



Validation of Planning Applications 2024

Version 2 (Adopted January 2024)

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1. Background to the Tyne & Wear Validation List

- 1.1 As part of the drive to provide a quicker, more predictable and efficient planning service, the Government introduced new information requirements for the validation of planning applications by Local Planning Authorities in 2007.
- 1.2 The first Tyne & Wear Validation List was adopted in 2008. In March 2010 The Government produced “guidance on information requirements and validation” and in response to this the Tyne & Wear Authorities worked together to update their requirements lists and the second version of the Tyne & Wear List was adopted in 2011 and third version in 2013. Sunderland has now opted for its own listed from July 2016, the list has need updated to reflect the adoption of the Core Strategy Development Plan January 2020.
- 1.3 Local lists can be a very useful guide, helping applicants establish the information the local authority will require to validate a planning application. An up to date local list can give applicants certainty about what information is necessary at an early stage in the design process, reducing delays at the validation stage.
- 1.4 Paragraph 43 The right information is crucial to good decision-making, particularly where formal assessments are required (such as Environmental Impact Assessment, Habitats Regulations assessment and flood risk assessment). To avoid delay, applicants should discuss what information is needed with the local planning authority and expert bodies as early as possible
- 1.5 Paragraph 44 of the National Planning Policy Framework makes it Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.
- 1.6 Sunderland City Council is mindful of reviewing the validation list and in terms of its actual usage. Government is also introducing provisions to ensure that Councils review local lists at least every two years.

2. Changes between the 2016 and the 2024 versions

- 2.1 This new version does not change the list of national validation (items 1 to 8) however has updated the local validation information requirements (items 9 to 40).
- 2.2 It does, however, include updates to reflect changes to planning policy, either nationally due to the publication of the National Planning Policy Framework, or

locally where there have been advances in each council's local development plan. Also, there have been some general revisions to the text to improve its clarity.

3. Consultation

- 3.1 Sunderland Local Planning Authority has now reviewed the local and now has an independent list from the other Tyneside authorities.
- 3.2 The Local Planning Authority has consulted regular service users (agents) and statutory consultees. Emails were sent out to inform them of the consultation period, which was open for comments between 14th September 2023 and 14th October 2023. As well as various internal services have been asked to comment on the lists for their area of expertise.

4. Variances

- 4.1 Sunderland Local list is now independent from the other Tyneside Local Planning Authorities.

5. Discretion

- 5.1 It is extremely difficult to create a "one size fits all" list for all development types and as such the wording of the document allows discretion for Sunderland to seek, or not to seek, an information requirement depending on the nature of the development and the site. Information requests by the Councils in terms of information requested in order to validate applications will be reasonable, having regard to the nature and scale of the proposed development and information requests will relate to matters that it is reasonable to think will be a material consideration in the determination of the application.
- 5.2 We would strongly encourage pre-application discussions where you are in any doubt and for complex and major schemes it is recommended you seek pre-application advice in any case.

6. Review

- 6.1 Despite best intentions there may be anomalies in the list, areas where it does not work as well as intended and also the potential for a variance in interpretation from those using the list.
- 6.2 Please note that the Sunderland City Council may need to update and make changes to this publication to comply with legislative changes. Should this occur we will seek to update it on our websites as soon as practicable. Please be aware of this limitation should you choose to print a copy of this publication.

7. Using the Checklists

- 7.1 In relation to the local list, criteria are included, wherever possible, to indicate when local list 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.
- 7.2 Clearly there are some circumstances where applicants will need to discuss the local list requirements with the LPA before submitting an application. Applicants are strongly encouraged to do this because **if an application lacks the information specified by the Government and in the LPA's published lists, the LPA will in general be entitled to invalidate the application and so decline to determine it.**
- 7.3 Where the application is not accompanied by the information required by the LPA, the applicant should provide written justification as to why it is not appropriate in the particular circumstances.
- 7.4 Where an application is considered to be invalid, the LPA will write to explain what information is required, why any missing information is required and indicate a time period within which this must be provided.
- 7.5 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.
- 7.6 The Government recognises that the recommended list which it has drawn up will not cater for all the wide and varied specific local requirements of every LPA and applicants may still be asked to provide additional information by any LPA after an application has been validated. The government has introduced provisions within the appeals system for an appeal to be made on grounds of non determination where there is an outstanding disagreement between an applicant and a Council over the level of information required in order to validate an application. It is hoped however that such provisions would only be required as a matter of last resort.

8. Pre-application Advice

- 8.1 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.

- 8.2 Pre-application discussions are therefore an important stage in ensuring that applications are complete in terms of their information requirements. The Government recommends that LPA and applicants should take a positive attitude towards pre-application discussions so that formal applications can be dealt with in a more certain and speedy manner and the quality of decisions can be better assured. 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 and assist in proposals being adapted to better reflect community aspirations. 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 your application.
- 8.3 Please call visit the planning pages of the Council's website to find out more about the range of pre-application services available, including any charges that may apply for using them.

9. Local Planning Authority Contact

Council	Phone	Email / Website
Sunderland City Council	(0191) 520 5555	dc@sunderland.gov.uk www.sunderland.gov.uk

Appendix 1

National and Local Validation Requirement Notes to accompany checklists

National Validation Requirements

1. Completed Application Form

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: “4. Ownership Certificates” below with regard to 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

Where applicants wish to make application in paper form, the original of the completed application form, plus two additional copies 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 three sets are required for the application to be valid.

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.

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.

Ordnance Survey plans can be provided by any of the LPAs. There is a charge for this service. Applicants should note that the copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

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).

The site plan(s) should be numbered.

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.

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.

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.

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.

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.

- Certificate A must be completed when the applicant is the sole owner of the site.
- 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 LPA (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.
- 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 LPA 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.

- 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

For other applications use:

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

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

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, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

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 each Local Planning Authority is able to advise applicants on specific cases and payment methods. These can be found at:

[How much does a planning application cost? - Planning Portal](#)

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..

7. Summary of application documents (if required)

When is this required?

For major planning applications, which are defined as below where the supporting information would exceed 100 pages.

- the winning and working of minerals or the use of land for mineral-working deposits;
- waste development;
- the provision of dwellinghouses where
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) 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 sub-paragraph (c)(i);
- the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- development carried out on a site having an area of 1 hectare or more;

If an application is not classified as a major but is accompanied by more than 100 pages of supporting documents, a summary document would be useful but is not essential.

What information is required?

This summary should not exceed 20 pages and should include an overview of the proposal, a clear description of its impacts and any mitigation measures proposed. The aim of this document is to introduce the scheme to parties who are not familiar with the details of the proposed development.

If the development is subject to Environmental Impact Assessment (EIA), there is no need to summarise the findings of the Environmental Statement non-technical summary.

8. Design and Access Statement (if required)

When is this required?

- The provision of dwellinghouses where -
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) 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);
- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
- Development carried out on a site having an area of 1 hectare or more (excluding minerals, mining or waste development applications)
- In World Heritage Sites or in a conservation areas;
 - i. the provision of one or more dwellinghouse
 - ii. the provision of a building (or extension) where the proposed floor space is more than 100 square metres;

- 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:
 - The special architectural or historic importance of the building;
 - The particular physical features of the building that justify its designation as a listed building;
 - The building's setting.

Where appropriate a Design and Access Statement may also include a Heritage Statement (see requirement 16).

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:-

- **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 points** – 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 Applications

Reserved matters are defined by the government as follows:-

- **Layout** – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – 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.
- **Access** – 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.
- **Landscaping** – 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.

(N.B. For applications for approval of reserved matters pursuant to outline permissions where the outline application was submitted prior to 10 August 2006, the relevant reserved matters are sitting, design, external appearance, means of access and the landscaping of the site.)

9. Fire Safety Statements

What type of buildings are “relevant buildings” under planning gateway one?

[Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021)

Relevant buildings

- **contain two or more dwellings or educational accommodation and**
- **meet the height condition of 18m or more in height, or 7 or more storeys**

“Dwellings” includes flats, and “educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.

It may be necessary to amend the provisions in future to align with arrangements to be made under the Building Safety Bill.

Paragraph: 003 Reference ID: 71-003-20210624

How is building height measured, and how are storeys counted for planning gateway one?

Relevant buildings at planning gateway one

- contain two or more dwellings or educational accommodation and
- meet the height condition: 18m or more in height, or 7 or more storeys

In this context:

- the top storey of the building being 18 metres or more in height should be determined ignoring any storey which is a roof-top machinery or plant area or consists exclusively of machinery or plant rooms, and should be measured from the ground level on the lowest side of a building to the top storey upper floor surface
- the building containing 7 or more storeys should be determined ignoring any storey which is below ground level (a storey is treated as below ground level if any part of the finished surface of the ceiling of the storey is below the ground level immediately adjacent to that part of the building) and counted from the ground level on the lowest side of the building

- a mezzanine counts as a separate storey if its internal floor area is at least 50% of the internal floor area of the largest storey in the building which is not below ground level.

Measuring height of building for planning gateway one:

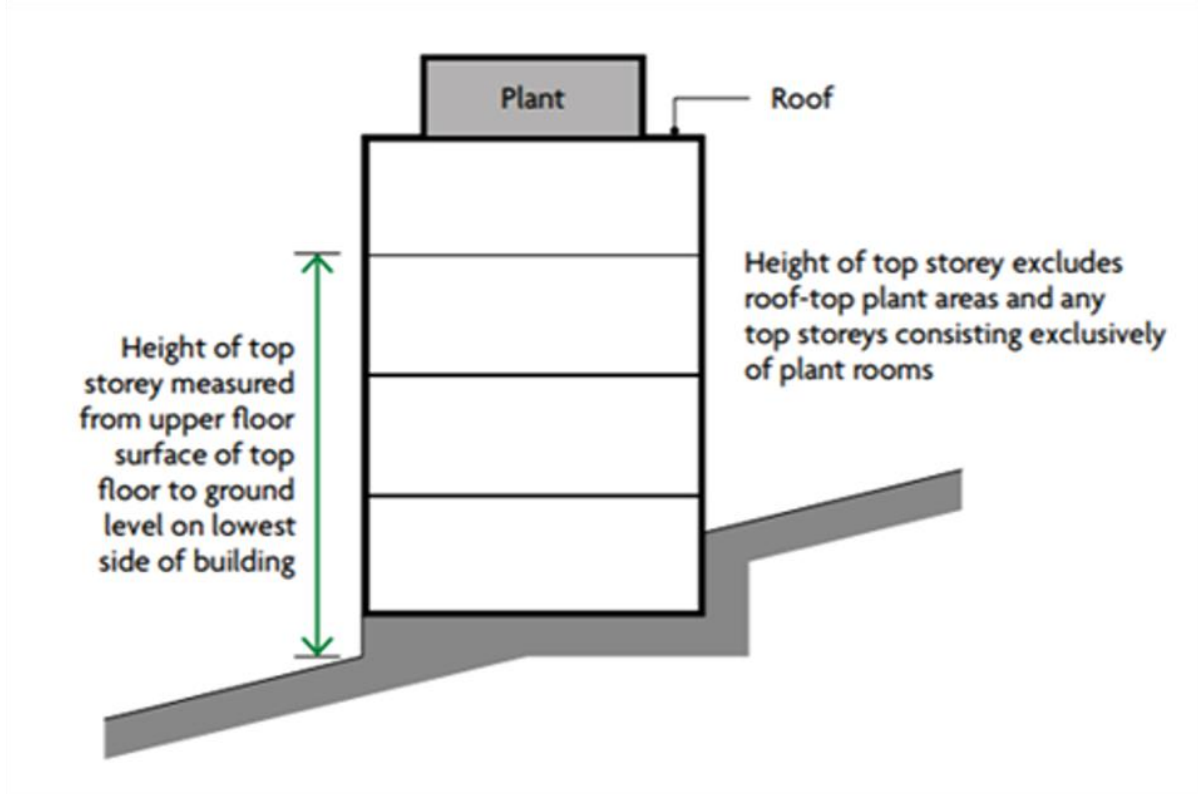


Diagram measuring height of building for planning gateway one shows that the height should be measured from the upper floor surface of the top floor to ground level on the lowest side of the building. Excluding roof top plant areas and any top storeys consisting exclusively of plant rooms.

Counting storeys- a building of three storeys:

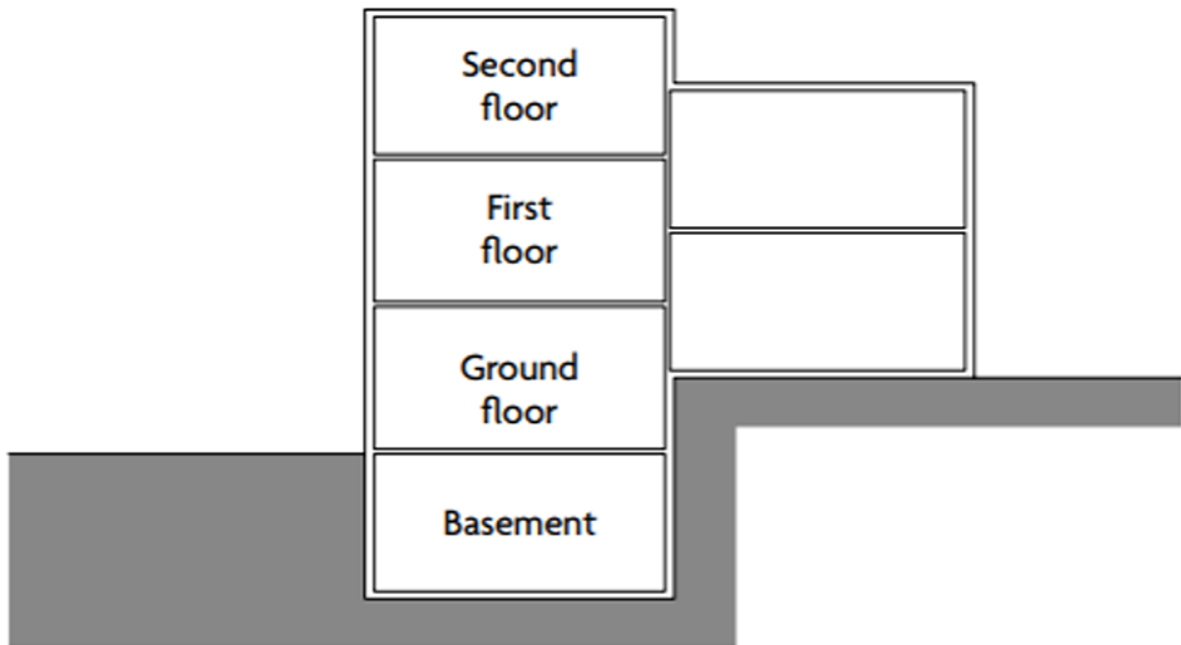


Diagram showing that basement storeys should not be counted when counting storeys, and where the number of storeys varies from ground level they should be counted from the lowest external ground level.

Applications and planning gateway one

In what circumstances must a fire statement be submitted with an application?

An application for planning permission for development which involves:

- the provision of one or more relevant buildings, or
- development of an existing relevant building
- or development within the curtilage of a relevant building

must be accompanied by a fire statement unless an exemption applies.

What are the exemptions to the requirement to submit a fire statement with an application for permission?

Applications for planning permission will be exempt from the requirement to submit a fire statement where:

- the application is for a material change in use of a relevant building and the material change of use would result in the building no longer being a relevant building

- the application is for a material change in use of land or buildings within the curtilage of a relevant building and the material change of use would not result in the provision of one or more relevant buildings
- the application is for outline planning permission
- the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990

Applications for outline planning permission will be exempt from the requirement to submit a fire statement because matters such as layout and scale can be reserved.

Is a fire statement required for a change of use application?

Applications for permission for a material change of use of land or buildings will require a fire statement unless the application is for:

- a material change in use of a relevant building and the material change of use would result in the building no longer being a relevant building
- a material change in use of land or buildings within the curtilage of a relevant building unless the material change of use would result in the provision of one or more relevant buildings

Local Validation Requirements

10. Application Plans

When is this required?

- Elevation plans should be submitted for all applications where external alterations are proposed;
- Floor plans, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;
- 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.

(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:

The following should be submitted:

- A proposed 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.

Advertisement consent applications may also include existing and proposed photomontages to supplement scaled plans.

Masterplans/Development Frameworks

- To be submitted for residential schemes of 250 dwellings or more or non-residential development where the site area exceeds 5 hectares

Core Strategy and Development Plan 2015-2033

BH1

11. Affordable Housing Statement

When is this required?

All applications for housing development of 10 units or more.

What information is required?

This statement should clearly identify the following points:

- Is affordable housing to be provided? If not then what is the justification? (ie financial viability)
- Will it be provided a) on site, b) off site or c) by way of financial contribution? If b) or c) why will it be provided in this way?
- What type of units will be affordable (e.g. houses, apartments) and how many bedrooms will they have?
- What type of affordable housing is being provided? (eg social rented or intermediate - see Planning Policy Statement 3 for definitions)
- How will the affordable housing be affordable to those on lower incomes or in receipt of housing benefit? (see Housing market Information note: CLG May 2007).

For full or reserved matter applications, there should be clarification **on the plans** as to the location of the affordable units. This should also indicate the type of affordable housing for each plot.

A Draft Heads of Terms for a Section 106 Agreement should also confirm the provision of affordable housing, its delivery and its retention in perpetuity.

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

Policy Background

Government policy or guidance:

- National Planning Policy Framework 2019 -Section 5 Delivering a sufficient supply of homes

- <https://www.gov.uk/guidance/housing-and-economic-land-availability-assessment>
- <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>
- <https://www.gov.uk/guidance/housing-needs-of-different-groups>
- <https://www.gov.uk/guidance/housing-for-older-and-disabled-people>
- <https://www.gov.uk/guidance/housing-optional-technical-standards>
- <https://www.gov.uk/guidance/housing-supply-and-delivery>

Core Strategy and Development Plan 2015-2033

H1 - Housing Mix

H2 - Affordable homes

ID2 – Planning Obligations

12. 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;

- 10 or more residential units or a site area of more than 0.5ha
- more than 1,000 m² of floor space for all other uses or a site area greater than 1ha
- Coupled with any of the following:
- the development has more than 10 parking spaces
- the development will have a centralised energy facility or other centralised combustion process

Additionally, an air quality impact assessment will be required where the proposal will;

Indicative criteria to progress to an air Quality Assessment:	
Cause a significant change in Light Duty Vehicle (LDV) traffic flows on local roads with relevant receptors. (LDV = cars and small vans <3.5t gross vehicle weight)	A change of LDV flows of: <ul style="list-style-type: none"> • more than 100 AADT within or adjacent to an AQMA • more than 500 AADT elsewhere
Cause a significant change in Heavy Duty Vehicle (HDV) flows on local roads with relevant receptors. (HDV =	A change of HDV flows of <ul style="list-style-type: none"> • more than 25 AADT within or adjacent to an AQMA

goods vehicles + buses >3.5t gross vehicle weight)	<ul style="list-style-type: none"> more than 100 AADT elsewhere
Realign roads, i.e. changing the proximity of receptors to traffic lanes	Where the change is 5m or more and the road is within an AQMA
Introduce a new junction or remove an existing junction near to relevant receptors.	Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts
Introduce or change a bus station	Where bus flows will change by: <ul style="list-style-type: none"> more than 25 AADT within or adjacent to an AQMA more than 100 AADT elsewhere
Have an underground car park with extraction system	The ventilation extract for the car park will be within 20 m of a relevant receptor Coupled with the car park having more than 100 movements per day (total in and out)
Have one or more substantial combustion processes	Where the combustion unit is: <ul style="list-style-type: none"> any centralised plant using bio fuel any combustion plant with single or combined thermal input >300kW a standby emergency generator associated with a centralised energy centre (if likely to be tested/used >18 hours a year)
Have a combustion process of any size	Where the pollutants are exhausted from a vent or stack in a location and at a height that may give rise to impacts at receptors through insufficient dispersion. This criterion is intended to address those situations where a new development may be close to other buildings that could be residential and/or which could adversely affect the plume's dispersion by way of their size and/or height

Introduce a sensitive receptor to an area with existing source of pollution e.g., a busy road.	A decision on whether an AQ Assessment will be needed will be made on a case by case basis.
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Applications that involve the installation of a Biomass boiler in the range of 50kW to 20MW thermal input should provide a Biomass Screening Assessment

Guidance and a copy of the Screening tool can be found at <https://laqm.defra.gov.uk/air-quality/air-quality-assessment/biomass-emissions-screening/>

If further details or clarification are required on whether an air quality assessment is required please contact the Local Planning Authority.

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 (but not be limited to) the following information:

- a. Relevant details of the proposed development
- b. The policy context for the assessment.
- c. Description of the relevant air quality standards and objectives
- d. The basis for determining significance of effects arising
- e. Details of the assessment methods.
- f. Model verification.
- g. Identification of sensitive locations.
- h. Description of baseline conditions.
- i. Assessment of impacts. Results of modelling the 'with
- j. Description of construction phase impacts.
- k. Cumulative impacts and effects.
- l. Mitigation measures.
- m. Summary of the assessment results.

Policy Background Government Policy or Guidance

- National Planning Policy Framework (NPPF)
- <https://www.gov.uk/guidance/air-quality--3>
- NPPF Technical Guidance – flood risk and mineral policy
- <https://www.gov.uk/government/publications/national-planning-policy-frameworktechnical-guidance>

- 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, January 2017
- <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

Core Strategy and Development Plan 2015-2033

HS1 – Quality of life and amenity

13. Archaeological Assessments

When is this required?

Archaeological desk based assessment

- Proposals on or near Scheduled Ancient Monuments;
- Proposals affecting sites identified on the Tyne & Wear Historic Environment Record <http://www.twsitelines.info/>
- Greenfield sites of 1ha or more in size.

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

Archaeological Evaluation Report (fieldwalking, 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;
- Proposals affecting sites identified on the Tyne & Wear 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 Tyne & Wear 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 Tyne & Wear Historic Environment Record.

What information is required?

Archaeological desk based assessment

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

The assessment must be produced by an experienced professional 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 (fieldwalking, earthwork survey, geophysical survey and/or trial trenching)

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

The evaluation must be undertaken by an experienced professional archaeologist. Archaeological field evaluation is a limited programme of fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within the development site. It can take the form of fieldwalking, 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 worth.

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 will provide a specification for the building assessment and recording for the applicant which sets out what is required.

The assessment and recording must be undertaken by an experienced professional 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, analyze the findings and then disseminate the results.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 16 – Conserving and Enhancing the Historic Environment
- National Planning Practice Guidance – Conserving and enhancing the historic environment section.
- Historic England Good Practice in Planning Notes 1,2 and 3;
- <https://historicengland.org.uk/images-books/publications/pps-practice-guide/>

Core Strategy and Development Plan 2015-2033

BH7, BH8 and BH9

Unitary Development Plan:

B12, B13, and B14 (designations only).

Area specific requirements and further information:

- Sophie Laidler, Tyne and Wear Archaeology Officer tel. (0191) 277 7102 or email sophie.laidler@newcastle.gov.uk
- <https://historicengland.org.uk/listing/selection-criteria/listing-selection/>

14. Coal Mining Risk Assessment / Mineral Safeguarding

When is this required?

This is normally only required for development in Coal Mining Development High Risk Areas with the exception of householder extensions or alterations, changes of use and shop front alterations. A link is attached below to the map showing these areas.

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:

- 1 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 (past sites may have used the old style opencast extraction methods);
- 2 Identify what risks these coal mining features including cumulative effects pose to the new development
- 3 Identify how coal mining issues have influenced the proposed development scheme eg layout and what mitigation measures will be required to manage those issues and or whether any changes have been incorporated into the development proposals
- 4 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

Government policy or guidance:

- National Planning Policy Framework - paragraphs 209 210 and 211
- National Planning Practice Guidance – Land Stability section
<https://www.gov.uk/guidance/land-stability>

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- M3

Area specific requirements and 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>

15. Biodiversity Net Gain Information, Protected Species Survey and Report, Ecological Impact Assessment & Habitats Regulations Assessment

Biodiversity Net Gain Information

When could these be required?

All applications (excluding householder applications) will be required to meet requirements for measurable biodiversity net gain as set out in the NPPF and local policy.

Biodiversity Net Gain information will be required for all applications except where following consultation (e.g. at the pre-application stage), it is confirmed in writing by the Council that this is not required.

Further Information/Guidance

Biodiversity Net Gain Information includes the following.

- Baseline habitat plan, using the UK Hab classification.
- Proposed habitat plan, using the UK Hab classification.
- Completed metric calculation tool including the baseline and proposed habitats, including date of publication.
- Biodiversity net gain assessment report, including condition assessment sheets.

Where it is suspected the baseline value of a site has been affected negatively prior to assessment the LPA may require an assessment of the site based on its condition before such an occurrence. This may need to be based on aerial photos and/or historic information held by the Council and if there is any doubt regarding the Distinctiveness or Condition of habitats/features it will be assumed that the highest likely value will apply.

If biodiversity net gains cannot be delivered on site following demonstrable application of the mitigation hierarchy, then pre-application discussions with the LPA are recommended regarding options for the delivery of off-site compensation.

Baseline Habitat Plan

Baseline habitat plans should be produced using the latest version of the UK Habitat Classification system and depict the habitat existing on the date of application (or an earlier agreed date). Plans using the Phase 1 habitat classification are not acceptable. The plan must be drawn to an identified scale and show the direction of North. Each habitat parcel must be numbered or referenced in a unique way to allow cross reference with the metric calculation tool. Habitat parcels are continuous area of habitat of the same type in the same ecological condition.

GIS files in shapefile format, or AutoCAD files in DXF format may be requested.

Proposed Habitat Plan

Proposed habitat plans should be produced using the latest version of the UK Habitat Classification system and depict the habitat existing on the date of application (or an earlier agreed date). Landscape plans or plans using the Phase 1 habitat classification are not acceptable. The plan must be drawn to an identified scale and show the direction of North. Each habitat parcel must be numbered or referenced in a unique way to allow cross reference with the metric calculation tool. Habitat parcels are continuous area of habitat of the same type in the same ecological condition.

GIS files in shapefile format, or AutoCAD files in DXF format may be requested.

Completed Metric Calculation Tool

The latest available version of the Defra metric calculation tool must be used and submitted in Excel format with all security and formulae intact. The calculation tool must be undertaken and prepared by a professional ecologist with suitable qualifications and experience. The start page information must include the name of the person completing the calculation tool and the date when this was completed as a minimum. The start page should be completed as fully as possible.

To enable cross reference with the baseline and proposed habitat plans, habitat parcel numbers or references must be included in the user comments or habitat reference number column.

Biodiversity Net Gain Assessment Report

A biodiversity net gain report must be undertaken and prepared by a professional ecologist with suitable qualifications and experience and be in accordance with the British Standard BS8683 'Process for designing and implementing biodiversity net gain – specification'. Biodiversity net gain must always follow the principles outlined in 'Biodiversity Net Gain – Good Practice Principles for Development' and be in accordance with 'Biodiversity Net Gain Report and Audit Templates' published by CIEEM.

The biodiversity net gain report must include completed baseline habitat condition assessment sheets, along with information on how the remaining metric input values have been derived or decided.

The report should also provide information on the strategy for addressing any deficit in onsite biodiversity value required to achieve a biodiversity net gain.

The planning authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of species protected under the European Habitats Directive 92/43/EEC, the Wildlife and Countryside Act 1981 (amended), the Conservation (Natural Habitats, etc) Regulations 1994 (amended), the Badger Act 1992 and Hedgerow Regulations 1997 as well as to safeguard designated sites and priority habitats including those habitats and species identified as priorities under 'Priority species and habitats as defined under the Natural Environment and Rural Communities Act 2006 and in the Local Biodiversity Action Plan.

Policy Background

[Draft biodiversity net gain planning practice guidance - GOV.UK \(www.gov.uk\)](#)

Policy NE4 of the CSDP

Planning Obligations SPD - [Layout 1 \(sunderland.gov.uk\)](#)

Guidance

[Meet biodiversity net gain requirements: steps for developers - GOV.UK \(www.gov.uk\)](#)

[What you can count towards a development's biodiversity net gain \(BNG\) - GOV.UK \(www.gov.uk\)](#)

[The Biodiversity Metric Supporting Documents - JP039 \(naturalengland.org.uk\)](#)

Protected Species Survey and Report

When could these be required?

All applications (including householders) which include conversion, demolition, removal, or modification of existing buildings or removal or pruning of trees as follows:

Where protected species are known or considered likely to be present (confirmed by a data search or local knowledge).

Bat Surveys

- Permanent agricultural buildings;
- Buildings with weather boarding, wooden cladding and/or hanging tiles within 200 metres of woodland or water;
- Pre-1960 buildings within 200 metres of woodland or water and pre-1919 buildings within 400 metres of woodland or water; buildings/structures of any age within or immediately adjacent to woodland and/or water;
- Tunnels, mines, kilns, ice houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;
- Bridges, aqueducts and viaducts;
- Proposals that involve significant new lighting / floodlighting within 50 metres of woodland, water, hedgerows / lines of trees or a known roost;
- Proposals for wind turbines.

In the case of householder applications, a bat survey will not be required to validate the application if:

- The proposal is for extensions or modifications at ground floor level only of a building of two or more storeys; and
- There will not be any disturbance to the roof structure (including the eaves) of the dwelling and/or any domestic outbuildings (e.g. garages).

Barn Owl Survey (structures)

- Agricultural buildings including barns and outbuildings.

Bat and Barn Owl Survey (Trees)

- A risk assessment will be required for works to fell or lop veteran trees or trees that exhibit potential to support bats and/or barn owl such as obvious cracks, holes and cavities, or trees with a diameter greater than a metre at chest height.

Great Crested Newts

- Major proposals within 500 metres of the perimeter of a pond, or 200 metres of rivers, streams, canals, lakes or other aquatic habitats such as wetlands;
- Minor proposals within 100 metres of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats such as wetlands.

Further Information/Guidance

A Protected Species Survey Report must contain the following information:

- Up-to-date information of habitats on site and links to habitats off site;
- Species present or likely to be present;
- Records search from the [Environmental Records Information Centre North East](#);
- Likely impacts, mitigation, and opportunities for enhancement.

The survey must be undertaken and prepared by a professional ecologist with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines / methods where available.

Further information on appropriate survey methods can be found in 'Guidance on Survey Methodology' published by the Chartered Institute of Ecology and Environmental Management (CIEEM).

Guidance for bat surveys can be found within the 'Bat Surveys for Professional Ecologists – Good Practice Guidelines' – Bat Conservation Trust.

Where initial reports recommend further survey, these must be completed and submitted with any application.

Failure to provide information on protected species 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.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15 conserving and enhancing the natural environment

- National Planning Practice Guidance – Natural Environment section
<https://www.gov.uk/guidance/natural-environment>

Core Strategy and Development Plan 2015-2033

NE1,NE2,NE3 ,NE8, NE9

Unitary Development Plan:

N/A

Area specific requirements and further information:

- Bat Conservation Trust
<http://www.bats.org.uk/>
- Natural England website
<https://www.gov.uk/government/organisations/natural-england>
- Durham Biodiversity Action Plan
<http://www.durhambiodiversity.org.uk/biodiversity-action-plan/>
- Chartered Institute of Ecology and Environmental Management
<http://www.cieem.net/>
- Association for Local Government Ecologists
<http://www.alge.org.uk/>
- PAS
<http://www.pas.gov.uk/documents/332612/0/EIA+HRA+Note/d630d26e-5aa6-4e47-82bd-db7947038968>

Ecological Impact Assessment (EclA)

When could these be required?

An EclA will be required for applications (excluding householder) which have the potential to impact semi-natural habitats both within and external to the development site.

An EclA report may be waived if:

- Following consultation, it is confirmed in writing by the Council that a survey /report is not required;
- A preliminary ecological assessment (PEA), undertaken by a suitably qualified ecologist, is submitted concluding that ecological issues will not be significant in determining the application and no further survey work is required.

Further Information/Guidance

The EclA must be undertaken and prepared by a professional ecologist with suitable qualifications and experience and be in accordance with the 'Guidelines for Ecological Impact Assessment in the UK and Ireland' published by CIEEM and the British Standard BS42020 'Biodiversity - Code of practice for planning and development'.

The habitats and species on the development site and within the zone of influence should be ascertained through appropriate survey work. The results of the ecological survey should inform the design, layout and construction of the development in accordance with the ecological mitigation hierarchy to avoid impacts where possible, minimise unavoidable impacts through mitigation measures and compensate for any residual direct and indirect, permanent and temporary impacts. The assessment must apply to any additional land to be affected as a result of the development, e.g. access routes, compounds and drainage connections.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15 conserving and enhancing the natural environment
- National Planning Practice Guidance – Natural Environment section
<https://www.gov.uk/guidance/natural-environment>

Core Strategy and Development Plan 2015-2033

NE1,NE2,NE3 ,NE8, NE9

Unitary Development Plan:

N/A

Area specific requirements and further information:

- Bat Conservation Trust
<http://www.bats.org.uk/>
- Natural England website
<https://www.gov.uk/government/organisations/natural-england>
- Durham Biodiversity Action Plan
<http://www.durhambiodiversity.org.uk/biodiversity-action-plan/>
- Chartered Institute of Ecology and Environmental Management
<http://www.cieem.net/>

- Association for Local Government Ecologists
<http://www.alge.org.uk/>
- PAS
<http://www.pas.gov.uk/documents/332612/0/EIA+HRA+Note/d630d26e-5aa6-4e47-82bd-db7947038968>

Habitats Regulations Assessment

When could these be required?

Where a development could impact upon a designated or possible Special Area of Conservation (SAC) and/or classified or potential Special Protection Area (SPA) a shadow Habitat Regulation Assessment (HRA) will be required.

This is most likely for developments:

- within 500m of the coast;
- which are hydrologically connected to the coast;
- which bring new residential development within 7.2 km of the European Designations.

Applicants are advised to agree the level of information that will be required to support this process during pre-application discussions with the LPA.

Further Information/Guidance

Whilst it is the responsibility of the Council, as the competent authority, to undertake the HRA, those proposing or submitting planning applications will need to provide the Council with sufficient information and evidence to enable the assessment to be undertaken.

Within Sunderland, applications for new residential development within 7.2 km of the European Designations at the coast may be able to mitigate for increased recreational pressure by making a financial contribution to the strategic Sunderland Recreation Mitigation Strategy.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15 conserving and enhancing the natural environment
- Conservation of Habitats and Species Regulations 2017 (as amended)

Core Strategy and Development Plan 2015-2033

NE2

Unitary Development Plan:

N/A

Area specific requirements and further information:

- Habitats regulations assessments: protecting a European site
[Habitats regulations assessments: protecting a European site - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/habitats-regulations-assessments-protecting-a-european-site)

16. Flood Risk Assessment and Drainage Assessment

Flood Risk Assessment

When is this required?

All planning applications for:

- Development within a local authority's own identified critical drainage area and 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/>)
- Development on sites of 0.5 ha or more within a local authority's own identified critical drainage area.
- All major developments as defined in the Development Management Procedure 2015

What information is required?

For both residential extensions and non-residential extensions of less than 250 square metres in a local authority identified critical drainage area and 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 & 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. More information on this can be found at the 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/>

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.

Policy Background

Policy SS5 for the port specifically indicates that development in flood zones 2 and 3 would need to meet the sequential test and exceptions test where necessary

Government policy or guidance: National Planning Policy Framework – Section 14 Meeting the challenge of climate change, flooding and coastal change
National Planning Practice Guidance – Flood Risk and Coastal Change section
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>

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WWE2, WWE3, WWE4 and WWE5

Development Plan:

N/A

Area specific requirements and further information:

- CIRIA: Sustainable Urban Drainage Systems - <http://www.ciria.org.uk/>
- Strategic Flood Risk Assessment (SFRA) - <http://www.sunderland.gov.uk/index.aspx?articleid=3256>
- Local Flood Risk Management Strategy
<http://www.sunderland.gov.uk/CHttpHandler.ashx?id=17760&p=0&fsize=16Mb&ftype=Local%20Flood%20Risk%20Management%20Strategy.PDF>

Drainage Assessment – Surface Water

When is this required?

All major development as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015

What information is required?

All design development should be in accordance with the following documents:
Non Statutory technical standards for sustainable drainage systems March 2015

LASOO Non Statutory technical standards for sustainable drainage systems Practice Guidance . Link: <http://www.lasoo.org.uk/non-statutory-technical-standards-for-sustainable-drainage>

Pre-app	Outline	Full	Reserved Matters	Discharge Condition	Document submitted
✓	✓	✓			Flood Risk Assessment/Statement (checklist)
✓	✓	✓			Drainage Strategy/Statement & sketch layout plan (checklist)
	✓				Preliminary layout drawings
	✓				Preliminary "Outline" hydraulic calculations
	✓				Preliminary landscape proposals
	✓				Ground investigation report (for infiltration)
	✓	✓			Evidence of third party agreement for discharge to their system (in principle/ consent to discharge)
		✓		✓	Maintenance program and on-going maintenance responsibilities
		✓			Maintenance program and on-going maintenance responsibilities
		✓	✓	✓	Detailed development layout
		✓	✓	✓	Detailed flood & drainage design drawings
		✓	✓	✓	Full Structural, hydraulic & ground investigations
		✓	✓	✓	Geotechnical factual and interpretive reports, including infiltration results
		✓	✓	✓	Detailed landscaping details
		✓	✓	✓	Discharge agreements (temporary and permanent)
		✓	✓	✓	Development Management & Construction Phasing Plan

Information needs to be submitted to evidence all surface water shall be managed for the development. The drainage hierarchy is:

1. Infiltration
2. Watercourse
3. Surface water sewer
4. Combined sewer

It requires infiltration systems to be investigated before controlled attenuation discharge to watercourse is considered. Only then if these forms of flood attenuation

are not possible should developments consider surface water and eventually combined sewer means of surface water drainage.

For greenfield developments, the peak runoff rate from the development to any highway drain, sewer or surface water body for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event should never exceed the peak greenfield runoff rate for the same event.

For both greenfield and previously developed (or brownfield) developments will be required to discharge at greenfield run-off rates for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event but should never exceed the rate of discharge from the development prior to redevelopment for that event.

1. Infiltration

If the development discharges to an existing soakaway, evidence that it has sufficient capacity to cater for any additional flow must be submitted. Evidence which verifies the condition of the soakaway may also be requested.

Where new infiltration assets are proposed, percolation tests should be undertaken in accordance with the testing method set down in DG365 (2016).

The results of such tests should be included in the Drainage Assessment. Infiltrations systems must be designed with sufficient capacity to accommodate a critical rainfall event of 1:100 year + 40% allowance for climate change. Supporting calculations should be included in the Drainage Assessment and form part of the planning application.

2. Discharge to watercourse

The existing greenfield run off rate for the site should be calculated. Attenuation systems should be designed to accommodate a critical rainfall event of 1:100 year + 40% allowance for climate change.

Written consent, in principal, must be obtained from either the EA or LLFA if the point of discharge is to an ordinary watercourse or main river. Supporting calculations should be included in the Drainage Assessment

3. Discharge to sewer

It should be noted that in most circumstances surface water is not permitted to be connected to the public combined or foul sewers. Only where there is no other feasible option will this be considered and where it can be proved that all other options have been explored. Evidence will need to be submitted which confirms the outcome of the other investigations undertaken and reasons why discharge the sewer is the only feasible option.

Written evidence from Northumbrian Water Ltd or the owner of the sewer will also be required that confirms that the proposed development can be connected to the water sewer network. Confirmation of the agreed discharge rate must be supplied.

For all approaches to drainage the following will be required:

- Drainage design statement – This should outline how the development will comply with the DEFRA non statutory technical standards , Planning Practice Guidance (ID: 7-051-20150323- ID: 7-086-20150323. and The SuDS Manual (C753).
- Detailed design drawings - layout of drainage network, details of drainage features including SUDS components (if applicable), inlets and outlets and flow controls.
- Detailed infiltration assessment of SUDS infiltration components (if applicable).
- Construction details and planning including phasing of development and Construction Management Plan (refer to CIRIA guidance – Construction Method Statements RP992/22 or update) and The SuDS Manual (C753).
- SUDS Management Plan should set out ownership and management of SUDS components and maintenance requirements over the lifetime of the development. This should include the maintenance plan setting minimum standards of maintenance over the lifetime, integrating with other green infrastructure and long term funding plan (including annual charges and replacement of SUDS) (refer to CIRIA guidance on maintenance plan RP992/21 or update) and The SuDS Manual (C753). Details of the proposed management and maintenance of the drainage system.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 14 Meeting the challenge of climate change, flooding and coastal change
- National Planning Practice Guidance – Flood Risk and Coastal Change section
- SUDS technical standards
<https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

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WWE2, WWE3, WWE4 and WWE5

Development Plan:

N/A

Area specific requirements and further information:

- CIRIA: Sustainable Urban Drainage Systems - <http://www.ciria.org.uk>
 - Strategic Flood Risk Assessment (SFRA) -
 - <http://www.sunderland.gov.uk/index.aspx?articleid=3256>
- Local Flood Risk Management Strategy
<http://www.sunderland.gov.uk/CHttpHandler.ashx?id=17760&p=0&fsize=16Mb&ftype=Local%20Flood%20Risk%20Management%20Strategy.PDF>

16. Heritage Statement

When is this required?

A Heritage Statement is required for:

- Listed Building Consent applications;
- Conservation Area 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 (except changes of use) where the proposal would materially affects its appearance;
- Planning applications that have a material impact on the setting of a listed building or structure, a locally listed building or structure, or the setting of a conservation area / other heritage asset.

What information is required?

A Heritage Statement could form part of a more comprehensive Design and Access Statement (see also requirement 8), where this is also needed.

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 relevant 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 shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, 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.

Conservation Area Consents and Planning Applications within Conservation Areas

For Conservation Area Consent applications 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 may exist on or adjacent to 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

Government policy or guidance:

- <http://www.english-heritage.org.uk/publications/setting-heritage-assets/>

- National Planning Policy Framework – Section 16 Conserving the historic environment

Core Strategy and Development Plan 2015-2033

BH7, BH8, and BH9

Unitary Development Plan:

Policies B12, B13 and B14 (designations only)

Area specific requirements and further information:

18. Land Contamination Assessment

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. Also subject to pre-application discussions, new development on land that has been identified on the public register as being contaminated or land that is adjacent to, a Phase 1 Assessment will be required as a minimum.

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 pathways.

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.

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.

Some sites which are potentially contaminated may also be of archeological 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

Government policy or guidance:

- National Planning Policy Framework - paragraphs 178- 183

Core Strategy and Development Plan 2015-2033

HS3 and HS4

Unitary Development Plan:

N/A

Area specific requirements and further information:

- Environment Agency website:
<http://www.environment-agency.gov.uk/research/planning/33742.aspx>
- BS 10175: Investigation of Potentially Contaminated Sites: Code of Practice

19. Landscaping 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.

What information is required?

The submitted scheme shall, as applicable, 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. 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 and Visual Impact Assessment is required where development proposals are likely to have an impact on valued landscapes

Policy Background

Government policy or guidance:

- National Planning Policy Framework - paragraph 153

Core Strategy and Development Plan 2015-2033

NE9

Unitary Development Plan:

N/A

Area specific requirements and further information:

- BS 4428:1989: Code of practice for general landscape operations (excluding hard surfaces);
- BS 7370-1 to BS 7370-5: Grounds maintenance.

20 Marketing Information

When is this required?

Planning applications for:

- Conversion to residential use in greenbelt or safeguarded land as allocated in the development plan;
- Change of use from retail to other uses in town centre Primary Shopping Frontages;
- Non B1 (Business), B2 (General Industrial) and B8 (Storage or Distribution) uses on land allocated for such purposes in the development plan;
- Demolition of listed and locally listed buildings.

With regard to the first three bullet points marketing information will not always be required and the need for such evidence should be clarified with the Local Planning

Authority at pre-application stage including the scope of the marketing exercise and timescales.

What information is required?

It should be demonstrated that the property/land has been advertised for sale or lease on the open market for uses appropriate to the use allocated in the development plan. Details of the marketing and all offers received, if applicable, should be submitted along with a written assessment.

Policy Background

Government policy or guidance:

- National Planning Policy Framework - paragraph 91-95 and 195

Core Strategy and Development Plan 2015-2033

No Policy

21. Noise Assessment

When is this required?

Required where the new development is classed as a "noise sensitive land use", e.g. residential, hospitals, schools and care homes and is close to busy roads, railways, airfields or industrial sources of noise or the new development has the potential to introduce noise or vibration to an existing sensitive use either long term or during development

Examples include:

- general industrial
- waste management
- minerals extraction
- warehousing
- leisure centres
- where the proposal will include night working
- noisy plant or extraction systems
- commercial kitchens
- Air Source Heat Pumps (Note: this will be determined on a site-by-site basis)

- Permitted Development for dwellings

Guidance

All planning and reserved matter applications that raise issues of disturbance or are considered to be a noise-sensitive development will need to be supported by a Noise Impact Assessment. This must be undertaken by a suitably competent and qualified acoustician. It must include:

- baseline monitoring;
- predictions (supported by source data);
- full details and specification of mitigation; and
- an assessment of the potential impact on residential receptors in accordance with current standards.
- Where appropriate the assessment shall be carried out in accordance with current British Standards, for example BS4142:2014, BS8233:2014, and BS5228:1997.

The aim of an assessment is to identify measures which will eliminate or minimise potential noise impacts. This can be achieved by design, orientation, mitigation, hours of use or management controls rather than by recommending a reliance on planning conditions. Reference must be made to current national standards and planning guidance in order to achieve acceptable noise climates within living and amenity spaces.

Where noise is likely to be an issue, applicants are advised to contact the Council's Environmental Health team prior to the submission of a planning application.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – paragraphs 170, 180 and 204
- The Calculation of Road Traffic Noise (DEFRA, 1988)
- The Calculation of Railway Noise (Department of Transport, 1995)
- The Noise Policy Statement for England
- Noise Impact Assessments must have regard to the following guidance where applicable to the development:
 - BS8233 Sound insulation and noise reduction for buildings code of practice
 - BS5228-1:2009 Code of practice for noise and vibration control on construction and open sites
 - BS4142: Method for rating industrial noise affecting mixed residential and industrial areas
 - World Health Organisation Guidelines for Community Noise (1999);
 - World Health Organisation Night Noise Guidelines for Europe (2009).
 - World Health Organisation Guidelines for Community Noise 1999

- <https://www.gov.uk/guidance/noise--2>
-

Core Strategy and Development Plan 2015-2033

HS2

Area specific requirements and further information:

- BS4142:2014 Method for rating industrial and commercial sound
- BS 8233:2014 Guidance on sound insulation and noise reduction for buildings
- World Health Organisation Guidelines for Community Noise (1999);
- World Health Organisation Night Noise Guidelines for Europe (2009).
- World Health Organisation Guidelines for Community Noise 1999

22. Open Space Assessment

When is this required?

All planning applications for development on existing open space.

Open space should 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 assessment by a local authority, 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

Government policy or guidance:

- National Planning Policy Framework – paragraphs 83,92, 96 to 101

Core Strategy and Development Plan 2015-2033

- BH3 , NE1,NE4 NE6,NE7 and NE8

Unitary Development Plan:

Designations have been saved from UDP policies

Area specific requirements and further information:

23. Planning Obligations – Draft Head of Terms

When is this required?

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 a draft 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

Government policy or guidance:

- National Planning Policy Framework - paragraphs 54-57

Core Strategy and Development Plan 2015-2033

ID1 and ID2

Unitary Development Plan:

Area specific requirements and further information:

Planning Obligations SPD [Adopted - Sunderland City Council](#)

24. Planning Statement

When is this required?

All planning applications for 100 dwellings or more or where a minimum of 10,000 sq. metres of commercial/retail development would be created, or major planning applications that would constitute a departure from the development plan.

Waste Facilities

- Proposals for waste facilities should be supported by a statement which sets out the need for the facility.

What information is required?

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development relates to relevant national and local planning policies. It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. This can be in the form of a Statement of Community Involvement (SCI; see Item 24).

The Planning Statement can also include information on employment creation as well as economic and regeneration benefits. Applicants can also submit an Economic Statement to highlight the economic benefits of a scheme if they so wish but this would not be required for validation purposes.

Policy Background

Government policy or guidance:

- National Planning Policy Framework

Core Strategy and Development Plan 2015-2033

- No Policy

Unitary Development Plan:

- No Policy

Area specific requirements and further information:

25. Statement of Community Involvement

When is this required?

A Statement of Community Involvement (SCI) would be required for some major development application 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

Government policy or guidance:

Core Strategy and Development Plan 2015-2033

- Statement of Community Involvement

Unitary Development Plan:

- No UDP policies require a planning statement

Area specific requirements and further information:

<http://www.sunderland.gov.uk/CHttpHandler.ashx?id=7127&p=0>

26. Structural Survey

When is this required?

All applications that involve:

- The change of use or conversion of rural buildings (e.g. barn conversions);
- The demolition, or proposals that may affect the structural integrity, of a building or structure that contributes to the character of a Conservation Area;
- Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure.

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

What information is required?

A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building;
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;
- Assessment of repairs necessary to ensure retention of the building;
- Assessment of structural and other alterations necessary to implement the proposed conversion;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed conversion;
- Photographs are often helpful but not essential;
- A schedule of works necessary to preserve the building;
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

Policy Background

Government policy or guidance:

- National Planning Policy Framework

Core Strategy and Development Plan 2015-2033

- Statement of Community Involvement

Unitary Development Plan:

- No UDP Policy

Area specific requirements and further information:

27. Sustainability Statement

When is this required?

Most major full planning applications and major reserved matter applications.

What information is required?

The statement should demonstrate how sustainability has been addressed and/or how it will be addressed at future design stage. This can include topics such as water use, materials, surface water run-off, waste, pollution, health and wellbeing, management, ecology and transport.

The statement shall include estimated energy loads and consumption as well as predicted CO₂ (carbon dioxide) emissions.

The statement should include an outline strategy to reduce CO₂ emissions to include building design and materials, energy demand reduction, and renewable energy supply and generation.

Where zero or low carbon technologies are being incorporated, the statement should include prediction of the carbon target emission rating expressed as a percentage below Part L of the Building Regulations (2010) as amended.

The statement should indicate whether the Code for Sustainable Homes and/or BREEAM assessment methods and rating systems are being used or considered.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – paragraphs 32 and 92
- National Planning Policy for Waste 2014

Core Strategy and Development Plan 2015-2033

- BH2

28. Telecommunications Development

When is this required?

Planning applications for mast and antenna development by mobile phone network operators.

What information is required?

Telecommunications applications will need to be accompanied by:

- Area of search;
- Details of the proposed structure;
- Technical justification;
- Evidence of mast sharing;
- Details of any consultation undertaken;
- A signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency (RF) public exposure guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Policy Background

Government policy or guidance:

- National Planning Policy Framework - paragraph 20.
- Code of Best Practice on Mobile Network Development in England (Mobile Operators Association) (2013)

<http://www.mobilemastinfo.com/2013/new-code-of-best-practice-on-mobile-network-development-in-england-published.html>

Core Strategy and Development Plan 2015-2033

BH6

Unitary Development Plan:

- N/A

Area specific requirements and further information:

29. Town Centre Use Assessment

When is this required and what information should be supplied?

Paragraph 86 of NPPF states that local planning authorities should apply a sequential test to planning application for main town centre uses that are not in an existing centre and not in accordance with an up-to-date Local Plan.

Main Town Centre uses are:

- Retail development (including warehouse clubs and factory outlet centres);

- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinema, restaurants, drive through restaurants, 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, hotel and conference facilities.

Paragraph 89 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

Site Location (as defined by NPPF)	Large scale (floorspace above 2,500sq.m net)	Less than 2,500 sq.m net)	Mezzanine floorspace up to 200sq.m net
In Centre	No	No	Planning permission not required
Edge of Centre and Out of Centre	Yes**	Yes**	Planning permission not 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.

** A sequential assessment will be required. An impact assessment will also be required if the local authority has set a threshold lower than 2,500 sq m floorspace set by NPPF. Check with the local authority. A sequential assessment and impact assessment are not required for planning applications that are in accordance with an up-to-date development plan.

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

Policy Background

Government policy or guidance:

- National Planning Policy Framework - paragraph 86 and 89

Core Strategy and Development Plan 2015-2033

- VC1 SP9, VC2, VC3, VC4 and VC6

30. Transport Assessments & Statements, Travel Plans, Parking & Highways

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 your planning application. This information is used to assess the suitability of the development and to ensure it is in accordance with policy and other related guidance.

Where a new development is likely to have significant transportation implications, 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.

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 required (TP also required for North & South Tyneside)	TA & TP required
A1 - Food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	Gross Floor Area (GFA)	<250 sq.m	>250 sq.m <800 sq.m	>800 sq.m
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	<800 sq.m	>800 sq.m <1500 sq.m	>1500 sq.m
A2 - Financial & Professional	Financial services – banks, building societies and	GFA	<1000 sq.m	>1000 sq.m <2500 sq.m	>2500 sq.m

Land Use	Description of development	Size	Case by Case Analysis. Pre-application advice recommended	TS required (TP also required for North & South Tyneside)	TA & TP required
Services	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.				
A3 - Restaurants and Cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq.m	>300 sq.m <2500 sq.m	>2500 sq.m
A4 - Drinking Establishments	Use as a public house, wine-bar or other drinking establishment.	GFA	<300 sq.m	>300 sq.m <600 sq.m	>600 sq.m
A5 - Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq.m	>250 sq.m <500 sq.m	>500 sq.m
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	<1500 sq.m	>1500 sq.m <2500 sq.m	>2500 sq.m
B2 - General industrial	General industry (other than classified as in B1). The former 'special industrial' use classes, B3 – B7, are now all encompassed in B2.	GFA	<2500 sq.m	>2500 sq.m <4000 sq.m	>4000 sq.m
B8 - Storage or Distribution	Storage or distribution centres – wholesale warehouses,	GFA	<3000 sq.m	>3000 sq.m <5000 sq.m	>5000 sq.m

Land Use	Description of development	Size	Case by Case Analysis. Pre-application advice recommended	TS required (TP also required for North & South Tyneside)	TA & TP required
	distribution centres and repositories.				
C1 - Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedrooms	<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 hostels	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
C4 - Houses in Multiple Occupation	Dwellings occupied by between 3-6 unrelated individuals who share basic amenities (such as student lets and small bedsits).	Refer to LPA	Refer to LPA	Refer to LPA	Refer to LPA

Land Use	Description of development	Size	Case by Case Analysis. Pre-application advice recommended	TS required (TP also required for North & South Tyneside)	TA & TP required
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	<500 sq.m	>500 sq.m <1000 sq.m	>1000 sq.m
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	<500 sq.m	>500 sq.m <1500 sq.m	>1500 sq.m
Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, 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.	Refer to LPA	Refer to LPA	Refer to LPA	Refer to LPA

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 TS, TA, TP 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 LPA, 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;
- be in a location within or adjacent to an Air Quality Management Area (AQMA) as referred to in the Local Transport Plan.

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 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 **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 **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 objective's, 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 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.

Applications for those changes of use to apartments and HMOs 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.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 9 Promoting sustainable transport
- Department for Transport – Guidance on Transport Assessments
- Good Practice Guidelines, Delivering Travel Plans through the planning system

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- ST1, ST2 and ST3

Unitary Development Plan:

- Policies T21

Area specific requirements and further information:

- Tyne & Wear Local Transport Plan
- English partnership: Car Parking - What works where

31. Tree Survey and/or Statement of Arboricultural Implications of Development

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 roof 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 (TCP), Arboricultural Implications Assessment (AIA) and where appropriate an Arboricultural Method Statement (AMS) with a Tree Protection Plan.

Policy Background

Government policy or guidance:

Core Strategy and Development Plan 2015-2033

- NE3

Area specific requirements and further information:

- Paragraph 4.1.3 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.

32. 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 is proposed where is an existing residential property directly adjoining, 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. And also:

Elevation drawing showing location and size

External appearance

Technical specification

Predicted noise and odour levels

Background noise levels

Noise and odour mitigation measures

Policy Background

Government policy or guidance:

- National Planning Policy Framework
- 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-exhaustpb10527/>
- Local Exhaust Ventilation (LEV) workplace fume and dust extraction (Health and Safety Executive) <http://www.hse.gov.uk/lev/> BS 4142 2014

Core Strategy and Development Plan 2015-2033

- HS2

Area specific requirements and further information:

33 Sunlight/Daylight/Microclimate Assessment

When is this required?

- a) When a proposed development is in close proximity to the windows of habitable rooms of an existing residential development and is likely to significantly affect the sunlight and/or daylight levels to those windows;
- b) When a proposed residential development, because of its proximity to either existing buildings or other proposed buildings within the development, is likely to receive low levels of sunlight and/or daylight to habitable rooms;
- c) When the scale and form of a development is likely to result in significant shadowing impacts upon neighbouring properties or land;
- d) When the scale of the development proposed would result in micro-climatic conditions that could result in wind levels affecting pedestrian and vehicle movement outside of the building.

Please note that these requirements will normally only apply when developments propose buildings in close proximity to each other or where tall buildings are proposed. You should seek advice from your Local Planning Authority in advance, normally through the pre-application process, as to when these studies will be a validation requirement. These assessments may also form part of a Design and Access Statement (see section 8).

What information is required?

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 2nd edition. Daylight, vertical sky component, sunlight availability, average daylight factor and shadow studies should be undertaken and assessed against the criteria set out in the BRE document.

Wind tunnel modelling will be required to assess the impact of new development will have on a local wind environment and any consequential effects on pedestrian comfort and safety.

Policy Background

Core Strategy and Development Plan 2015-2033

- BH2

Development Plan:

- N/A

Area specific requirements and further information

<http://www.brebookshop.com/samples/326792.pdf>

<http://www.right-of-light.co.uk/bre.htm>

34 Health Impact Assessment

- Residential Developments of 100 dwellings or more and student accommodation of 100 bedspaces or more.
- Any other form of development which has the potential to have a significant impact on health

Core Strategy and Development Plan 2015-2033

SP7

35 Accessible Homes (from 1 April 2021)

Submit statement demonstrating that at least 10% of dwellings will be built to M4(2) Building Regulation Standards.

Site layout plan to clearly distinguish which buildings are built to this standard.

Core Strategy and Development Plan 2015-2033

H1

36 Employment use (B use class) outside of designated employment areas

Where B use class development is proposed on a site not currently designated as a Primary or Key Employment Area, a sequential assessment will be required to demonstrate that the development could not be accommodated on designated employment land.

Core Strategy and Development Plan 2015-2033

EG4

37. Nationally Described Space Standards (from 1 April 2021)

Statement demonstrating how all the dwellings met the Nationally Described Space Standards

Core Strategy and Development Plan 2015-2033

BH1

38. Settlement Break/Open Countryside

Development will not normally be resisted within Settlement Breaks and Open Countryside. Where development is proposed in a Settlement Break or Open Countryside, a statement should be submitted which shows compliance with the policy criteria or justifies the development.

Policy links – NE7 and NE8

Agricultural Land Assessment

Major development proposals that would involve the loss of agricultural land may require an agricultural land assessment to be undertaken to assess the quality of the land to be lost.

Core Strategy and Development Plan 2015-2033

NE12

39 Social Values

In simple terms, social value refers to the benefits that an organisation can deliver to society through its activities and supply chain, and is defined within the Public Services (Social Value) Act 2012 which was introduced by the then Coalition Government

The Act requires public authorities to consider, “how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area”.

Sunderland City Council is currently working with the National Social Value Task Force chaired by the Local Government Association and supported by Cabinet Office and Crown Commercial Services to consider how social value can be embedded into the planning process to unlock more value for our communities.

All major development **should submit a statement demonstrating** the social values, this requires increasing consideration of how development can unlock social, economic and environmental benefits for different groups of society.

Link to Sunderland City Council's website

[Increasing social value through procurement and wider activity - Sunderland City Council](#)

40 Lighting Assessment

When is this required?

Required for any development that includes a detailed lighting scheme such as flood lighting, area lighting or security lighting for example in car parks, sports centres, schools and warehousing and where lighting could impact upon a sensitive area, such as residential areas.

What information is required?

The Lighting Impact Assessment should be undertaken by a suitably qualified and competent person/organisation and should include:

- The type of light fixing (e.g. wall mounted or free-standing columns, lantern wattage and manufacturer)
- The level of illumination and spread including light spill and sky glow ratios. Predicted luminance on neighbouring land must be clearly shown in relation to surrounding premises, especially where it affects residential living conditions.
- A site layout indicating the location of lighting units and a lux contour map
- Measures to reduce lateral or upwards pollution
- A statement of the proposed hours of usage.

Policy Background

National Planning Policy Framework

Paragraph 174 and 185

Core Strategy and Development Plan 2015-2033

- HS2

Area specific requirements and further information

<https://www.gov.uk/guidance/light-pollution>

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

Appendix 2

The Validation Checklists

Checklist 1: Full Applications

**Checklist 2: Outline Applications & Reserved Matters
Submissions**

Checklist 3: Listed Building & Conservation Area Consent

Checklist 4: Advertisement Consent

Checklist 5: Householder Applications

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	Submitted
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Site Plan	See Note 3	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	See Note 4	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	See Note 6	Yes / No	Yes / No
Summary of Application documents, if information exceeds 100 pages	See Note 7	See Note 7	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 8	See Note 8	Yes	Yes / No
Fire Statement	See Note 9	See Note 9	Yes	Yes / No

Tyne and Wear Requirements				
Application Plans	See Note 10	See Note 10	Yes / No	Yes / No
Affordable Housing Statement	See Note 11	See Note 11	Yes / No	Yes / No
Air Quality Assessment	See Note 12	See Note 12	Yes / No	Yes / No
Archaeological Assessments	See Note 13	No	Yes / No	Yes / No
Coal Mining Risk Assessment	See Note 14	See Note 14	Yes / No	Yes / No
Biodiversity Net Gain (BNG)	See Note 15	See Note 15	Yes / No	Yes / No

Ecological Survey Assessment and Mitigation Report & Protected Species Survey				
Flood Risk Assessment	See Note 16	See Note 16	Yes / No	Yes / No
Heritage Statement	See Note 17	See Note 17	Yes / No	Yes / No
Land Contamination Assessment	See Note 18	No	Yes / No	Yes / No
Landscaping Details	See Note 19	No	Yes / No	Yes / No
Marketing Information	See Note 20	See Note 20	Yes / No	Yes / No
Noise Assessment	See Note 21	See Note 21	Yes / No	Yes / No
Open Space Assessment	See Note 22	No	Yes / No	Yes / No
Planning Obligations – Draft Head of Terms	See Note 23	See Note 23	Yes / No	Yes / No
Planning Statement	See Note 24	See Note 24	Yes / No	Yes / No
Statement of Community Involvement	See Note 25	See Note 25	Yes / No	Yes / No
Structural Survey	See Note 26	See Note 26	Yes / No	Yes / No
Sustainability Statement	See Note 27	See Note 27	Yes / No	Yes / No
Telecommunications Development	See Note 28	See Note 28	Yes / No	Yes / No
Town Centre Use Assessment	See Note 29	See Note 29	Yes / No	Yes / No
Transport Assessments & Statements, Travel Plans, Parking and Highways	See Note 30	See Note 30	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 31	See Note 31	Yes / No	Yes / No
Ventilation / Extraction Details	See Note 32	See Note 32	Yes / No	Yes / No
Daylight and Sunlight Assessment	See Note 33	See Note 33	Yes / No	Yes / No
Health Impact Assessment	See Note 34	See Note 34	Yes / No	Yes / No
Accessible Homes	See Note 35	See Note 35	Yes / No	Yes / No

Employment use outside of designated employment areas	See Note 36	See Note 36	Yes / No	Yes / No
Nationally Described Space Standards	See Note 37	See Note 37	Yes / No	Yes / No
Settlement Break/Open Countryside	See Note 38	See Note 38	Yes / No	Yes / No
Social Values	See Note 39	See Note 39	Yes / No	Yes / No
Lighting Assessment	See Note 40	See Note 40	Yes / No	Yes / No

Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Checklist 2: Outline Applications & Reserved Matters Submissions

Validation Requirements	Outline Application	Reserved Matters Application	Required	Submitted
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Site Plan	See Note 3	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	See Note 4	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	See Note 6	Yes / No	Yes / No
Summary of Application documents, if information exceeds 100 pages	See Note 7	See Note 7	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 8	See Note 8	Yes	Yes / No
Fire Statement	See Note 9	See Note 9	Yes	Yes / No

Tyne and Wear Requirements				
Application Plans	See Note 10	See Note 10	Yes / No	Yes / No
Affordable Housing Statement	See Note 11	See Note 10	Yes / No	Yes / No
Air Quality Assessment	See Note 12	See Note 12	Yes / No	Yes / No
Archaeological Assessments	See Note 13	See Note 13	Yes / No	Yes / No
Coal Mining Risk Assessment	See Note 14	See Note 14	Yes / No	Yes / No
Biodiversity Net Gain (BNG) Ecological Survey Assessment and Mitigation Report & Protected Species Survey	See Note 15	See Note 15	Yes / No	Yes / No
Flood Risk Assessment	See Note 16	See Note 16	Yes / No	Yes / No

Heritage Statement	See Note 17	See Note 17	Yes / No	Yes / No
Land Contamination Assessment	See Note 18	See Note 17	Yes / No	Yes / No
Landscaping Details	See Note 19	See Note 19	Yes / No	Yes / No
Marketing Information	See Note 20	See Note 20	Yes / No	Yes / No
Noise Assessment	See Note 21	See Note 21	Yes / No	Yes / No
Open Space Assessment	See Note 22	See Note 22	Yes / No	Yes / No
Planning Obligations – Draft Head of Terms	See Note 23	See Note 23	Yes / No	Yes / No
Planning Statement	See Note 24	See Note 24	Yes / No	Yes / No
Statement of Community Involvement	See Note 25	See Note 25	Yes / No	Yes / No
Structural Survey	See Note 26	See Note 26	Yes / No	Yes / No
Sustainability Statement	See Note 27	See Note 27	Yes / No	Yes / No
Telecommunications Development	See Note 28	See Note 28	Yes / No	Yes / No
Town Centre Use Assessment	See Note 29	See Note 29	Yes / No	Yes / No
Transport Assessments & Statements, Travel Plans, Parking and Highways	See Note 30	See Note 30	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 31	See Note 31	Yes / No	Yes / No
Ventilation / Extraction Details	See Note 32	See Note 32	Yes / No	Yes / No
Daylight and Sunlight Assessment	See Note 33	See Note 33	Yes / No	Yes / No
Health Impact Assessment	See Note 34	See Note 34	Yes / No	Yes / No
Accessible Homes	See Note 35	See Note 35	Yes / No	Yes / No
Employment use outside of designated employment areas	See Note 36	See Note 36	Yes / No	Yes / No
Nationally Described Space Standards	See Note 37	See Note 37	Yes / No	Yes / No

Settlement Break/Open Countryside	See Note 38	See Note 38	Yes / No	Yes / No
Social Values	See Note 39	See Note 39	Yes / No	Yes / No
Lighting Assessment	See Note 40	See Note 40	Yes / No	Yes / No

Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Footnotes

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:-

- **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 points** – 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.

RESERVED MATTER APPLICATIONS

Reserved matters are defined by the government as follows:-

- **Layout** – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – 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.

- **Access** – 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.
- **Landscaping** – 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.

(N.B. For applications for approval of reserved matters pursuant to outline permissions where the outline application was submitted prior to 10 August 2006, the relevant reserved matters are siting, design, external appearance, means of access and the landscaping of the site.)

Checklist 3: Listed Building & Conservation Area Consent

Validation Requirements	Listed Building Consent	Conservation Area Consent	Required	Submitted
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Site Plan	See Note 3	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	See Note 4	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	See Note 6	Yes / No	Yes / No
Summary of Application documents, if information exceeds 100 pages	See Note 7	See Note 7	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 8	See Note 8	Yes	Yes / No

Tyne and Wear Requirements				
Application Plans	See Note 10	See Note 10	Yes	Yes / No
Archaeological Assessments	See Note 13 May be required please ask before submission	See Note 13 May be required please ask before submission	Yes / No	Yes / No
Heritage Statement	See Note 17	See Note 17	Yes / No	Yes / No
Planning Statement	See Note 23	See Note 23 May be required please ask before submission	Yes / No	Yes / No
Structural Survey	See Note 26 May be required please ask before submission	See Note 26 May be required please ask before submission	Yes / No	Yes / No

Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 31	See Note 31	Yes / No	Yes / No
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Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Checklist 4: Advertisement Consent

Validation Requirements	Advertisement Consent	Required	Submitted
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National Requirements			
Completed planning application form	See Note 1	Yes	Yes / No
Location plan	See Note 2	Yes	Yes / No
Appropriate fee	See Note 6	Yes / No	Yes / No

Tyne and Wear Requirements			
Application Plans	See Note 10	Yes	Yes / No

Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Checklist 5: Householder Applications

Validation Requirements	Householder Applications	Required	Submitted
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National Requirements			
Completed planning application form	See Note 1	Yes	Yes / No
Location plan	See Note 2	Yes	Yes / No
Site Plan	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 8	Yes	Yes / No

Tyne and Wear Requirements			
Application Plans	See Note 10	Yes	Yes / No
Archaeological Assessments	See Note 13	Yes / No	Yes / No
Ecological Survey Assessment and Mitigation Report & Protected Species Survey	See Note 15	Yes / No	Yes / No
Flood Risk Assessment	See Note 16	Yes / No	Yes / No
Noise Assessment	See Note 21	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 31	Yes / No	Yes / No

Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Please be aware that the householder checklist does not apply to the temporary provisions introduced by the Government in relation to larger single-storey rear extensions, of between four and eight metres for detached houses and between three and six metres for all other houses, which are subject to simplified application to be made under the Neighbour Consultation Scheme. To find out more about this process and how to apply go to:

https://www.planningportal.co.uk/info/200130/common_projects/17/extensions#ncs