - Non-Material Amendments - Prior Approval Applications <p>No block is required if there is no change proposed to the footprint of buildings or parking area on the site.</p>	A block plan at scale 1:500 or 1:200, based on an accurate site survey, showing the application site, surroundings and any neighbouring buildings, plus:- <ul style="list-style-type: none"> - Direction of north - Other existing buildings on the site, with dimensions including those to the boundaries; - Buildings, roads and footpaths on land adjoining the site and access arrangements; - Public rights of way crossing or adjoining the site; - Trees on the site, and those on adjacent land that could influence / be affected by the development; - Any hard surfacing; - Boundary treatment e.g. walls or fencing where this is proposed 	Ordnance Survey plan extracts can be purchased from Causeway House or by visiting www.planningportal.co.uk/homepage/4/buy_a_plan

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
5- Drawing and Elevations	Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	All Planning Applications	<p>1:50 or 1:100 scale plans showing:-</p> <ul style="list-style-type: none"> - Location of the proposed development or demolition works within the site - Elevations (existing and proposed) - Floor plans (existing and proposed uses) - Details of openings - Proposed materials and wall / roof colour - Cross sections through the proposed building - Street scene elevations at scale 1:200 or 1:100 for infill housing schemes - New works should be coloured / shaded in comparison to old works <p>Advertisement plans:- Proposed design and sections through proposed fascia's, dimensions, height from ground level to top of advert, lettering, materials, colouring, any illumination, projection from the building and fixings.</p>	<p>www.planningportal.co.uk</p> <p>www.rtpi.org.uk As the drawings must be accurate you may wish to use the services of a professional draughtsman.</p>
6- Existing and proposed site sections and finished floor and site levels	Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	<p>Location(s) where this information is required :</p> <p>Existing and proposed site sections and finished floor and site levels.</p> <ul style="list-style-type: none"> - For all applications to show how new buildings will relate to existing site levels and neighbouring development - Applications on sloping sites - Where ground levels would be altered 	<p>Plans at scale 1:50 or 1:100 should show:</p> <ul style="list-style-type: none"> - Cross section through the proposed building(s) - Changes in ground levels, existing and proposed levels, details of foundations and eaves and how encroachment onto adjoining land will to be avoided. - New buildings, existing site levels and finished floor levels, and how the new buildings will relate to existing site levels and neighbouring development. - Householder development, plans showing how the extension(s) relate to existing ground levels for sloping sites or where ground levels would be altered. 	<p>www.planningportal.co.uk</p> <p>www.rtpi.org.uk As the drawings must be accurate you may wish to use the services of a professional draughtsman.</p>

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
7- Roof Plans	Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	Applications for new buildings or works to existing buildings affecting the roof.	A roof plan at scale 1:50 or 1:100 should show the shape and location of the roof(s) and roofing material	www.planningportal.co.uk www.rtpi.org.uk
8- Design and Access Statement	National Planning Policy Framework (NPPF) Paragraphs 32,35 and 50 Article 8 of the Town and Country (Development Management Procedure) (England) Order 2010 Section 3A, Planning (Listed Buildings and Conservation Areas) Regulations 1990	A Design and Access statement must be submitted in support of applications for both outline and full planning permission which is for: - Major Development - Development in a Designated Area (Conservation Area and World Heritage List Site) consisting of: Provision of 1 or more dwelling houses, or a provision of a building/buildings where the floor area created is above 100 square metres - Listed Building Consent Needs to address: The special or architectural or historic interest of a building, in particular physical features that justify the buildings designation. Finally the buildings setting.	A Design and Access Statement must explain the design principles and concepts that have been applied to the development. It should take into account: <ul style="list-style-type: none">• Amount of development• Use• Layout• Scale• Appearance• Landscaping• Access A Design and Access statement should be fit for purposes referring to all matters outlined in Article 8 of the Development Management Procedure Order.	Design and Access statement: How to Read, Write and Interpret them (Design Council/CABE) http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/files/design-and-access-statements.pdf MSDC Guidance on Design and Access Statements

Local List

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
1. Flood Risk Assessment (FRA)	National Planning Policy Framework (NPPF) Section 10 & Technical Guidance to the NPPF (Flood Risk)	Flood Zone 1 (Sites of more than 1 Ha), Flood Zone 2 and 3	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.	(1) NPPF & Technical Guidance www.gov.uk (2) www.environment-agency.gov.uk
2. Sustainable Urban Drainage Checklist	Paragraphs 103 and 109 of the NPPF.	All major development proposals (i.e. developments of 10 dwellings or more; sites larger than 0.5 hectares where the number of dwellings is not known; sites where the floor space is to be created is more than 1000 square metres; or development on a site of 1 hectare or more	The checklist should be completed by the applicant and submitted as part of the relevant planning application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with paragraphs 103 and 109 of the National Planning Policy Framework (NPPF). Failure to provide any of the information requested below may result in the Lead Local Flood Authority (LLFA) making recommendation for refusal on the application on grounds of insufficient information.	Info and copies of checklists available: http://www.braintree.gov.uk/info/2002/26/apply_for_planning_permission/775/sustainable_drainage_systems_suds
3. Planning Statement		All major applications; departures to the development plan; complex proposal that needs to be described; proposal to vary or remove condition	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.gov.uk

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4. Photographs and photomontages	(1) NPPF (2) Local Plan Review Policy RLP 90 (3) Core Strategy Policy CS 9	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. These should help inform the context and local character.	(1) NPPF www.gov.uk (2) Local Plan Review 2005 (3) Core Strategy 2011
5. Landscape Impact Assessment	(1) NPPF (2) Local Plan Review Policies RLP 12, 13, 15, 16, 18, 21 26, 38, 40, 78-80, 86, 87, 89 (3) Core Strategy Policy CS8 (4) Landscape Character Assessment	All new developments in the countryside or on the edge of settlements. Small proposals (see adjacent) can be included in Design and Access Statements/Planning Statements) Major proposals (see adjacent) would require a separate assessment document.	(Small & Major) 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. (Major) Landscape and Visual Impact assessments are more technical and should be carried out only by a suitably qualified landscape architect in line with current guidelines.	(1) NPPF www.gov.uk (2) Braintree District Local Plan Review 2005 (3) Landscape Character assessment - Section 3 (September 2006) www.braintree.gov.uk
6. Tree Survey	(1) NPPF (2) Local Plan Review Policy RLP 80, 81	All applications where trees/hedges are potentially affected by development especially in Conservation Areas	All applications should show existing trees on block plans where required. If significant/protected trees are to be affected, we would require: <ul style="list-style-type: none"> • Scale plan showing position and size of trees within and adjacent the site, • Arboricultural implications assessment of the proposed layout, • Arboricultural method statement and appropriate tree protection. 	(1) BS3998: 2010 (2) BS5837: 2012 (3) NPPF www.gov.uk (4) Braintree District Local Plan Review 2005 www.braintree.gov.uk

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7. Ecological surveys and Impact Assessment	(1) NPPF (2) Natural England Standing Advice (3) Braintree District Local Plan Review 2005 Policy RLP 80 - 84 (4) Core Strategy Policy CS8	Sites identified as, containing protected species SSSI/Wildlife sites or in close proximity to such sites. Areas of natural habitat and/or existing buildings likely to provide a habitat for protected species. Refer to Natural England standing advice and flow charts which identify those sites that have a higher probability of containing protected species.	Surveys should provide an assessment of the impact of the proposed development on biodiversity and must be undertaken by an appropriately qualified person at an appropriate time of year. The assessment should include: <ul style="list-style-type: none"> • Details of implications for ecology and protected species. • Scheme of mitigation/ compensation works, • Scheme of translocation (if necessary). • Details of biodiversity enhancement. Reference could also be had to BS42020:2013 Biodiversity – code of practice for planning and development. Biodiversity checklist.	(1) NPPF www.gov.uk www.naturalengland.org.uk (2) Standing Advice, Biodiversity Checklist, and Flowchart www.naturalengland.org.uk (3) Braintree District Local Plan Review 2005 (4) Braintree Core Strategy 2011 www.braintree.gov.uk
8. Viability Appraisals	(1) NPPF (Section 3) (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. Major applications for residential development* (see introduction)	Professional required: Open book approach showing development costs and development revenue in detail. This would enable the council to have the schemes viability independently reviewed. Where required the Council will expect the developer to fund the Councils independent assessment of the viability appraisals.	(1) NPPF (Section 3) www.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
9. Marketing Appraisals	Local Plan Policies RLP 14, 38, 101, 102, 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 e.g. 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

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
10. Agricultural Statement (New Development including Horticulture)	(1) NPPF (2) Core Strategy Policy CS8 (3) Braintree District Local Plan Review 2005 Policy RLP 12,13, 85,89, 143,144 (4) PPG7 Annex E	Planning applications for agricultural related development in the countryside New agricultural workers dwellings + removal of condition applications.	Statements should include: <ul style="list-style-type: none"> • Background of holding, size, businesses operated, agricultural activity • What the agricultural need is • Why there is no reasonable alternatives e.g. use or adoption of existing buildings where available <p>Statements for agricultural workers dwellings should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality.</p> <p>For removal of condition applications evidence should be submitted to show there is no long term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been publicised for sale and let to other relevant interests in the locality.</p>	NPPF + NPPG www.gov.uk Braintree District Local Plan Review 2005 www.braintree.gov.uk
11. Levels	(1) Article 6, Town and Country Planning (Development Management Procedure) (England) Order 2010	All proposals where there is a change in levels which would have a material effect in the locality.	Change in levels can be shown on the elevations where appropriate. Plot levels can also be shown on the block plan.	www.planningportal.gov.uk

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12. Phasing Plans	(1) Article 6, Town and Country Planning (Development Management Procedure) (England) Oder 2010	Large Major Developments where the development is to be built out in phases rather than in one go or where the development is mixed use or includes community benefits.	The phasing of a development will have an important bearing on the proposals acceptability, and should be outlined in the application.	
13. Management Plans	(1) NPPF (2) Braintree District Council Core Strategy	All major applications.	The plans should identify how open spaces, roads and other facilities will be managed in the future and who will be responsible for them. Can be included within planning statement/S106 Heads of Terms.	
14. Amenity Garden	(1) Braintree District Council Local Plan Review 2005 Policies RLP3 and RLP90 (2) Essex Design Guide	All major applications and all applications for new dwellings.	Applications should demonstrate the area of amenity for each dwelling clearly. It should be in conformity with the garden size standards stipulated in the Essex Design Guide.	Essex Design Guide p.76
15. Bin Store	(1) Article 6, Town and Country Planning (Development Management Procedure) (England) Oder 2010	All proposals involving development that would require bin storage, including all new dwellings.	Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify various collection points with confirmation that refuse vehicles can function within the development. Drawings should be at a scale of 1:100,1:200 or 1:500 depending on size of development and context.	
16. 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.	

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
17. Affordable Housing	NPPF: 47-54, 159, 173-177 (2) Braintree District Council Core Strategy CS1, CS2 (3) Braintree District Council Local Plan Review 2005 Policy RLP6	Applications for new residential development where the local authority trigger is met (Please Call planning officer to discuss) NB- This is likely to be a requirement for applications proposing more than 10 dwellings. If you consider a vacant building credit is applicable to your scheme, please discuss this beforehand as it is necessary to submit for floor space calculations.	A statement which must set out: <ul style="list-style-type: none"> - The percentage of affordable housing units being proposed and how this relates to the 40% requirement set out in Core Strategy Policies - The comparative size mix (by number of bedrooms) between affordable and open market units - The mix of units (tenure) and explanation of the proposed mix - Details of any registered social landlords proposed as partners of the development - A plan showing the location of affordable housing units and their number of bedrooms - Detailed explanation of any financial contribution when requested - The statement should also explain whether any management changes would be levied over the affordable units. 	National planning Policy Framework Braintree District Local Plan Review 2005 www.braintree.gov.uk Braintree District Council Core Strategy 2011 www.braintree.gov.uk
18. Draft Travel Plan	(1) NPPF (Section 4) (2) Braintree District Local Plan Review 2005 Policy RLP 55 (3) Core Strategy Policy CS 8 (4) Essex County Council Development Management Policies, Policy DM10	Commercial: 50 employees or more or if the development will have a significant impact on the Highway Residential: 1-249 dwellings – Travel Information Pack only 250+ dwellings – full Residential Travel Plan Schools: all new or extensions to existing premises	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) NPPF (Section 4) www.gov.uk (2) Essex County Council Development Management Policies Feb 2011 www.essex.gov.uk

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
19. Transport Assessment	<p>(1) NPPF (Section 4)</p> <p>(2) Braintree District Local Plan Review 2005 Policies RLP 53 - 55, 90</p> <p>(3) Core Strategy Policy CS 7</p> <p>(4) Essex County Council Development Management Policies, Policy DM13</p>	Development which will generate significant amounts of movement, as outlined in NPPF (Section 4).	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.	<p>(1) NPPF (Section 4)</p> <p>(2) Braintree District Local Plan Review 2005</p> <p>(3) Braintree District Core Strategy 2011 www.braintree.gov.uk</p> <p>(4) Essex County Council Development Management Policies Feb 2011 www.essex.gov.uk</p>
20. Car parking and access	<p>1) NPPF</p> <p>(2) Braintree District Local Plan Review 2005 Policy RLP 56</p> <p>(3) Core Strategy Policy CS7</p> <p>(4) Essex County Council Parking Standards 2009</p> <p>(5) Essex County Council Development Management Policies, Policy DM8</p>	All applications likely to result in a loss or gain in parking provision on a site.	1:100, 1:200 and 1:500 site layout plan showing parking spaces (where appropriate). Applicants are advised to refer to The Parking Standards for Essex.	<p>(1) NPPF</p> <p>(2) Braintree District Local Plan Review 2005</p> <p>(3) Braintree District Core Strategy 2011</p> <p>(4) Essex County Council Parking Standards 2009 www.braintree.gov.uk</p> <p>(5) Essex County Council Development Management Policies Feb 2011 www.essex.gov.uk</p>

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21. Annexe Accommodation Justification Statement	(1) Braintree District Local Plan Review 2005 Policy RLP3, 18, 90	All applications that are seeking to create residential annexe accommodation including staff accommodation.	The statement should provide a justification and rationale behind why an annexe is sought, giving details of any proposed occupiers. Should be used in conjunction with RLP18 in the countryside.	(1) Braintree District Local Plan Review 2005 www.braintree.gov.uk
22. Heritage Statement	(1) NPPF126-141,169,170 (2) Local Plan Review Policies RLP 95-106 (3) Core Strategy Policy CS9	Applications that affect: Listed buildings, Conservation Areas and developments affecting archaeological sites (including sites with a reasonable probability of finding archaeological remains) or Scheduled Ancient Monuments.	Description of the asset and the aspect of it which the proposal will impact upon. The importance and significance of the asset will need to be evaluated, defined and assessed. Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings. A structural survey may also be required if works include demolition. The level of information provided should be proportionate to the significance of the heritage asset and extent of the works. How the development will not affect the existing building or archaeological remains. For significant ground disturbance, a formal evaluation and trial trenching. To be produced by a suitably qualified professional.	1) NPPF (2) Braintree District Local Plan Review 2005 (3) Braintree District Core Strategy 2011 (4) More information can be found on 'Popular Tasks': http://www.braintree.gov.uk/info/2002/26/apply_for_planning_permission
23. Structural Survey	(1) NPPF 126-141, 169,170 (2) Braintree District Local Plan Review Policy RLP 38, 96, 99, 100, 101 & 102	Applications involving substantial demolition, conversions including barn conversions.	Surveys should be carried out by suitably qualified professionals: Demonstrate that the building is capable of conversion without significant rebuilding/reconstruction. A method statement should detail the works required to carry out the conversion including the engineer's recommendations.	(1) Braintree District Local Plan Review 2005 www.braintree.gov.uk (2) RICS- conversion of rural buildings

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24. Infrastructure/ Utilities assessment	(1) CS1 & CS11 Braintree District Local Plan Review	Major Development	The assessment should consider the existing infrastructure e.g. health, libraries, waste, education and utilities on site e.g. electricity, foul drainage capacity (see below) and broadband	(1) Braintree District Core Strategy 2011 www.braintree.gov.uk
25. Foul Sewage Assessment	(1) NPPF (2) Braintree District Local Plan Review 2005 Policy RLP 71 (3) Core Strategy Policy CS8	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	(1) NPPF www.gov.uk (2) Braintree District Local Plan Review 2005 (3) Braintree District Core Strategy 2011 www.braintree.gov.uk
26. Land Contamination Assessment	1) Environmental Protection Act 1990:Part 2A - Contaminated Land Statutory Guidance April 2012 (2) Braintree District Local Plan Review 2005 Policy RLP 64	All sites where there is a potential for contamination: DEFRA & the Environment Agency's Model Procedures for the Management of Land Contamination (CLR11) which can be found at: https://www.gov.uk/government/publications/managing-land-contamination	Assessment of Contamination in line with the requirements of the Environmental Protection Act 1990.	(1) Environmental Protection Act 1990 www.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk (3) Essex specific guidance http://www.basildon.gov.uk/CHttpHandler.ashx?id=694&p=0

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27. 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	Braintree District Council Statement of Community Involvement 2006 & Statement of Community Involvement Supplement 2009 www.braintree.gov.uk
28. Ventilation/Extraction Statement	(1) NPPF (2) Local Plan Review Policies RLP 11, 36, 62, 63 (3) Core Strategy Policies CS8 & CS9	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) NPPF www.gov.uk (2) Guidance on Control of Odour and Noise from Commercial Kitchens Exhaust Systems www.Defra.gov.uk (4) Braintree District Local Plan Review 2005 (3) Braintree Core Strategy 2011

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29. Acoustic Report	(1) NPPF (2) Local Plan Review Policies RLP 11, 36, 62, (3) Core Strategy Policies CS8 & CS9	All applications where development may result in noise emissions or applications for uses which are sensitive to noise and may be exposed to noise. Sites located near existing sources of noise for example near employment areas, roads and railway lines. Sites in town centres.	Details of the acoustic noise characteristics of the development and/or exposure to and any preventive and/or mitigation proposed.	(1) BS8233 (2014) (2) BS4142 (2014) 1) NPPF www.gov.uk (2) Braintree District Local Plan Review 2005 (3) Braintree District Core Strategy 2011
30. Air Quality	(1) NPPF (2) Local Plan Review Policies RLP 11, 36, 62, 63 (3) Core Strategy Policies CS8 & CS9	All applications where development may be exposed to poor air quality or developments may result in emission to air which reduce air quality.	Sites located near existing sources of pollution to air for example near employment areas, roads and railway lines. Sites in town centres.	(1) EPUK guidance 2015 also IAQM Guidance on assessment of dust from demolition and construction 2014 (2) NPPF www.gov.uk Braintree Policies (see above)
31. Lighting Assessment	1) External Artificial Lighting Supplementary Planning Document (SPD) (2) Local Plan Review Policy RLP 65, 90, 135 (3) Core Strategy Policy CS8	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) External Artificial Lighting SPD (2) Braintree District Local Plan Review 2005 (3) Braintree Core Strategy 2011

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
32. Retail Impact Assessment	1) NPPF (Section 2) (2) Local Plan Review Policy RLP 112 (3) PPS4 Practice guidance on need, impact and the sequential approach (4) Core Strategy Policy CS6	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.	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) NPPF www.gov.uk (2) Braintree District Local Plan Review 2005 (3) DCLG – Planning for Town Centres: Practice Guidance (4) Braintree District Core Strategy 2011 www.braintree.gov.uk
33. Sequential Assessment	1) NPPF (Section 2) (2) Braintree District Local Plan Review 2005 Policy RLP 113, 118-120, 122, 124, 126 (3) Core Strategy CS 6	Applications for retail or leisure proposals that are not in an existing centre. Different sizes apply for different areas: 2500sqm gross – developments affecting Braintree town centre 1500sqm gross – developments affecting Halstead and Witham town centre 1000sqm gross – developments affecting Great Notley District Centre 500sqm gross – developments affecting Local centres.	See NPPF (Section 2) PPS4 Practice guidance on need, impact and the sequential approach.	(1) NPPF (Section 2) www.gov.uk (2) Braintree District Local Plan Review 2005 www.braintree.gov.uk
34. Amendment Statement		Applications for revisions to approved applications	A statement which details and explains the changes to the previously submitted plans. This can be part of the Design and Assess Statement if required.	

Information Item	Policy Requirements	Location & applications which require the information	Information required	Where to find the information
35. Place Making Strategy	(1) NPPF (Section 7) (2) Braintree District Council Local Plan Review 2005 Policies RLP3 and RLP90 (Braintree District Council Core Strategy 2011 Policy CS8 and CS9) (3) Essex Design Guide	Large residential sites: 30+ units	A Place Making Strategy would outline how the public realm would be designed e.g. road surfaces, street furniture, public art and such like.	(1) Essex Design Guide
36. Environmental Statement	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011	Required in connection with all development identified within Schedule 1 or 2 of the regulations and which in accordance with Schedule 3 would constitute EIA development.	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement.</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement.</p> <p>Where required a Environmental Statement (ES) in the form set out in Schedule 4 of the regulations must be provided.</p> <p>We would require a minimum of 4 hard copies of the ES and two copies of the ES on CD or USB.</p>	The Town and Country Planning (Environmental Impact Assessment Regulations 2011) NPPF 192

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Andrew Sells

Chairman



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Dr Tim Hill

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Julie Lunt

Chief Legal and

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Teresa Dent CBE

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Governance Officer

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Dr Julia Aglionby

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Catherine Dugmore

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Professor Sue Hartley

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Henry Robinson

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Marian Spain

Non-executive board member

Contact Natural England

Enquiries

Natural England
County Hall, Spetchley Road
Worcester
WR5 2NP
United Kingdom

Email
enquiries@naturalengland.org.uk

Telephone
0300 060 3900

Opening times: 8:30am to 5pm, Monday to Friday (excluding public holidays)

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Bats: general advice

Telephone (Bat Conservation Trust)
0345 1300 228

For licensing or planning and development queries, contact
Enquiries on 0300 060 3900.

Bovine TB and badger control in England

Email
BTBEnquiries@naturalengland.org.uk

Telephone
0300 060 0550

Camping and caravanning exemption certificates

Telephone
0300 060 2098 or 0300 060 1081

Commons

Telephone
0300 060 3900

To consult us about works on commons or arrange to send us your
application for works.

National Nature Reserves

Telephone
0300 060 6000

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Open Access Contact Centre

Email

openaccess@naturalengland.org.uk

Telephone

0300 060 2091

Suspected wildlife or pesticide poisoning

Telephone

0800 321 600

Wildlife Incident Investigation Scheme (WIIS)

Head Office

Natural England

4th Floor, Foss House, Kings

Pool, 1-2 Peasholme Green

York

YO1 7PX

United Kingdom

Telephone

0300 060 3900

The Enquiries team answer calls. Please tell them the name of the person you want to speak to, if known.

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County Hall, Spetchley Road
Worcester
WR5 2NP

Email
foi@naturalengland.org.uk

United Kingdom

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Waste Collection Update 03/10/2018

Due to a vehicle breakdown, our Waste team has not been able to complete some food bin collections as of 17:00. We apologise for any inconvenience caused.

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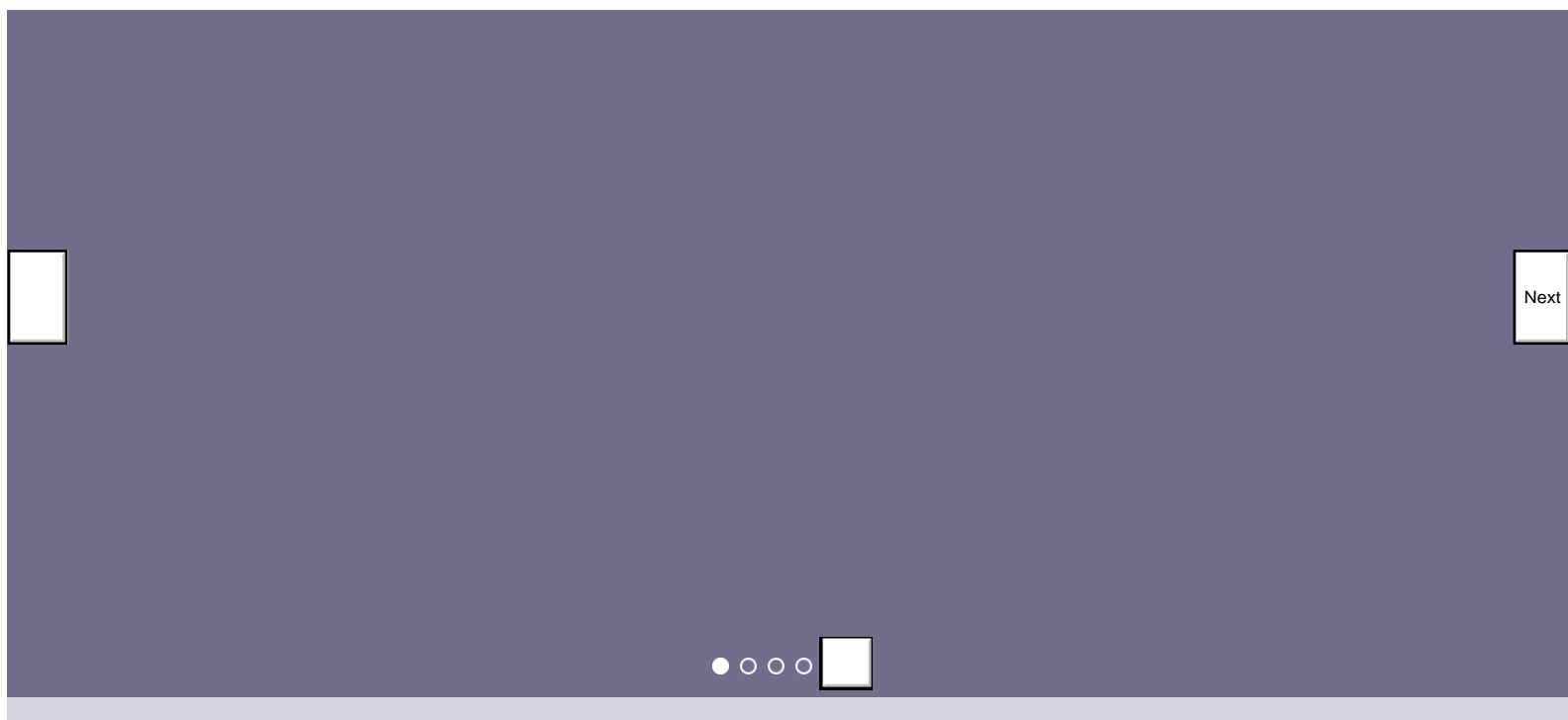
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Contact us: csc@braintree.gov.uk Tel: **01376 552525**

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