Wealden District Council

Planning Validation Guide

A guide to submitting applications

National and Local List of Planning Application Requirements

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Wealden
District Council

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Section 1: Introduction and Background

Scope / Aim

1.1 The aim of this document is to provide the necessary information required to submit a valid planning application and enable Wealden District Council, the Local Planning Authority (LPA), to provide an efficient and effective registration and validation service.

1.2 It is intended to benefit all customers of the Planning and Development Service by:

- Increasing the awareness of the type of information required to ensure an application is accepted;
- Promoting the use of pre-application discussions and advice;
- Speeding up the registration process;
- Ensuring consistency in the approach taken by Wealden District Council;
- Increasing the use of electronic delivery;
- Minimising the submission of additional information;
- Avoiding delays during the planning process;
- Enabling Wealden District Council to provide applicants with certainty as to the information required.

Introduction

1.3 Wealden District Council wants to make informed decisions on planning applications and to do this, the Council needs to ensure they have all of the correct and relevant information.

1.4 The Local List of Planning Requirements sets out the documents that must be submitted to Wealden District Council as part of your planning application. Please note that you will still need to also submit the relevant documents and forms that are contained within the National List of Planning Requirements.

1.5 These requirements have been prepared having regard to Article 11 of the Town and Country Planning (General Management Procedure) Order 2015 and Section 6 of the Growth and Infrastructure Act 2013 which amends Section 62 of the Town and Country Planning Act 1990, to the effect that, in particular, any requirement for information must be:

- reasonable having regard, in particular, to the nature and scale of the proposed development, and
- a matter that is reasonable to think will be a material consideration in the determination of the application.

Therefore, all applications received by Wealden District Council will be considered on their own merits.

1.6 The Local List of Planning Requirements has also been produced in accordance with Planning Practice Guidance and paragraph 44 of the National Planning Policy Framework (NPPF). Paragraph 44 of the NPPF states that local planning authorities should publish a list of their information requirements for applications, which should be kept to the minimum needed to make decisions and should be reviewed at least every two years.

1.7 The Validation Checklist included within this document is designed to help ensure that your application is valid when we receive it from you.

Data protection & the internet

1.8 The information provided on your application form and in the supporting documents will, in nearly all cases, be made public because it will be viewable on our website. Given this, if you supply personal information belonging to a third party, please ensure you have their permission to do so.

Personal and confidential information

1.9 All information submitted in supporting documents and personal statements may be published on the Council's website. The Council aims to redact sensitive and personal information (i.e. signatures, vehicle number plates and private phone numbers (business numbers are not redacted)) before publishing these documents on the Council's website. However, if any statement contains personal or confidential information that you do not want to be put on the Council's website, you should inform the Council when submitting your application. Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations 2016 (GDPR) and the Data Protection Act 2018 (DPA), this information should be submitted in a separate document and marked as 'confidential'. Furthermore, you should not cross-reference the sensitive and personal data in other documents that will be made public.

The validation process

1.10 Only valid applications will be progressed toward a decision. "Valid" means that all the information specified by us in order to determine your application is, from the outset, provided in full. If relevant information or the correct fee is missing, we will not be able to start determining your application and there will be a delay in deciding your application until the appropriate fee and required information is received.

1.11 There are different types of application and some types require more detailed information than others. All information needs to be accurate and some information can be complex and technical. It is required so that all people with an interest in the outcome of your application can accurately assess what the impacts of your planned development will be. For example, neighbours to your site may be interested in the potential impact on them from noise or additional traffic.

1.12 You may need to appoint a planner, an architect, surveyor or specialist consultant to prepare information to support your application and in order to make it valid; for example, to undertake an ecology survey and prepare a report.

1.13 We want to make the planning process as clear as possible and the Checklist included within this document confirms what information is required for different types of applications.

1.14 Upon receipt of your application, we will cross-check the information submitted against the national list of planning requirements, together with the local list of planning requirements, as set out in this document. If all of the required information is included, your application will be classed as ‘’valid’’ and it will then progress towards a decision.

1.15 If when we receive your application we consider that it is lacking information, it will be held as ‘invalid’ and it will not start to progress towards a decision until the necessary information is received.

Invalid planning applications

1.16 If your planning application does not meet the validation requirements, the application will be made ‘invalid’. The Council will contact you requesting any missing information that is required to make the application valid. The requested information must be provided within the timeframe specified (usually 28 days). It may be possible to agree to a longer period if there are exceptional circumstances, for example the need to carry out a habitat survey at a certain time of the year.

1.17 If **all** of the information is not received and the application cannot be validated by the date specified, the application will be disposed of and no further action in respect of it will be taken. In disposing of the application, the Council will ensure that any fee which has been made will be fully refunded. Where an application is initially considered to be valid but it is later discovered to be invalid, it will be ‘put on hold’ until the required information has been submitted. On receipt of the outstanding information, the determination period for the application will be restarted. This procedure is set out in Article 11(5) of the Town and Country Planning (Development Management Procedure) Order 2015.

Disputes over information submitted and rights of appeal

1.18 Where an item specified in either the national or local validation list is required but is not provided with an application, the application will not initially be registered as valid. However, if you believe a particular piece of information is unnecessary for your application, you should provide a short explanation to accompany your application which clearly sets out your reasoning for omitting the information. If the Council maintains that the information is necessary, then the application will not be registered as valid. In the case of a dispute as to the information requested by the local planning authority, there is a right of appeal on the basis of non-determination of the application after the relevant statutory time period. This procedure is set out in Article 12 of the Town and Country Planning (Development Management Procedure) Order 2015.

Common reasons for delays at validation stage

Reason	Remedy
An absence of the supporting documents as specified in the validation criteria section of this document.	Check the national and local validation requirements within this document to see what supporting information needs to be submitted with your application.
Supporting documents that omit information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning documents.	Within the local validation requirements set out in this document, there are sections in the table called 'Guidance on what information is required'. This will provide you with useful references about the level of information required.
Drawings with insufficient detail as specified in the guidance notes or containing inconsistencies.	Refer to the local validation requirements below to make sure that the right level of information is submitted and cross-reference your drawings before submitting to ensure consistency in the submission.
One or more plans are missing.	If submitting plans through the Planning Portal you should be able to view a list of all plans/documents you are about to submit. You should check this list against your records before you submit. If providing paper copies, you may find it useful to provide a covering letter with a schedule of plans to assist you in identifying any omissions prior to submission.
Incorrect use of the householder application form submitted.	The householder application should only be used for works to a domestic dwelling, such as extensions, loft conversions, conservatories, dormer windows, new or altered access, garages and outbuildings, garden fences or walls and satellite dishes. A householder application form should not be submitted for change of use of land nor can it be used for the erection of a new dwelling. The appropriate form to use is the application form seeking full planning permission.
An incorrect description of the development.	Check that the description that you detail on the application form covers all elements of the proposal.
Inconsistencies between elevations and floor plans.	Ensure that you cross-reference elevations and floor plans before submission. Amended plans will be required if there are inconsistencies between elevations and floor plans because it needs to be clear what is being applied for so that the impacts can be properly assessed.
An incorrect Certificate of Ownership because plans show that building works will encroach onto the neighbouring property or onto a highway. *Encroachment can mean footings, guttering, overhanging eaves, crossing a public footpath.*	If there is any encroachment outside of your site boundary then you should **not** sign Certificate 'A'. The applicable certificate will be dependent upon circumstances but alternatives will require you to either serve notice on the landowner that you are encroaching on, or advertise your proposal in the press if it is not possible to identify the landowner. This should occur prior to the submission of your application and confirmation provided that this has been undertaken. The application forms provide further details.
Incorrect fees enclosed.	Fees for the processing of applications are set nationally. You will find a link to them here. Applicants should be aware that when they are submitting an application for multiple uses (for example, Use Classes B1, B2 & B8), the fee shall be calculated in accordance with the 2012 Regulations (para 10, Part 1, Schedule 1) : *(2) Calculations shall be made in accordance with this Schedule of the fee that would be payable in respect of an application for planning permission, permission in principle or approval of reserved matters (as the case may be), if made in respect of each of the alternative proposals, and the fee payable in respect of the application shall be the sum of—* *(a) an amount equal to the highest of the amounts calculated in respect of each of the alternative proposals; and* *(b) an amount calculated by adding together the amounts appropriate to all of the alternative proposals, other than the amount referred to in subparagraph (a), and dividing that total by the figure of 2.*

Pre-application discussions

1.19 We strongly encourage you to discuss your plans with us before submitting a formal application. This can save you both time and money and ensure that your application has the best chance of success because we can agree with you the issues relevant to the consideration of your application and the information required to make it valid at the outset, thereby avoiding delays in a decision. It is useful to include details of any pre-application advice you have had with us on the application form within the relevant section.

1.20 Full details of our pre-planning application advice protocol (including charges) can be found here.

Online and electronic submissions

1.21 We would prefer to receive your application electronically via the Planning Portal. The following notes should assist you when submitting your application in this way. Following the guidelines will enable us to process your application and publish it more quickly. Please structure your electronic submission in the following way:

- No individual file should be greater than 10MB;
- Large documents should be broken down into manageable files, e.g. in chapters and sections;
- It is important that the naming structure explains the document and chapter (if applicable) in plain English;
- All major dimensions must be specified on drawings. This is necessary for the assessment of drawings. Drawings should include a scale and calibration scale; and,
- Drawings should be orientated so they appear correctly when viewed on screen (i.e. North at the top of the screen).

Section 2: Validation Criteria

National List of Planning Requirements

2.1 The national list of planning requirements below sets out the documents that will be required to be submitted to Wealden District Council as part of your planning application. Please note that you will still need to also submit the relevant documents and forms that are contained within the Local List of Planning Requirements.

2.2 You can find out more information about the planning process here

Information Required	Description
Standard Application Form	In most cases an application must be submitted using the appropriate form and include the particulars specified or referred to in the form. The standard application forms for the relevant proposal can be accessed directly through the Planning Portal or via our website here
Ownership Certificates and Notices	The certificates form part of the standard application form and must be completed. The certificate provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required. An **'owner'** is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner. An **'agricultural tenant'** is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Ownership Certificates and Notices cont...	Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Which ownership certificate should be signed? **Certificate A – Sole Ownership and no agricultural tenants** This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants. **Certificate B – Shared Ownership (All other owners/agricultural tenants known)** This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants. **Certificate C – Shared Ownership (Some other owners/agricultural tenants known)** This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants. **Certificate D – Shared Ownership (None of the other owners/agricultural tenants known)** This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the other owners and/or agricultural tenants. Which notice should be served? **Notice 1 (notice under Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015)** This should be printed and served on individuals if Certificate B or C is completed. **Notice 2 (notice under Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015)** This should be printed and published in a local newspaper if Certificates C or D are completed. **<u>NOTE:</u>** If the proposed works cross or impact on the Highway and the Highway is a County Highway you are required to serve Notice 1 on the owner of the land between the front boundary of the site and the metal of the carriageway of the adjoining highway, i.e. Director of Property Services, East Sussex County Council, PO Box 5, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE, then kindly complete and return Certificate B.

Agricultural Land Declaration	This forms part of the standard application form. 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. **NOTE:** An **'agricultural tenant'** is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.
The Correct Fee	Planning Applications incur a fee. Information can be found via the fee calculator here or on the Council's website here There is no fee payable for applications for Listed Building Consent.

Design and Access Statement	**PLANNING APPLICATIONS**
	A Design and Access Statement is required for certain types of planning applications.
	• Applications for major development, as defined in Article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;
	• Applications for development in a designated area, where the proposed development consists of:
	  • one or more dwellings; or
	  • a building or buildings with a floor space of 100 square metres or more.
	• Applications for listed building consent.
	
	For the purposes of Design and Access Statements, a designated area means a World Heritage Site or a Conservation Area.
	
	Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement.
	
	Design and Access Statements must:
	(a) explain the design principles and concepts that have been applied to the proposed development; and
	(b) demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.
	
	A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.
	
	Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

Design and Access Statement cont…	**LISTED BUILDING CONSENT APPLICATIONS** Design and Access Statements are required for all applications for listed building consent. Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works and how they have taken account of: (a) the special architectural or historic importance of the building; (b) the particular physical features of the building that justify its designation as a listed building; and (c) the building's setting. Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above. Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed. **Where a planning application is submitted in parallel with an application for listed building consent, do two Design and Access Statements need to be provided?** Where a planning application is submitted in parallel with an application for listed building consent, a single, combined Design and Access Statement should address the requirements of both. The combined Statement should address the elements required in relation to a planning application and the additional requirements in relation to listed building consent.

Site Location Plan	A ‘site location plan’ is a plan that shows the application site in relation to the surrounding area. The scale should typically be 1:1250 or 1:2500, and wherever possible the plan should be scaled to fit onto A4 or A3 size paper. • The location plan should be based on an up-to-date map and have the direction of North identified. • 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. (In more remote rural areas it may be necessary to identify the site with a Grid Reference if roads cannot be indicated). • The application site should be edged clearly with a solid red line. • The application site should include **ALL** land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings and any land associated with outfall drainage ie: ditches, pipes or headwall (an engineering operation)). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
Additional Plans	‘Additional plans’ are other plans, drawings and information necessary to describe the development which is the subject of the application. The amount of information required will be proportionate to the development proposed. Any plans or drawings must be drawn to an identified scale and, in the case of plans, must show the direction of North. Each application is assessed individually; however as a guide, the additional plans required may include: • Block Plan • Elevations • Floor Plans • Joinery Details • Roof Plans • Section Plans • Site Levels • Street Scenes The table below offers further guidance on additional plans

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' An applicant can choose to submit details of any of the reserved matters (Access, Appearance, Landscaping, Layout or Scale) as part of an outline application. The level of information/documents required for outline planning permission will depend on whether the applicant wishes for any of the reserved matters to be considered. In submitting an outline planning application please check both the National and Local validation lists. **IMPORTANT:** Unless the applicant has indicated that those details are submitted "for illustrative purposes only" (or has otherwise indicated that they are not formally part of the application), the local planning authority must treat them as part of the development in respect of which the application is being made; the local planning authority cannot reserve that matter by condition for subsequent approval. Under Article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must indicate the area or areas where access points to the development will be situated, even if access has been reserved.

FURTHER GUIDANCE ON ADDITIONAL PLANS

2.3 **IMPORTANT:** All plans must be accurately drawn to an identified scale, showing a metric scale bar, the paper size to which this relates and be clearly numbered/referenced. This requirement forms part of the Local List of validation criteria. For further information please see the relevant section below on Accuracy of drawings/plans submitted

Block Plan	Most applications should include an existing block plan and a proposed block plan. A 'block plan' also sometimes referred to as a 'site layout plan' shows the proposed development in relation to the site boundaries and any other existing building on site. The scale should typically be 1:500 or 1:200. The block plan should have the direction of North identified and should also include the following (unless they would NOT influence or be affected by the proposed development): • All buildings, roads and footpaths on land adjoining the site including access arrangements; • All public rights of way crossing or adjoining the site; (**NOTE: if the proposal is seeking to divert a public right of way the existing and proposed route should be shown on the submitted plan)** • The position of all trees on the site, and those on adjoining land; • The extent and type of any hard surfacing; • The boundary treatment including walls or fencing where this is proposed. • If the site area is edged in red this must match the Site Location Plan
Elevations (existing and proposed)	In most cases, two separate sets of elevation drawings will be required, existing elevations showing the building as it is now and proposed elevations showing how the building will look, after the works have been carried out. Elevations should normally be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what already exists. All sides of the proposal must be shown, including blank elevations. Elevations should indicate the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property. The details shown on the elevations (location of windows/doors/etc must match the details shown on the floor plans (existing and proposed)

Floor Plans (existing and proposed)	In most cases, two separate sets of floor plans will be required: existing floor plans showing the building as it is now and proposed floor plans showing how the building will look, after the works have been carried out. Floor plans should normally be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail, showing the layout of the building (to include showing the location of all door and window openings). Where existing buildings or walls are to be demolished, these should be clearly shown. The drawings submitted should show details of the existing buildings as well as the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). Where an application relates to change of use involving physical changes internally, the floor plans should show the existing use(s) and the extent and nature of the proposed change of use.
Joinery Details (existing and proposed)	These plans are most likely to be required for works to Listed Buildings but may be required for other development. The plans are more detailed drawings of specific elements such as windows, doors or features. The plans should be accurately drawn (normally at a larger scale of 1:10, 1:5 or 1:1) and comply with the following standards: • Show a scale bar or a measured dimension; • Proposed joinery section for windows and doors should include the wall in which they are mounted to show the depth of reveal; • Details of the proposed materials; • Repairs schedules/specifications where such work is proposed. **Windows** • Cross-sections and elevation drawings of existing and proposed frames, glazing bars and cills; • Location of existing and proposed windows within the reveals; • Manufacturer's details can also be provided. **Doors** • Cross-sections and elevation drawings of existing and proposed doors; • Manufacturer's details can also be provided.

Roof Plans (existing and proposed)	Roof plans are required for any proposed alteration to an existing roof (including installation of rooflights or dormers), or for any new development proposing a complex or unusual roof structure. A roof plan is a birds-eye view of the roof of the building, which should contain clear labelling showing the direction of the roof slopes. The drawing should include details of the roofing material proposed and locations of any equipment to be installed on the roof.
Section Plans (existing and proposed)	A section is a “cut through” of the site often to show ground and floor levels. Full information should be submitted to demonstrate how any new building(s) will relate in scale, height and situation to neighbouring development, both on the site and outside it. This should normally be in the form of cross-sections and/or long sections drawn at a scale of 1:100 or 1:200 to show the proposal in context with adjoining or adjacent buildings.
Site Levels (existing and proposed) **and/or** **Floor Levels** (existing and proposed)	Where a proposal involves a significant change in ground levels, illustrative drawings should normally be submitted to show both existing and finished levels. Full information should be submitted to demonstrate how proposed development relates to existing ground levels. This may take the form of contours, spot levels or cross-sections as appropriate to fully illustrate the proposal. For proposals involving new buildings, the drawings should show the existing site levels and finished floor levels related to a fixed datum point. For householder development this information may be evident from the elevations. On sloping sites it will be necessary to show how proposals relate to existing ground levels and how the proposal sits within the site, and the levels between the existing and proposed buildings. For all other development which involves a change in levels, e.g. excavations for ponds, lakes or swimming pools, or hard-standings, accesses, maneges, tennis courts, or for new estate roads, the drawings should show sufficient information to show the extent of excavation, the depositing of spoil, and the existing and finished levels.
Street Scenes (existing and proposed)	A plan showing the street scene is similar to elevations as described above, however this drawing should show the view of the entire street (or a section of the street). These type of plans will be required for major residential development.

Local List of Planning Requirements

2.4 The Local Validation List **DOES NOT** apply to the following types of application:

- Non-material amendments;
- Approval under conditions;
- Advertisement consents;
- Lawful Development Certificates;
- Prior Approval Notifications; and
- Consent for works to a tree with tree preservation order.

If the type of application you are wishing to submit is not included in the list above the validation requirements in the **National** and **Local** lists **WILL** apply.

Accuracy of drawings/plans

2.5 There is no obligation for an applicant to employ a professional agent. However, this will often be desirable, as where technical drawings are required it will only be possible to register and consider applications accompanied by relevant plans that are clearly drawn and scaled. In this respect, all submitted plans must be understandable for members of the public viewing a planning application and, as a planning permission is a legal document, the plans must clearly relate to the described proposal.

2.6 For an application to be valid **ALL** plans must:

- Indicate the direction of north;
- Include a linear scale bar;
- Be drawn to an identified standard metric scale or, in exceptional circumstances and when considered appropriate, must show all major dimensions, including distance from boundaries or key features;
- Indicate the paper size to which the scale relates (preferably printable on A4 or A3);
- Have a unique drawing reference number and title (when a plan is revised, a revision number should also be shown); and
- Must be suitable for scanning and display electronically.

2.7 The Local Validation List applies to applications seeking planning permission and listed building consent (for the purposes of the Local Validation List the definition and criteria for major development is as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015).

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Aerodrome Safeguarding Statement	The NPPF defines general aviation airfields as "licenced or unlicensed aerodromes with hard or grass runways, often with extensive areas of open land related to aviation activity". Town and Country Planning (safeguarded aerodromes, technical sites and military explosives storage areas) Direction 2002: Annexe 2: Arrangements for safeguarding of aerodromes, technical sites and military explosives storage areas international and national aviation background. **Details here**	The submission of an Aerodrome Safeguarding Statement will be required for the following development: • For wind turbines within a 30km radius of an aerodrome; • Where the height of any structure (permanent or temporary) exceeds the aerodrome safeguarding zone thresholds; • Likely to produce smoke or dust in an aerodrome safeguarding area; • That impacts upon the integrity of radar and other electronic aids to air navigation by reflection and refraction of signals; • Where the proposal may obscure or diminish the effect of existing safety lighting, install similar lighting which may cause confusion or contains lighting or materials that may dazzle pilot; and • Has the potential to increase hazardous bird species or numbers within 13km of any licensed aerodrome.	**NOTE:** 'Aerodrome' means any area of land or water designed, equipped, set apart, commonly used or in prospective use for affording facilities for the landing and departure of aircraft and includes any area of space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart for affording facilities for the landing or departure of aircraft capable of descending or climbing vertically, particulars of which have been furnished by the First Secretary of State, the National Assembly for Wales, the Civil Aviation Authority or the Secretary of State for Defence to the local planning authority or authorities for the area in which it is situated. The statement should demonstrate: • How the proposal does not constitute a hazard to air traffic, with or without mitigation; and • That the individual airport operators and operators of licensed aerodromes have been contacted and are content with the proposals and mitigation measures proposed. A statement confirming that the Ministry of Defence (MoD), Civil Aviation Authority (CAA) and National Air Traffic Services (NATS) have been consulted and have raised no objections.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Affordable Housing Statement **NOTE**: The NPPF defines affordable housing as "housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers)".	The NPPF: Section 5 (Delivering a sufficient supply of homes). National Planning Practice Guidance: Housing needs of different groups – Affordable housing. **Details here** Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Wealden Local Plan 1998: Saved Policies HG5, HG11 and HG12. Affordable Housing Delivery Local Plan 2016.	The submission of an Affordable Housing Statement will be required for the following development: • Where a proposal is for 10 or more dwellings; or • 5 (net) + dwellings within AONB (as section 1571 of the Housing Act 1985 (**details here**) rural areas covers the AONB and those designated rural areas (**details here**)), or • where the proposal is an outline application on a site over 0.5 hectares, and it is not known how many homes will be provided on the site; or • where the site is 1 hectare or more, irrespective of the number of dwellings to be provided Affordable housing will be required at a level of 35% of the number of dwellings in any scheme, unless otherwise specified by local policies. In the vast majority of cases it will be clear whether or not, in principle, a development proposal should make a contribution to affordable housing, in accordance with the development plan policy, national policy and the guidance provided by this Statement. However, for a limited number of applications, such as those close to the 1,000sqm or the site area threshold, it would be extremely beneficial to both the Council and the applicant if the planning application made it expressly clear (with appropriate evidence as necessary) whether or not such a proposal, the applicant believes, was (or will lead to	The statement should include: • Number and mix of proposed residential units including numbers of habitable rooms or bedrooms and proposed number of occupants; • The habitable floorspace of the proposed units; • A plan demarcating the location of the units; • If different levels or types of affordability or tenure are proposed for different units, this should be clearly and fully explained; • Details of any Registered Social Landlords acting as partners in the development if this has been determined; and • If an existing building is being redeveloped, the statement should include the size in m^2 of the existing building and the size in m^2 of the proposed new development, including any remodelling of the existing building. • Viability Appraisal if non-compliant with policy.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Affordable Housing Statement cont…		reserved matters which will be) above or below such thresholds. **NOTE:** The Council is aware that Government is currently consulting on a change to national affordable housing thresholds. Should that change and the threshold be increased, we will adjust our practice accordingly. **Details here**	
Air Quality Assessment & Emissions Mitigation Assessment **NOTE:** Air Quality Management Areas are areas designated by local authorities because they are not likely to achieve national air quality objectives by the relevant deadlines.	The NPPF: Sections 9 (Promoting sustainable transport), and 15 (Conserving and enhancing the natural environment). National Planning Practice Guidance: Air quality **Details here** Wealden District Council air quality information. **Details here** Air quality and emissions mitigation guidance for Sussex 2020. **Details here** Sussex-air. **Details here** Department for Environment, Food and Rural Affairs: Air information resource. **Details here**	An Air Quality Assessment will be required when a proposal, whether residential, commercial or of another type, has the potential to cause significant levels of air pollution, odour or any potential air quality matters. The submission of an Air Quality Assessment and an Emissions Mitigation Assessment will be required where development proposals consist of the following: • Within, in close proximity to, or accessed through an Air Quality Management Area as defined by the local authority and indicated on the Department for Environment, Food and Rural Affairs' interactive map which can be found **here**; • In an area close to exceeding the Air Quality Objectives; • B8 storage and distribution use class with a floorspace of 500m^2 or more. This is included due to the transport-related movements usually associated with this use class; and	An Air Quality Assessment will be required when a proposal, whether residential, commercial or of another type, has the potential to cause significant levels of air pollution, odour or any potential air quality matters. All developments should follow the process contained within the document 'Air Quality and Emissions Mitigation Guidance for Sussex' **Details here** The aims are to avoid development causing new air pollution problems or exacerbating existing problems and to ensure appropriate mitigation is incorporated into developments at an early stage. A statement to demonstrate the guidance has been consulted should be provided with all applications.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Air Quality Assessment & Emissions Mitigation Assessment cont…		• All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015.	
Agricultural Statement and/or **Form PA4 (additional information for an agricultural dwelling)** **Details here** and/or **Form PA7 (additional information for an agricultural building)** **Details here**	The NPPF: Section 5 (Delivering a sufficient supply of homes) Wealden Local Plan 1998: Saved Policies DC2, DC3 DC6, DC7 and DC8. National Planning Practice Guidance: Housing needs of different groups – Rural housing. **Details here**	The submission of an Agricultural Statement will be required where development proposals consist of the following: • A new agricultural dwelling; • A new agricultural enterprise in the countryside (outside of any defined development boundary); • Any application which seeks to release/remove an agricultural occupancy condition; and • A new agricultural building. **NOTE 1**: When writing an Agricultural Statement the applicant should consider points **A), B) & C)** listed in the adjacent column *'Guidance on what information is required'.* **NOTE 2**: The term 'agricultural workers' includes people such as farmers, farm workers, horticulturists and forestry workers. The term 'other rural workers' includes workers employed at equestrian establishments or other rural enterprises. These terms also cover the dependants of workers in these areas and workers that are now retired.	**A)** Proposals for **new agricultural dwellings or new enterprises outside of the defined development boundaries** must be accompanied by a statement addressing the need and rationale for the proposal having regard to national and local restrictions on new development in the countryside. Applications for new dwellings in the countryside will be expected to demonstrate a functional need establishing that it is essential for the proper functioning of the enterprise for one or more full time workers to be readily available at most times on the holding, and that this functional need cannot be fulfilled by other existing accommodation in the area. In addition, new permanent accommodation will need to be fully justified on financial grounds and information must be submitted in support of any new application as to the economic

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Agricultural Statement cont…			viability of the holding, including accounts, business plan, and extent of land associated with the holding. The statement should include: • Evidence of existing demand or lack of demand for houses for agricultural or, where appropriate, other rural workers in the area; • Evidence of existing demand or lack of demand for houses for agricultural or, where appropriate, other rural workers in the area; • Whether there are any existing dwellings on the holding or other buildings that might be suitable for conversion to a dwelling, and the reasons why they are not considered appropriate to meet the need; • The history of the site and details of the land owned (to include details of any land with full agricultural tenancy and additional land rented); • The nature of the business and its financial viability; • The reasons why an on-site presence is considered necessary. **B)** Any proposal **to remove an agricultural occupancy condition** shall provide: • Evidence of existing demand or lack of demand for houses for agricultural or,

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Agricultural Statement cont…			where appropriate, other rural workers in the area; • Whether there are any vacant dwellings in the neighbourhood that are suitable for agricultural or other rural workers. If so, you should provide details of the asking price or rent; • Evidence of efforts to sell or lease the dwelling subject to the occupancy condition. This should include any offers to buy the property and, if it has been advertised, how frequently, for how long and the names of the publications it has been advertised in; • What the asking price or rent was, whether this reflected the reduction in value arising from the occupancy condition and, if so, by how much; • The history of the site and details of the land owned (to include details of any land with full agricultural tenancy, additional land rented and other dwellings on the site). **C)** Proposals for **new agricultural buildings** should include information concerning the holding including: • The size of the holding; • The farming activities undertaken; • An explanation of the need for the new building.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Bat Survey **NOTE:** In the United Kingdom all bat species and their roosts are legally protected, by both domestic and international legislation. Therefore, local authorities are required, by law, to assess whether any bat species or their habitats will be affected by a development proposal.	The NPPF: Section 15 (Conserving and enhancing the natural environment) Core Strategy Local Plan 2013: Policy WCS12 (Biodiversity). Circular 06/05: Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system Wildlife and Countryside Act 1981 (as amended). Bat Conservation Trust. **Details here** The Conservation of Habitats and Species Regulations 2017. **Details here** Natural England Guidance on Protected Species **Details here** Dealing with Protected Species in the Planning Process (flow chart) **Details Appendix A**	The submission of a Bat Survey will be required where development proposals consist of the following: • Conversion, modification, demolition or removal of buildings. This is most applicable to agricultural buildings, buildings with weatherboarding and/or hanging tiles, historic/listed buildings, buildings located immediately adjacent to woodland and/or water; • When the development affects building or structures with features suitable for bats. This could include alterations to roofs and/or lofts; • The installation and erection of wind turbines; and • Occasionally, applications for external lighting, specifically located on, or in the grounds of, churches, historic/listed buildings and green spaces (for example, playing fields). **Householder applications – A bat survey will be required where the proposed works will affect existing buildings or features with any of the following:** • Hanging tiles, timber cladding or weatherboarding, roof voids where the building is within 200m of woodland or water; • Pre-1960 buildings or structures within 200m of woodland and/or water; • Pre-1914 buildings or structures within 400m of woodland and/or water;	The Bat Survey should be prepared and presented so that is it fit to inform the decision-making process and should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them. Good practice guidelines relating to bat surveys can be found **here** **NOTE: The shelf life of any given survey depends on the type of survey undertaken and whether environmental conditions within the study are/were 'normal' or 'unusual' at the time the survey was undertaken (e.g. extreme weather), or are likely to have changed or remained the same. The greater the changes, the greater the need for up-to-date information.**

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Bat Survey cont…		• Pre-1914 buildings with gable ends, traditional clay tile roofs or slate roofs, hanging tiles or weatherboarding regardless of location; • Any structure with gaps around roof structures such as flashing, ridge tiles, fascia and soffit boards within 200m of woodland or water; • Structures where there is known current or historic bat use.	
Biodiversity Checklist (also known as Ecological Impact Assessment (EIA) Checklist) **Template see: Appendix B or details here** **Wildlife Assessment Check Details here**	NPPF: Section 15 (Conserving and enhancing the natural environment), specifically paragraphs 170, 174 and 175. Core Strategy Local Plan 2013: Policy WCS12 (Biodiversity). Wildlife and Countryside Act 1981 (as amended). Natural Environment and Rural Communities Act 2006. **Details here** The Conservation of Habitats and Species Regulations 2017. **Details here** National Planning Practice Guidance: Natural environment. **Details here**	A Biodiversity Checklist will be required for **ALL** applications **except** for the following: • Advertisement applications, • Air conditioning units; • Changes of use and/or conversions which do not involve extensions; • Crossovers (where no hard-standing needs to be created); • Extract ducting; • Fences; • Listed building consent; • Removal of fire escapes; • Roller blinds/shutters; • Rooflights; • Satellite dishes; • Shop fronts; • Solar panels (domestic/small scale); • Walls and gates; • Windows and doors.	Local planning authorities have a statutory duty, according to UK and EU legislation and policy, to consider the potential impacts of a development on protected and priority species, habitats and statutory designated sites, such as Sites of Special Scientific Interest (SSSIs) that are protected by law. The Biodiversity Checklist is designed to identify those developments which may have an impact on the natural environment. It allows developers to identify and address any nature conservation issues before a planning application is submitted. This checklist is designed to be filled in by you or your agent and there should be no need to employ a specialist to complete it. Applicants should work their way down the list, indicating 'yes' or 'no' to each of the indicators in reference to the proposed development site. If the answer is 'yes' to any of the questions in

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Biodiversity Checklist cont… **NOTE:** Following receipt of a checklist you may be required to submit a species survey. Where required, your application will not be valid until a survey is received.	Ministry of Housing, Communities and Local Government: Biodiversity and geological conservation: circular 06/2005. **Details here** Natural England Guidance on Protected Species **Details here** Dealing with Protected Species in the Planning Process (flow chart). **Details Appendix A**	To help you complete the Biodiversity Checklist you may wish to complete a Wildlife Assessment Check. **Details here** Wildlife Assessment Check - This is a free online tool for householders and small to medium-scale developers who want to undertake a development project to check whether they will need expert ecological advice before submitting a planning application. This tool is not intended for large development projects where formal Environmental Impact Assessments (EIA) are required according to EIA regulations.	the Biodiversity Checklist, the planning application must include a Biodiversity Report before the application can be validated. The key aims of the Wildlife Assessment Check are to: • Ensure protected and priority species and statutory designated sites for nature conservation are considered early in the planning process; • Ensure professional ecological input is sought at an early stage of a development project; • Ensure necessary ecological assessments are carried out and submitted as part of a planning application.
Biodiversity / Ecological Survey & Report	NPPF: Section 15 (Conserving and enhancing the natural environment). Core Strategy Local Plan 2013: Policy WCS12 (Biodiversity). Wildlife and Countryside Act 1981 (as amended). Natural Environment and Rural Communities Act 2006. **Details here**	A Biodiversity/Ecological Survey and Report will be required for all planning applications (except change of use with no alterations) which is within or may have an effect on: • Ancient Woodland; • Special Protection Areas (SPA) including potential SPAs; • Special Areas of Conservation (SAC) including candidate SACs; • RAMSAR sites; • Sites of Special Scientific Interest (SSSI); • National and Local Nature Reserves;	Where a proposed development is situated within, or is likely to affect a designated site or priority habitat e.g. Ancient Woodland, a survey and assessment must be submitted with the application. When there is a reasonable likelihood of protected or priority species being present and affected on a site an ecological Phase 1/scoping report should be submitted with the application. Where this survey identifies that further survey work is required this should be undertaken and the relevant reports submitted

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Biodiversity / Ecological Survey & Report cont…	The Conservation of Habitats and Species Regulations 2017. **Details here** National Planning Practice Guidance: Natural environment. **Details here** Ministry of Housing, Communities and Local Government: Biodiversity and geological conservation: circular 06/2005. **Details here** Natural England Guidance on Protected Species **Details here** Dealing with Protected Species in the Planning Process (flow chart) **Details Appendix A**	• Sites of Nature Conservation Interest (SNCI); and • County Wildlife Sites. A Biodiversity/Ecological Survey and Report will also be required for any application which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)). Key developments include: • Conversion of rural buildings (such as farm buildings); • Demolition of buildings; • Removal of trees and hedgerows; • Development within 250m of a pond; • Wind turbine applications. **NOTE:** The Local Planning Authority may refuse to grant consent or ask for the survey to be redone if: • It isn't suitable; • It has been carried out at the wrong time of year; • You do not have enough information to assess the effect on a protected species.	with the application to avoid delays in the application process. **(Applicants are particularly referred to para. 99 of ODPM Circular 06/2005 Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system).** If protected or priority species or habitats are found to be present, the authority must be satisfied that any detrimental effects can be avoided, mitigated or compensated for before planning permission can be granted, therefore such mitigation, avoidance and/or compensatory measures must be proposed in the application. The survey work should be carried out by a suitably qualified ecological consultant and be in accordance with the methodology set out in latest survey standards and Natural England's Standing Advice for local authorities (see right), including being carried out at appropriate times of the year. Where European Protected Species are present and an offence would be committed under the Conservation of Habitats and Species Regulations 2010 without a licence from Natural England, information on how the three derogation tests should be met. Please note that in some cases underpinning data

<table>
<tr><th>Validation requirement</th><th>Justification including policy driver</th><th>Types of application/development that require this information to be submitted</th><th>Guidance on what information is required</th></tr>
<tr>
<td>Biodiversity / Ecological Survey & Report
cont…</td>
<td></td>
<td>When to carry out a survey:
<table>
<tr><th>Species</th><th>When to survey (dependent on weather conditions)</th></tr>
<tr><td>Badgers</td><td>February to April or October to November</td></tr>
<tr><td>Bats (hibernation roosts)</td><td>November to mid-March</td></tr>
<tr><td>Bats (summer roosts)</td><td>May to mid-September</td></tr>
<tr><td>Bats (foraging/commuting)</td><td>May to September</td></tr>
<tr><td>Birds (breeding)</td><td>March to August</td></tr>
<tr><td>Birds (winter behaviour)</td><td>October to March</td></tr>
<tr><td>Dormice</td><td>May to September</td></tr>
<tr><td>Great Crested Newts</td><td>Mid-March to mid-June</td></tr>
<tr><td>Invertebrates</td><td>April to September</td></tr>
<tr><td>Natterjack Toads</td><td>April to May</td></tr>
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</td>
<td>may also be required to inform a Habitats Regulations Assessment.

NOTE 1: The shelf life of any given survey depends on the type of survey undertaken and whether environmental conditions within the study are/were ‘normal’ or ‘unusual’ at the time the survey was undertaken (e.g. extreme weather), or are likely to have changed or remained the same. The greater the changes, the greater the need for up-to-date information.

NOTE 2: If information is being provided in relation to badger setts this information should be provided in a separate document and marked as ‘CONFIDENTIAL’.</td>
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Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Biodiversity / Ecological Survey & Report cont…		Otters — Any time of year but better in summer as signs may get washed away in winter months Reptiles — Mid-March to June and September Water Voles — March to September White-Clawed Crayfish — July to September	
Community Infrastructure Levy (CIL) NOTE: CIL identifies a levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the Council, local community and neighbourhoods require.	Core Strategy Local Plan 2013: Policy WSC7 (Effective Provision of Infrastructure). The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019. **Details here** Community Infrastructure Levy Charging Schedule 2015. **Details here** CIL Regulation 123 List. **Details here**	In Wealden, only residential and retail developments are liable to pay CIL. Development that creates less than 100m^2 of new floorspace is not chargeable. The only exception to this is a new dwelling which is chargeable whatever the size. The following types of development will be liable to pay CIL and therefore will be required to submit the appropriate forms (further details on 'appropriate forms' in adjacent column *'Guidance on what information is required'*) • Residential development of one or more dwellings (including holiday lets and residential annexes) through new build or conversion, even if the floorspace is less than 100m^2; • The creation of additional residential floorspace by way of house extensions, loft conversions and other ancillary buildings, for example	The Community Infrastructure Levy (CIL) enables local authorities to raise funds from new development to help deliver infrastructure. Wealden District Council introduced CIL on 1st April 2016 for new residential and retail development. **Appropriate form to be submitted PRIOR TO VALIDATION:** • Form 1: CIL Additional Information will need to be completed for ALL planning applications that meet the criteria listed in the adjacent column *'types of application/development that require this information to be submitted'.*

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Community Infrastructure Levy (CIL) cont…		outbuildings, conservatories and garages, if 100m^2 or over (or less than 100m^2 if it contributes to the creation of a new dwelling); and • Retail development with a floorspace of 100m^2 or over. In addition to the appropriate forms the following information should be submitted for all major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015. • List of all house types and their floor areas; • List of any ancillary buildings (detached garages/car ports/etc) and their floor areas; • Plan showing the location of each house type together with the location of any associated buildings (detached garages/car ports, etc).	**Appropriate forms to be submitted PRIOR TO DETERMINATION:** Should the scheme be eligible for a CIL Exemption it will be necessary to submit the correct exemption form as described below: • Form 7: Self Build Exemption Claim Form - Part 1 – Exemption form for a single new dwelling that will become the applicant's new home. Form 7 Part 2 will be required at the completion of the development; • Form 8: Residential Annex Exemption Claim Form – Always required when the development is within the curtilage of the property but is a self-contained living unit (can be attached or detached); • Form 9: Residential Extension Exemption Claim Form – Required when there is an extension to the property over 100m2, either attached or detached that will not function as an independent living unit; • Form 10: Charitable and/or Social Housing Relief Claim Form – Exemption form for larger schemes that include social housing provision or are related to registered charities. For further information regarding CIL please follow see Community Infrastructure Levy Guidance

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Daylight / Sunlight Assessment	Wealden Local Plan 1998: Saved Policy EN27. The Daylight/Sunlight Assessment needs to be undertaken in accordance with British Standard "Code of Practice for Daylighting" BS 8206: Part 2, 2008 (as amended).	A Daylight/Sunlight Assessment will be required for all applications where the development is likely to have an adverse impact on the current levels of daylight/sunlight enjoyed by adjacent properties or buildings, including associated gardens and amenity space. **NOTE:** It may not become apparent that a daylight/sunlight assessment is required until after the case officer has carried out a site inspection. In those circumstances it may be considered necessary to invalidate the application until such time as an assessment has been completed.	The assessment should: • Assess the impact of proposals in respect of potential loss of daylight and sunlight; • Include a plan of the extent of overshadowing that would occur. Guidance on this matter can be obtained from: Site Layout planning for daylight and sunlight: A guide to good practice 2011 (BRE).
Economic Statement	NPPF: Section 6 (Building a strong, competitive economy). Wealden Local Plan 1998: Saved Policies BS3, BS4, BS5, BS6, BS7, BS8, BS9, BS10, BS11, BS12, BS13, BS14 and BS15. Core Strategy Local Plan 2013: Policies WCS1 (Provision of Homes and Jobs 2006-2027), WCS3 (Distribution of Employment (B Class) and Retail (convenience and comparison)) and WCS4 (Strategic Development Areas).	The submission of an Economic Statement will be required where development proposals consist of the following: • Creation of new employment uses; and • Resulting in the loss of existing employment uses (floor areas of 100 sq.m. or more or where there will be a loss of 5 jobs or more).	The statement should include the following details: • Existing and proposed job numbers by FTE; • The relative floorspace totals for each • proposed use (where known); • Any community benefits; • Reference to any wider impacts (positive and negative) including any regeneration impacts; • Evidence of marketing in those cases where the proposal may lead to a loss of existing employment uses.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Economic Statement cont…	Wealden Economy and Town Centre and Retail Study 2016. **Details here** Wealden Economy Study Update 2013-2028 (2018). **Details here** Wealden District Council economy information. **Details here**		
Energy Statement	NPPF: Section 14 (Meeting the challenge of climate change, flooding and coastal change). Wealden Local Plan 1998: Saved Policy EN1. Core Strategy Local Plan 2013: Spatial Planning Objectives SPO2, SPO7 and SPO9. National Planning Practice Guidance: Climate change. **Details here** Climate Change Act 2008. **Details here**	The submission of an Energy Statement will be required where development proposals consist of the following: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015.	The Energy Statement should set out how overall energy use will be minimised and, if appropriate, how low and zero carbon energy sources are used. The statement could provide details of: • Calculations of the energy demand and carbon dioxide emissions; • Proposals to reduce carbon dioxide emissions through the energy efficient design of the site; • Proposals to further reduce carbon dioxide emissions through the use of decentralised energy where feasible; and • Proposals to further reduce carbon dioxide emissions through the use of on-site renewable energy technologies where feasible.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Environmental Impact Assessment (EIA)	NPPF: Sections 14 (Meeting the challenge of climate change, flooding and coastal change) and 15 (Conserving and enhancing the natural environment). Wealden Local Plan 1998: Saved Policy EN1. Core Strategy Local Plan 2013: Spatial Planning Objectives SPO2, SPO7 and SPO9. Town and Country Planning (Environmental Impact Assessment) Regulations 2017. **Details here** National Planning Practice Guidance: Environmental Impact Assessment. **Details here**	The aim of an Environmental Impact Assessment (EIA) is to protect the environment by ensuring that the environmental effects of a development are known by the local authority when determining the application. EIA's are generally required for major projects such as infrastructure development, wind farms and large residential developments. However, this is not always the case and some smaller developments, if located in a sensitive area or cumulatively related to other development proposals, may require an EIA. The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required (Schedules 1 and 2 type developments). It may be beneficial for an applicant/developer to request a 'screening and scoping opinion' (to determine whether an EIA is required) from the local planning authority before submitting a planning application. Please note in cases where a full EIA is not required, the Council may still require environmental information to be provided. Where an EIA is required, Regulation 18 of Part 5 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 details the information that should be included in an Environmental Statement.	

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Equestrian Management Plan	NPPF: Section 6 (Building a strong, competitive economy) and Section 15 (Conserving and enhancing the natural environment). Wealden Local Plan 1998: Saved Policies DS12 and DS13. Department for Environment, Food and Rural Affairs: Keeping horses on farms. **Details here** Department for Environment, Food and Rural Affairs: Code of practice for the welfare of horses, ponies, donkeys and their hybrids. **Details here**	An Equestrian Management Plan will be required for applications relating to equine use and development. This may include, but is not limited to, the following applications: • Use of land and/or buildings to keep horses for recreational use; • Use of land and/or buildings to keep horses for commercial purposes; • The erection of buildings to shelter horses or their provisions/equipment; • The erection of buildings in which to exercise horses; • The creation of a manège or other hard surface for similar purposes; • The erection of lighting columns to illuminate a manège or other area; • Stationing a caravan in a field for use in connection with 'horsiculture'; and • Laying out or surfacing of a vehicular access, hardstanding or other surface treatment in connection with keeping horses.	The Equestrian Management Plan should cover matters that are relevant to the proposal. These matters may include but are not limited to: • Design, siting and impact on surrounding area; • Access to and from the site as well as access to local bridleways; • Pasture management; • Waste arrangements (storage and disposal of manure); • Drainage arrangement (for buildings, shelters, muckheaps and hard surface or exercise areas such as a manège); • Safety, security and supervision; • Landscaping and/or boundary treatment; • Car parking; • Lighting.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Flood Risk Assessment (FRA) See Appendix E for Table and Basic Flood Risk Assessment Template	NPPF: Section 14 (Meeting the challenge of climate change, flooding and coastal change). Core Strategy Local Plan 2013: Spatial Planning Objective SPO10. National Planning Practice Guidance: Flood risk and coastal change. **Details here** Wealden Strategic Flood Risk Assessment 2017. **Details here** Environment Agency flood map for planning. **Details here** Department for Environment, Food and Rural Affairs and Environment Agency guidance: Flood risk assessments if you're applying for planning permission. **Details here** Ministry of Housing, Communities and Local Government: Water supply, wastewater and water quality. **Details here**	Please follow the steps below for **ALL** applications: Step 1 - Check whether the application site is within a flood zone by checking the **flood map for planning** in order to assess which category of flood risk applies • **LOW RISK** – Level sites not in a flood zone • **MEDIUM RISK** – Steep/un-level sites not in a flood zone • **HIGH RISK** – Site within a flood zone and/or within 20m of a watercourse Step 2 - Check the table at **Appendix E** this sets out when: • A Flood Risk Assessment *(Basic or Site Specific)* is required, or • More detail assessments will be required. The submission of a FRA will be required where development proposals consist of the following: • Development on sites in Flood Zones 2 or 3 (including minor development and change of use); • Development on sites of more than 1ha in Flood Zone 1; • Development on sites of less than 1ha in Flood Zone 1, including a change of use in development type to a more vulnerable class (for example commercial to residential), where they could be affected by sources of flooding	The table at Appendix E will help you to establish if a detailed assessment, such as: • Flood Risk Assessment (FRA), • Surface Water Drainage Strategy or • Sustainable Drainage/Sustainable Urban Drainage System (SuDS) will be required to be submitted with your application. The Environment Agency provides useful advice which explains what information a FRA should contain. A matrix is also provided which explains when a FRA is required. The assessment should address the issue of flood risk to both property and people. It should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The assessment should identify opportunities to reduce the probability and consequences of flooding, and should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Flood Risk Assessment (FRA) cont…	Flood and Water Management Act 2010. **Details here**	other than from rivers and the sea (for example, surface water drains and reservoirs); • Building/engineering works on land with critical drainage problems (as classified by the Environment Agency); and • Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways.	
Flood Risk Sequential Test Evidence	Same as stated under Flood Risk Assessment (FRA) **NOTE:** The Environment Agency provides useful advice on Sequential tests.	The submission of a Flood Risk Sequential Test will be required for development within Flood Zones 2 and 3. Check whether the application site is within a flood zone by checking the **flood map for planning**.	Sequential Tests should include evidence to demonstrate that a sequential approach to site selection has been undertaken. Providing an assessment of alternative sites less susceptible to flooding and why they are not appropriate to accommodate the proposed development.
Flood Risk Exception Test Evidence	Same as stated under Flood Risk Assessment (FRA) **NOTE:** The Environment Agency provides useful advice on Exceptions Tests.	A Flood Risk Exception Test will only be required for development within Flood Zones 2 and 3 where the Sequential Test alone cannot deliver acceptable sites. The Exception Test provides a method of managing flood risk while still allowing necessary development to occur. Check whether the application site is within a flood zone by checking the **flood map for planning**.	The Exception Test requires proposed development to show that it will provide wider sustainability benefits to the community that outweigh the flood risk, and that it will be safe for its lifetime, without increasing flood risk elsewhere, and where possible reduce flood risk overall.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Heritage Statement (1) Assessment of Significance for works affecting Heritage Assets **Template see: Appendix D** **NOTE:** The NPPF defines a heritage asset as "a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)"	NPPF: Section 16 (Conserving and enhancing the historic environment). Core Strategy Local Plan 2013: Spatial Planning Objective SPO2. Wealden Design Guide 2008 (adopted SPD): Chapter 12 (Alterations and extensions to listed buildings). National Planning Practice Guidance: Historic environment. **Details here** Historic England: Statements of Heritage Significance. **Details here** Historic England: Managing Significance in Decision-Taking in the Historic Environment. **Details here** Historic England: Making Changes to Heritage Assets. **Details here** Historic England: The Setting of Heritage Assets. **Details here** Wealden District Council heritage information. **Details here**	Designated heritage assets can include: • Conservation Areas • Listed Buildings • Scheduled Ancient Monuments (SAMs) • Registered Historic Parks and Gardens • A World Heritage Site • Protected Wreck Site • Registered Battlefields Non-designated heritage assets can include: • Sites of Archaeological interest (also known as Archaeological Notification Areas (ANA)) • Local List of Heritage Assets or unlisted buildings or structures of historic interest The submission of a Heritage Statement (1) will be required for any proposals which affect heritage assets (both designated and non-designated) and their setting. Specific applications will include: • Proposals affecting any listed building, including development with the curtilage and setting of a listed building; • Proposals affecting Scheduled Monuments and their setting; • Proposals affecting the character and appearance of Conservation Areas and their setting; • Proposals affecting registered parks and gardens and their setting; • Proposals affecting registered battlefields;	An Assessment of Significance will need to contain a description of the historic, cultural, aesthetic and archaeological significance of those heritage assets affected by the proposal, and the contribution of their setting to that significance. Where relevant, heritage statements should be supported by photographs, phasing plans, schedule of works, historic photographs or drawings, historic maps and other relevant sources. A structural survey may also be required in support of any demolition works or works for conversion. The level of information required is proportionate to the significance of the asset and the extent of the works proposed. To ensure that the relevant and proportionate level of information is provided within your heritage statement please see **Flow Chart at Appendix C** For applications for listed building consent the Heritage Statement should also include: • An analysis of the significance of archaeology, history and character of the building/structure. Significance can be defined as the special interest of a heritage asset, which may be archaeological, architectural, artistic or historic.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Heritage Statement (1) cont…		• Proposals affecting protected wreck sites: • Proposals affecting areas of known or suspected archaeological importance; and • Proposals affecting unlisted buildings or structures of historic interest (including, but not limited to, locally listed heritage assets identified by the local planning authority). If you do not submit heritage statements very often you can use the **Heritage Statement Template at Appendix D**	• 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 or other identified heritage asset. To establish if your site is in an area of archaeological importance please visit East Sussex County Council heritage and planning information. **Details here** For more information on Archaeological Notification Areas please contact East Sussex County Council's Historic Environment Record officer - direct contact: county.her@eastsussex.gov.uk
Heritage Statement (2) Archaeological Report – including a Desk-Based Assessment and where necessary a field evaluation.	NPPF: Section 16 (Conserving and enhancing the historic environment), specifically paragraph 189. National Planning Practice Guidance: Historic environment. **Details here** East Sussex County Council: Archaeological Notification Areas Map. **Details here**	The submission of a Heritage Statement (2) will be required, unless the applicant has written advice from the County Archaeologist specifying the report is not required, where development proposals consist of the following: • Works affecting areas of known archaeological importance or that have the potential to include heritage assets with archaeological interest; and • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015.	An Archaeological Report may form part of the Assessment of Significance (see above). As a minimum the relevant Historic Environment Record (HER) should be consulted and an HER consultation report submitted where required. To establish if the site is within an ANA please check with East Sussex County Council's Historic Environment Record officer, the County Archaeologist or visit East Sussex County Council: Archaeological Notification Areas Map. **Details here**

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Heritage Statement (2) cont…	East Sussex County Council: Sussex Archaeological Standards 2019. **Details here** East Sussex County Council heritage and planning information. **Details here**	**NOTE:** For development or works likely to have significant effects a Desk-Based Assessment (DBA) and/or the results of field evaluation may be required.	
Historic Environment Record (HER) Report	NPPF: Section 16 (Conserving and enhancing the historic environment), specifically paragraph 189. National Planning Practice Guidance: Historic environment. **Details here** .	The submission of a Historic Environment Record report will be required if: • The application site is located within a Site of Archaeological Interest (also known as an Archaeological Notification Area) and the East Sussex County Council's Historic Environment Record officer has confirmed the report is warranted. East Sussex County Council: Archaeological Notification Areas Map. **Details here**	For works affecting heritage assets other than Sites of Archaeological Interest it is still advised that the HER is consulted and used to help inform Heritage Statements. For further guidance please consult East Sussex County Council's Historic Environment Record (HER) officer: county.her@eastsussex.gov.uk
Ground Stability Assessment	NPPF: Section 14 (Meeting the challenge of climate change, flooding and coastal change). National Planning Practice Guidance: Land stability. **Details here**	A Ground Stability Assessment will be required where: • Major changes to ground levels in close proximity to existing properties (i.e. steep sloping sites). • Subsidence, landslides and land compression could threaten the development within its anticipated life or damage neighbouring land or buildings. This is partially pertinent to any	In areas of known or suspected ground stability planning applications must include information from a Competent Person (as defined by the NPPF Annex 2 Glossary) relating to construction and drainage methods. Supporting evidence must show that any actual or potential stability can be overcome through appropriate remedial, preventative or precautionary measures.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Ground Stability Assessment cont…		application involving ground works within areas of known ground instability, including all coastal sites.	Details should also include land retaining strategy and details of drainage.
Gypsy & Traveller Statement	NPPF: Section 5 (Delivering a sufficient supply of homes). Core Strategy Local Plan 2013: Policies WCS10 (The Travelling Community – Provision for Gypsies and Travellers) and WCS11 (The Travelling Community – Provision for Gypsies, Travellers and Travelling Showpeople: Site Criteria). Department for Communities and Local Government: Planning policy for traveller sites 2015. **Details here** Wealden District Council: Gypsy and Traveller Accommodation Assessment 2016. **Details here**	The submission of a Gypsy and Traveller Statement will be required where development proposals relate to: • The stationing of caravans for the occupation by Gypsies or Travellers; • The creation of pitches; • The creation of plots. The application will need to be supported by information and evidence as to the status of the applicants and intended occupiers of the site, falling into the definition of "gypsies and travellers" or "travelling showpeople". **Definition of Gypsy or Traveller:** *"Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such"*	The information within the statement must provide: • Gypsy status: if this is being claimed, provide details of family background and travel for work purposes over the last 10 years. If no travelling for work purposes has taken place over the last 2 years, or it is proposed to give up the travelling lifestyle, please explain why. • Who will be living on the site? Give names (if known) and family relationships. • If more than one family (parent(s) and children) intend to occupy the site, how long have they travelled together and how important is it that they stay together? Do they want to be treated as a single group, for the purposes of the application, or as individual families? • How many caravans will normally be on the site, and what type (touring or static)? • Are any buildings (day rooms, stables, toilet blocks, etc) proposed? • Is any business use of the site proposed? If so, please provide details. • Explain the need for a site, and the reasons for choosing this site.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Gypsy & Traveller Statement cont…		**Definition of Travelling Showpeople:** *"Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above."* **Definition of Pitch:** *"pitch" means a pitch on a "gypsy and traveller" site* **Definition of Plot:** *"plot" means a pitch on a "travelling showpeople" site (often called a "yard").*	• What efforts have been made to find an alternative site, e.g. approaches to local planning authority's housing and planning departments including applications for a pitch on a local authority site, estate agents, land owners, other gypsies and travellers? Written evidence should be provided wherever possible. • Do any of the residents have any health issues which affect their day to day lives or educational needs which they would like the case officer to take into account? Written evidence in support of these matters may be submitted but correspondents should be advised that these may become public documents and should be written with this in mind. • Is the permission sought on a temporary or permanent basis? If temporary how long for and why?
Land Contamination Assessment	NPPF: Section 14 (Meeting the challenge of climate change, flooding and coastal change). National Planning Practice Guidance: Land affected by contamination. **Details here**	A Land Contamination Assessment will be required for any application relating to sites where contamination is known or suspected, or the development is in the vicinity of such land, and ground works are proposed.	A Land Contamination Assessment will need to be carried out by a Competent Person (as defined by the NPPF Annex 2 Glossary) to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development, and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Land Contamination Assessment cont…	Environment Agency: Land contamination: technical guidance. **Details here**	This may include, but is not limited to, the following applications: • The erection of new buildings and/or ground works on Brownfield and Greenfield sites where the land is known to be at risk of potential contamination, for example previous and existing industrial land and historic landfill sites; • Developments on residential garden land, playing field and quarry sites, which are known to be heavily contaminated; and • Redevelopment of farm buildings.	Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance, shall be provided to determine the likelihood of contamination. In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages. For development with a sensitive end use, a minimum of a Preliminary Risk Assessment (PRA) will be required regardless of the history of the site, contaminated or otherwise. Dependent on the site and the end use and the potential for contamination to affect the development proposals, there may be requirements for a PRA, Site Investigation and Risk Assessment and Remediation Strategy to be submitted with the application.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Landscaping Details (Hard & Soft Landscaping)	NPPF: Section 15 (Conserving and enhancing the natural environment). Wealden Local Plan 1998: Saved Policies EN14, EN27, DC18 and DC19. Wealden Design Guide 2008 (adopted SPD): Chapter 7 (New residential development), Part 11 (Establishing landscaping, private amenity and privacy), and Chapter 8 (Designing the public realm), Part 3 (Hard landscape design) and Part 5 (Soft landscaping). National Planning Practice Guidance: Natural environment. **Details here**	The submission of landscaping details will be required for • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015; and • All applications for development where soft and/or hard landscaping is to be undertaken. In some circumstances, particularly with outline planning applications, applicants may wish to provide a lesser amount of landscaping detail. However, in such a case, it will need to be acknowledged that full landscaping details will be expected as part of reserved matters applications or as a pre-commencement condition. **NOTE:** The Landscaping Scheme should be proportionate to the size of the scheme and its impacts, Further guidance on what should be included (where relevant) is listed in adjacent column *'Guidance on what information is required'.*	• A plan detailing the proposed external works, including hard and soft landscaping and all other measures that will become landscape features (these can be shown on the proposed site plan), such as any trees/planting (native planting/locally distinctive species), flood management measures, roads/paths, fencing/walls, screening, noise bunds; • An evaluation of the importance of the existing landscape features to the character and function of the area and how the proposal maintains and enhances the area, and mitigates any negative impacts; • Measures taken to retain existing landscape features (e.g. important trees and hedges) or encourage natural regeneration; • Planting specifications (including soil preparation, planting method, spacing, seed types, plant species, stock size, means of protection/ support, timing of planting); • Evidence that the ground is suitable for the proposed planting scheme (i.e. soil type and condition); • Construction details/materials for landscape features e.g. hedge banks, walls, fencing, surfacing; • Details of ongoing management of planting and landscaping, including replacement of plant failures and the period of aftercare.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Lighting Assessment	NPPF: Section 15 (Conserving and enhancing the natural environment). Wealden Local Plan 1998: Saved Policies EN29, DC11 and DC13. National Planning Practice Guidance: Light pollution. **Details here** Bat Conservation Trust: Lighting. **Details here** Guidance Note 01/20 Guidance notes for the reduction of obtrusive light **Details here**	A Lighting Assessment will be required for all applications for development where the development is likely to result in a material increase in levels of light pollution or likely to be visible off site (for example, light spill), particularly proposals involving floodlighting and lighting in rural areas. This may include, but is not limited to, the following applications: • Any development including floodlighting or any significant amount of external lighting. In particular, If the application site is a car park, outdoor leisure facility, commercial premises or is within close proximity to a residential property, listed building, Conservation Area or open countryside; and • Any application for lighting which may affect bats and their roosts.	A Lighting Assessment should include a layout plan with beam orientation and a schedule of equipment in the design. This should include technical specification designed to ensure nuisance from lighting is minimised/prevented.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Noise Impact Assessment	NPPF: Section 15 (Conserving and enhancing the natural environment), specifically paragraphs 170 and 180. Wealden Local Plan 1998: Saved Policies DC9, DC14, SH3 and SH4. National Planning Practice Guidance: Noise. **Details here** Department for Environment, Food and Rural Affairs: Noise policy statement for England. **Details here** Wealden District Council: Planning Noise Advice Document: Sussex. **Details here**	A Noise Impact Assessment will be required for all development proposals that have the potential to cause adverse noise impacts, including: • Any application for development or use that involves activities that may generate significant levels of noise adjacent to existing noise sensitive uses (for example, residential development, schools and hospitals); • Proposals that generate high levels of noise such as noisy sports, industrial and/or commercial developments using noisy machinery, for example joinery workshops and refrigeration plant and equipment; • Any application for noise sensitive development (for example, hospitals, schools and residential development (excluding householder development)) adjacent to major sources of noise, including roads, railways, commercial and/or industrial sources; • Restaurants/cafes which may have potentially noisy extract systems; • Air conditioners/condensers; and • All applications for plant installation.	A Noise Impact Assessment should be prepared by a suitably qualified acoustician and outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Open Space Assessment	NPPF: Section 8 (Promoting healthy and safe communities). Wealden Local Plan 1998: Saved Policy EN18. Core Strategy Local Plan 2013: Spatial Planning Objective SPO11 and Policy WCS13 (Green Infrastructure). Wealden Design Guide 2008 (adopted SPD): Chapter 7 (New residential development), Part 6 (Quality in the public realm) and Part 11 (Establishing landscaping, private amenity space and privacy), and Chapter 8 (Designing the public realm), Part 2 (Public amenity and recreational space). National Planning Practice Guidance: Natural environment. **Details here** National Planning Practice Guidance: Open space, sports and recreational facilities, public rights of way and local green space. **Details here**	An Open Space Assessment will be required for any development that results in the loss and/or creation of open space. This may include, but is not limited to, the following applications: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015; and • Any development on open space in the Wealden District, whether it is in public or private ownership.	An Open Space Assessment should include: • Plans showing any areas of existing or proposed open space within or adjoining the application site. • Demonstration that the land in question has been suitably assessed and deemed to be surplus to requirements, or that the loss of open space has been replaced by equivalent or better provision in terms of quantity, quality and location. If the proposal is for alternative sports or recreational provisions, it must be shown that the need for the proposed development outweighs the loss of the existing provisions. Details relating to parking provision should include the existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan to a scale of 1:200 and detailed within the application (either through the forms or via a separate statement).

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Parking & Access Details including the provision for cycle storage & electrical charging points	NPPF: Section 9 (Promoting sustainable transport). Wealden Local Plan 1998: Saved Policies EN27, TR3 and TR16. Wealden Design Guide 2008 (adopted SPD): Chapter 5 (Site, character and context appraisals), Chapter 6 (Design and access statements: a guide for applicants), Part 5 (Access), Chapter 7 (New residential development), Chapter 8 (Designing the public realm), Chapter 9 (New non-residential buildings), Chapter 10 (Residential alterations and extensions), and Chapter 11 (The re-use and conversion of rural buildings). East Sussex County Council: Guidance for Parking at New Residential Development**.** **Details here** East Sussex County Council: Guidance for Parking at Non-Residential Development. **Details here**	Parking provision and parking layout plans will be required for: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015; and • Any development which includes alterations to existing parking and access arrangements, including those at individual dwellings.	Parking dimensions should comply with the current Parking Standards and parking space/garage dimensions should be detailed within the application (either on the plans or within supporting documentation). If there are any spaces with smaller dimensions than the adopted standards then an explanation to justify this should be given. The details submitted should include any existing/proposed access and parking provision/layout on a scaled plan including motorcycle and cycle parking as well as provisions for servicing. This may include details relating to refuse collection and tracking diagrams demonstrating the safe collection of refuse.

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Photographs / Photomontages	Although not a policy requirement, photographs can provide clarity for development proposals.	Photographs are useful to include in all applications, but are particularly important for retrospective applications and listed building consent applications.	Please include important views into, within and out of the Conservation Area or towards and from the listed building. **Works to listed buildings**: photographs of all areas of the building (internal and external) where the intended works are proposed, cross-referenced to the corresponding drawings.
Pre-Application Engagement **NOTE:** Paragraph 39 of the NPPF states that "early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community".	NPPF: Section 4 (Decision Making). Wealden District Council pre-application advice. **Details here**	The Council advocates that whatever the scale of development proposed, prospective applicants or developers should at an early stage discuss their proposals with the Council. Wealden District Council offer pre-application advice: • Householder applications; • Minor applications – One to two replacement or new dwellings, changes of use of up to two dwellings or units and small commercial or retail proposals; • Larger schemes – Three to twenty houses and large industrial or commercial proposals; • Listed buildings; and • Major applications – Twenty-one or more houses and extensive industrial or commercial proposals. If you sought pre-application advice prior to submitting a planning application, please include a copy of any pre-application correspondence with your application.	Prior to an applicant or developer submitting a planning application, they are encouraged to discuss the proposals with the owners / occupiers of neighbouring land / premises prior to making an application. This will assist in resolving any objections and conflict prior to a formal planning application being submitted. For significant Major applications • residential development of more than 200 homes or where the site area is 4ha or more • any non-residential developments providing 10,000 sq.m. or more of new floorspace, or a site of 2ha or more there is a statutory requirement for applicants or developers to carry out their own early consultation with the local community (Statement of Community Involvement) to inform the application process, as set out in the Localism Act 2011. **Details here**.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Planning Statement **(this could include a Statement of Community Involvement)**	National Planning Practice Guidance: Planning obligations. **Details here**	The submission of a Planning Statement will be required for all applications where the context and justification for a proposed development needs to be demonstrated. This may include, but is not limited to, the following applications: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015; • Changes of use; and • Developments that do not accord with the development plan. **NOTE:** The planning statement should set out the context and justification for the development. Further guidance on what should be included (where relevant) is listed in adjacent column *'Guidance on what information is required'.*	• A description of the site (including access, existing uses and landscape, ecological and built features) and its surroundings (including any relevant historic, ecological and landscape designations or uses that may be a constraint); • A description of the proposed development and a summary of any impacts of the development (including the activities that will be carried out on the site, hours of operations, phases of the development, physical dimensions, proposed appearance, vegetation affected, any proposed planting, and any other associated features or information necessary to describe the development and establish the impacts); • Reference to the relevant national and development plan policies and other guidance, and an assessment as to how the proposal is in accordance with these relevant policies and other guidance; • When the justification and need of a proposal is considered to be a material planning consideration, reference to why the applicant considers there is a valid need should be included; • A description of how the proposal meets the three dimensions of sustainable development and how any negative social, economic and environmental effects of the

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Planning Statement cont…			development will be mitigated and the positive effects enhanced; • For variations of conditions/minor material amendments, what changes are proposed and why; • Any details of pre-application discussions and wider consultation with the community and statutory consultees; and • A summary of the conclusions and recommendations of reports and research contained as part of the application, reflecting on the links and interactions between the issues covered, and stating clearly which recommendations are being taken forward (providing the detail of implementation) and which recommendations are not being taken forward and why.
Planning Obligation (Draft Heads of Terms) **NOTE:** Planning Obligations (Section 106) agreements are used to collect affordable housing contributions and to	NPPF: Section 4 (Decision-making). National Planning Practice Guidance: Planning obligations. **Details here** Wealden District Council Legal Agreements. **Details here**	Planning Obligations will be required for all applications for development that the local planning authority considers will have significant impacts on the local area that cannot be moderated by means of conditions attached to a planning decision. Draft Heads of Terms should be submitted with, but are not limited to, the following applications:	Planning Obligations are private agreements negotiated between local planning authorities and person(s) with an interest in the land forming the application site entered pursuant to Section 106 of the Town and Country Planning Act 1990 as amended. Planning Obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning Obligations must meet the statutory tests contained in Regulation 122 of

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
deliver site specific impact mitigation requirements without which a development would not be granted planning permission. These requirements must be directly related to the development. Where appropriate, the Council will expect these requirements to be identified at pre-application stage.		• All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015; • Applications relating to a new development that triggers the requirement for affordable; • Applications for residential development within 7km of the Ashdown Forest • Development which generates the requirement for a Travel Plan **NOTE:** The Ashdown Forest Special Protection Area and Special Area of Conservation is a European designated nature conservation site.	the Community Infrastructure Levy Regulations 2010. The Council encourages early discussion to confirm and establish any infrastructure requirements that may apply.
Playing Field / Sports Provision Assessment	NPPF: Section 8 (Promoting healthy and safe communities). Wealden Local Plan 1998: Saved Policies LR1, LR2, LR3, LR4, LR5, LR7 and LR8. National Planning Practice Guidance: Healthy and safe communities**. Details** here Sport England: Planning for Sport Guidance. **Details** here	A Playing Field and/or Sports Provision Assessment will be required in cases where development might lead to: • Loss of, or loss of use for sport of, any major sports facility; • Applications on, or affecting, a playing field or sports facility; • Proposals which lead to the loss of use for sport of a major body of water; • Creation of a sports facility; • Creation of a site for playing pitches; and • Engineering operations in relation to the use for sport.	The assessment should include: • Plans identifying existing and proposed marked playing pitches (for winter and summer games), including safety margins; • What the playing field is used for, when and by whom; • The amount of playing field affected and whether this affects useable or unusable playing field; • A statement of need explaining why the proposed development would justify the loss of the playing field;

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Playing Field / Sports Provision Assessment cont…	Sport England: Playing Fields Policy and Guidance. **Details here** Sport England: Guidance on planning for sport. **Details here**	**NOTE:** If the proposed development triggers a Playing Field Assessment, you should consult Sport England at the earliest opportunity.	• Whether alternative sites for the development have been considered and why these have been discounted; and • Whether the proposal is thought to meet one of Sport England's policy exceptions. Details of these exceptions can be found on Sport England's website.
Refuse & Recycling Provision	Wealden Local Plan 1998: Saved Policies CS4 and CS5. Good Practice Guide for Property Developers - Refuse & Recycling Storage at New Residential Developments within the Eastbourne, Hastings, Wealden and Rother Council Areas. **Details here**	Refuse and recycling provision will be required for all development with waste arising and refuse collection/disposal requirements. This may include, but is not limited to, the following applications: • Creation of a new dwelling; • New retail business; • Industrial, commercial or leisure uses, or other similar developments; and • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015	Plans/Statements will need to demonstrate: • How, as part of the overall design, refuse and recycling will be stored and collected; • That the proposal will meet the current waste and recycling requirements and is flexible to adapt to future needs; and • Provision for prevention of litter from commercial premises. **NOTE:** For all Major development developers are advised to conduct a swept path analysis and submit the results in the form of a tracking plan to show suitable vehicle road access for collections (more detail below).
Refuse Vehicle Tracking Plan	Wealden Local Plan 1998: Saved Policies CS4 and CS5. Good Practice Guide for Property Developers - Refuse & Recycling Storage at New Residential Developments within the	Refuse Vehicle Tracking Plan will be required for: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015.	The access road(s) within a new development must be capable of accommodating a vehicle with dimensions of approximately 12 metres length x 3.5 metres high x 3 metres wide and weighing 26 tonnes (when fully loaded).

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Refuse Vehicle Tracking Plan cont…	Eastbourne, Hastings, Wealden and Rother Council Areas. **Details here**		The layout of the access road should not require the collection vehicle to reverse more than 25m. Where there are multiple roads within a development, suitable on-site turning circles or hammerhead turning areas must be provided free from parked vehicles. Developers are advised to conduct a swept path analysis for a refuse vehicle to ensure an appropriate access route to the main highway is provided.
Retail Assessment – Town Centre Uses	NPPF: Section 7 (Ensuring the vitality of town centres). Wealden Local Plan 1998: Saved Policies BS3, BS4, BS5, BS6, BS7, BS8, BS9 and BS14. Core Strategy Local Plan 2013: Spatial Planning Objective SPO4, SPO6 and SPO7. National Planning Practice Guidance: Town centres and retail**. Details here**	A Retail Assessment will be required for planning applications which propose main town centre uses, on sites outside of town centres, including: • New development; • Redevelopment of existing facilities; • Extensions to existing facilities; • Changes of use involving development; • Applications to vary or remove existing planning conditions, which would have the effect of creating additional floorspace e.g. mezzanine floor, or changing the range of goods sold; and • Retail and Leisure development outside town centres which is not in accordance with the local plan, an assessment of development will be required for development over 2500m2 of gross floorspace (threshold as stated in para 89 of the NPPF).	NPPF paragraph 89 advises that this assessment should include assessment of: • The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area 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 the wider retail catchment (as applicable to the scale and nature of the scheme).

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Road Safety Audit (Stage 1 required at Validation)	NPPF: Section 9 (Promoting sustainable transport). Wealden Local Plan 1998: Saved Policy TR3. ESCC Road Safety Audit Policy for Development. **Details here**	For all major developments that include any of the following: • Alteration to an existing highway; • Intensification of use of existing access; • Formation of a new access; • Off-site highway improvements; • New residential estate roads.	All schemes requiring a Road Safety Audit will require a Stage 1 (completion of preliminary design) Stage 2 (completion of detailed design) & Stage 3 (completion of construction) audit. A Stage 4 Road Safety Audit may also be required, if advised by East Sussex County Council Highways.
Soils Management Plan	NPPF: Section 14 (Meeting the challenge of climate change, flooding and coastal change) and Section 15 (Conserving and enhancing the natural environment). Natural England: Agricultural Land Classification: Protecting the best and most versatile agricultural land. **Details here** Department for Environment, Food and Rural Affairs: Safeguarding our Soils: A Strategy for England. **Details here** Department for Environment, Food and Rural Affairs: Defra Construction Code of Practice for	A Soils Management Plan will be required for all applications for development where the movement of top and/or subsoils is proposed, along with proposals that may result in the compaction or erosion of soil. This may include, but is not limited to, the following applications: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015; • Engineering operations; and • Applications for agriculture, forestry and other land related activities.	The presence of best and most versatile agricultural land is a material consideration in planning decisions, but has to be taken into account alongside other sustainability considerations including: biodiversity, the quality and character of the landscape, accessibility to infrastructure, workforce and markets and maintaining viable communities. To ensure planning decisions take sufficient account of soil quality, particularly when significant area of the best most versatile agricultural land is involved the Management Plan should include: • A comprehensive assessment of existing soils including a detailed soil survey to identify soil types, profiles and depths. A soil management and handling strategy would also be required to demonstrate how a proposal will undertake any soil operations

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Soils Management Plan cont…	the Sustainable Use of Soils on Construction Sites. **Details here**		including stripping, movement, storage and replacement.
Statement of Community Involvement (SCI)	NPPF: Section 12 (Achieving well-designed places) Wealden District Council Statement of Community Involvement July 2020 **Details here**	A Statement of Community Involvement (SCI) will be required for the following: • Residential development of more than 200 dwellings or where the site area is 4ha or more; • Any non-residential development providing more than 10,000 square metres of non-residential floor space or with a site area of 2ha or more; • Other potentially controversial applications where the nature of the development is likely to attract significant local interest.	The Council is not involved in arranging these pre-application consultations; however, applicants and developers should inform the Council of the details of any such arrangements. Such consultation methods could include community consultation events, public meetings, meetings with district, town or parish Councillors, neighbourhood plan steering groups or making information available either via a website, leaflets and posters or contacting residents and businesses by writing to them. Pre-application consultation should also include key consultees such as infrastructure providers and nature conservation bodies as relevant. A SCI should illustrate how the applicant has complied with the requirements for pre-application consultation advocated in the Council's own adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Structural Survey	NPPF: Section 8 (Promoting healthy and safe communities), and Section 16 (Conserving and enhancing the historic environment). Core Strategy Local Plan 2013: Spatial Planning Objective SPO2. Wealden Design Guide 2008 (adopted SPD): Chapter 12 (Alterations and extensions to listed buildings). National Planning Practice Guidance: Historic environment. **Details here** Historic England: General advice on historic building maintenance, repair and conservation. **Details here** Historic England: Guidance on farmsteads and farm buildings. **Details here**	A Structural Survey will be required for applications which involve: • Substantial demolition; • Structural alterations to a building; • Any works that would affect the structural integrity of a building; • The conversion, demolition, extension or alteration of a listed building or non-designated heritage asset; • The demolition (including any part demolition) of an agricultural building; and • Demolition in a Conservation Area.	The structural survey should be carried out by a suitably qualified professional person and should include: • Appraisal of the structural stability of the building; • Schedule of the work that is required to make the building fit for the proposed purpose; • Method statement for carrying out the work; • Plans detailing the repairs and alterations required. Historic England offers guidance on: • National Farmstead Assessment Framework; • The Adaptive Reuse of Traditional Farm Buildings; • Adapting Traditional Farm Buildings: • The Maintenance and Repair of Traditional Farm Buildings;

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Surface Water Drainage Strategy	NPPF: Section 14 (Meeting the challenge of climate change, flooding and coastal change). National Planning Practice Guidance: Flood risk and coastal change. **Details here** Ministry of Housing, Communities and Local Government: Water supply, wastewater and water quality. **Details here** Flood and Water Management Act 2010. **Details here**	A Surface Water Drainage Strategy will be required for: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015. • All applications requiring new or changed foul or surface water drainage systems (for example, new buildings, extensions, increased hard surfacing and changed topography). **NOTE 1:** With regards to the potential effects via surface water drainage pathways from new development within the wider catchment of the Pevensey Levels, it is established that sites coming forward will need to demonstrate that a suitable Surface Water Drainage Strategy is implemented to control the quality and volume of surface water run-off to a level to avoid an adverse effect on the integrity of the Pevensey Levels SAC and Ramsar site alone and in combination. The Surface Water Drainage Strategy should attenuate flows up to and including the 1 in 100 year plus 40% rainfall event (and an allowance for urban creep). **NOTE 2:** Major sites in the south have high levels of groundwater and therefore surface water drainage systems have had to be designed to address this. Ground water monitoring reports that have been carried out throughout the winter months should be submitted to support the proposed drainage strategy.	The submission of a Surface Water Drainage Strategy applies to all sites, whether previously developed or greenfield, and is in addition to any requirements for a Flood Risk Assessment (FRA). A Surface Water Drainage Strategy provides a natural approach to managing surface water run-off from a site by reducing the rate of run-off through the promotion of infiltration or by storage. The benefits include: • reducing the risk of flooding • preventing water pollution • increasing green amenity space and providing habitat for wildlife in urban areas We strongly recommend that any Surface Water Drainage Strategy is based on the results of information obtained from East Sussex County Council via their pre-application advice service. **Details here**

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Sustainable Drainage / Sustainable Urban Drainage System (SuDS)	NPPF: Section 14 (Meeting the challenge of climate change, flooding and coastal change). National Planning Practice Guidance: Flood risk and coastal change. **Details here** CIRIA - The SuDS Manual (2015) **NOTE:** The updated SuDS Manual (C753) is collaboratively funded and is available to download for free from the CIRIA website (www.ciria.org). CIRIA also manage the susdrain website (www.susdrain.org) that provides a range of resources and information for those involved in delivering SuDS.	Sustainable Drainage and Sustainable Urban Drainage Systems will be required for: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Surface Water Drainage Strategy should attenuate flows up to and including the 1 in 100 year plus 40% rainfall event (and an allowance for urban creep). With regard to water quality issues and given the high sensitivity of the receiving water, it is important to be certain that the SuDS proposed is capable of treating the surface water run-off to a high enough standard. The drainage strategy should follow the methodology set out in the CIRIA SuDs Manual (2015) to assess the SUDS strategy and elements comprised within. The FRA should adopt the index approach set out in Chapter 26, Section 26.7.1 and identify the pollution hazard index for the development and then compare against the mitigation index. To deliver adequate treatment, the selected SuDS components should have a total pollution mitigation index (for each contaminant type) that equals or exceeds the pollution hazard index (for each contaminant type).	Sustainable Drainage Systems should: • Take account of advice from the lead local flood authority (East Sussex County Council); • Have appropriate proposed minimum operational standards; • Have maintenance arrangements in place to ensure an acceptable standard of operation of the lifetime of the development; and • Where possible, provide multifunctional benefits. • Include within the red site boundary any area where the outfall involves a ditch, pipe or headwall (an engineering operation). If not all the land is owned by the applicant, please ensure the correct Notice is served and the correct Ownership Certificate completed. **More details regarding ownership certificates can be found here**

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Tele-communications Information	NPPF: Section 10 (Supporting high quality communications). Mobile phone network development: Code of best practice. **Details here**	Telecommunication Information will be required for any application for telecommunications development (including for prior approval under Part 16 of the General Permitted Development Order). Applications should be supported by the necessary evidence to justify the proposed development. **NOTE:** A Tree Survey and associated Arboriculture Assessment will be required when proposals could have an impact on significant trees on or adjoining the site, whether or not the trees form part of ancient woodland, are protected by a Tree Preservation Order or are in a Conservation Area (and are therefore protected).	A supporting statement is required for all telecommunications development and shall include the following: • A declaration that the equipment and installation fully complies with the ICNIRP requirements; • Area of search; • A map showing the relationship of the application site to schools and other telecommunications equipment in the vicinity; • A statement explaining the reasons for the choice of the design; • Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna; • Technical justification – details about the purpose of the site and why the particular development is required; • Details of alternative sites rejected with a justification for rejecting them. This should include existing masts, structures and other buildings within the search area and an explanation if no alternatives considered. • Visual impact assessment where relevant.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Transport Assessment (TA) or **Transport Statement (TS)** or **Transport Report (TR)**	NPPF: Section 9 (Promoting sustainable transport). Wealden Local Plan 1998: Saved Policy TR3. National Planning Practice Guidance: Travel Plans, Transport Assessments and Statements. **Details here** Transport Assessments / Statements / Reports (Guidance for development in East Sussex) **Details here** **NOTE:** ESCC guidance directly applies to all roads in the county for which ESCC has responsibility as Highway Authority. Developments affecting trunk roads, which are the responsibility of the Highways Agency (HA), the HA's advice should be sought at the earliest stage possible. Trunk roads in East Sussex are: • A27 from County boundary (Brighton & Hove Council) to Pevensey; • A259 from Pevensey to Glyne Gap, Bexhill; • A259 from Batchelor's Bump, Hastings to County boundary (Kent);	Paragraph 111 of the NPPF requires that all developments that will generate significant amounts of movement should be required to provide a Travel Plan, and the application should be supported by a Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed. Therefore, a TA, TS or TR will be required for: • All developments that are likely to generate significant levels of movements to and from the site; • Proposals which either by themselves or cumulatively with development of which the application is part, are likely to cause significant harm as a result of existing road capacity or safety problems in the area; • Proposals that are likely to significantly increase pollution and/or noise as a result of traffic generation, or cause pollution levels in Air Quality Management Areas to exceed guideline levels; • Proposals that would generate a material increase in traffic entering or using any motorways, trunk roads or other primary routes; and • Proposals that would impact on the bus network.	The coverage and detail of the TA/TS/TR will depend upon the size and nature of the proposed development and the extent of the transport implications. Thresholds and advice on the appropriate information to be submitted can be obtained from East Sussex County Council. **Details here** Information should include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems including the scope for acceptable highway improvement works. Any development must satisfactorily integrate into and coordinate with the highway network.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
TA/TS/TR cont…	• A26 from A27 (Beddingham) to Newhaven (Drove Road); • A21 from Junction Road, Hastings to County boundary (Kent).	More information on thresholds and advice on the appropriate information to be submitted can be obtained from East Sussex County Council. **Details here**	
Travel Plan	NPPF: Section 9 (Promoting sustainable transport). Wealden Local Plan 1998: Saved Policy TR3. National Planning Practice Guidance: Travel Plans, Transport Assessments and Statements. **Details here** ESCC Travel Plans for development. **Details here**	A Travel Plan will be required for: • Most major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015, subject to the thresholds set by East Sussex County Council guidance; • Any application where the proposed development is likely to generate significant traffic movements and have significant transport implications. More information on thresholds and advice on the appropriate information to be submitted can be obtained from East Sussex County Council. **Details here**	A Travel Plan is a package of measures aimed at satisfying transport and other business needs, with an emphasis on securing: • Reductions in car use; • Increases in more sustainable forms of travel such as walking, cycling and public transport; • Reductions in traffic speeds and improved safety; and • More environmentally friendly freight movements. A draft Travel Plan should outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use. The Travel Plan should include details of targets and arrangements for monitoring.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Tree Survey / Arboricultural Impact Assessment (AIA)	NPPF: Section 15 (Conserving and enhancing the natural environment). Wealden Local Plan 1998: Saved Policies EN12 and EN13. Wealden Design Guide 2008 (adopted SPD): Chapter 3 (Landscape, Trees and Wildlife), Part 6 (Trees, hedgerows and wooded areas), Part 7 (Ancient and veteran trees) and Part 9 (Ancient woodland), and Chapter 10 (Residential alterations and extensions), Part 12 (Trees). National Planning Practice Guidance: Natural environment. **Details here** National Planning Practice Guidance: Tree Preservation Orders and trees in conservation areas. **Details here** National Planning Practice Guidance: Ancient woodland, ancient trees and veteran trees: protecting them from development. **Details here** The Arboricultural Association. **Details here**	A Tree Survey and associated Arboricultural Assessment will be required when proposals could have an impact on significant trees on or adjoining the site, whether or not the trees form part of Ancient Woodland, are protected by a Tree Preservation Order or are in a Conservation Area (and are therefore protected). A Tree Survey and associated Arboricultural Assessment will be required where trees are: • On or adjacent (within 15m) to the proposed development (even if not protected); • Form part of Ancient Woodland or are ancient or veteran trees; • Protected by a Tree Preservation Order; or • Protected by their location within a Conservation Area. **NOTE:** A suitably qualified arboriculturist should prepare a survey in full accordance with the guidance set down in BS 5837:2012 Trees in relation to Design, Demolition and Construction.	Consider how the development & associated/adjacent trees will co-exist / interact in the present and the future. Demonstrate how factors such as root protection, changes in levels, installation of services, etc, have been given consideration through the design process & that there will be no significant adverse impacts for important trees. It should also demonstrate consideration for future issues e.g. future pressure to prune or remove trees due to shadowing/encroachment. Items to consider in an AIA: • Tree root protection zones (these should be clearly marked on a scale plan); • Likely alteration to site levels; • Likely changes to surfacing; • Likely locations for the layout of services; • Demolition of existing buildings and removal of hardstanding; • Exposure due to tree and structure removal; • Sunlight and shading; • Likely site access and layout during construction; • Allocation of a suitable area for plant and material storage; • Fruit production (fouling footpaths); • Initial suggestions for additional/replacement tree planting; • Birds, bats and other fauna (other ecology/specialist may be required).

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Viability & Marketing Statement	NPPF: Section 7 (Ensuring the vitality of town centres) and Section 8 (Promoting healthy and safe communities). Core Strategy Local Plan 2013: Spatial Planning Objective SPO4 and SPO8. **NOTE:** A Viability Assessment should contain sufficient evidence to enable the Council to properly assess a scheme in accordance with the recommended practice set out in the Royal Institution of Chartered Surveyors (RICS) and the NPPF.	A Viability and Marketing Statement will be required for: • Any application for a change of use which involves the loss of, or a reduction in: • A community facility (including a leisure or entertainment venue, open space, public house, village shop, bank or Post Office); • A tourist facility; or • Employment space. • Any application for the conversion of an agricultural building to a residential use indicating the consideration of alternative uses; and • Any application that involves or consists of the loss of a designated or non-designated heritage asset, on the grounds of redundancy and economic viable repair.	Proposals to the change of use on the grounds that the existing use, or the policy-compliant use, is not viable, marketing information will need to be submitted to justify the case. The Marketing Statement will need to include evidence of the marketing of the building or enterprise in its current use or use class, including: • The timing of the marketing; • The period and means of marketing (this should normally be for a period of at least 12 months with an agent relevant to the type of building or use, i.e. specialist or commercial if appropriate); • The asking price (this should normally include valuations from 3 relevant agents , which must reflect the current or other authorised uses of the site); and • The extent of the land included (where relevant) and the nature of the interest being marketed / terms of sale. Proposals to change of use of holiday accommodation - evidence will be required of the letting records and the marketing of the accommodation for holiday purposes over at least one year.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Viability & Marketing Statement cont…			Where loss of village or town services or facilities are proposed, the Viability Statement should include: • 2 years trading accounts of the current operation; • Survey of proximity of alternative services / facilities. Where the proposal involves the conversion of an historic agricultural building, the statement will need to include evidence of no agricultural need in the area for the building and, where a residential use is sought, evidence by way of financial costings of conversions to employment or tourism uses to support why these uses are not being sought. This information should include: • Costs associated with the conversion, i.e. fees, building costs and finance over a fixed term, but must include no purchase cost of the asset; and • Income, i.e. commercial space revenue / letting income, less management and depreciation, and should include an annualised asset value. **NOTE:** • it is advised that the scope of any VA should be discussed at pre-application stage.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Ventilation & Extraction Statement	NPPF: Section 15 (Conserving and enhancing the natural environment). National Planning Practice Guidance: Noise. **Details here** Environment Agency: Noise impact assessments involving calculations or modelling. **Details here** Wealden District Council Environment and Pollution. **Details here**	A Ventilation and Extract Statement will be required for any application (including any change of use application) which includes or would necessitate the installation of extraction equipment and/or air conditioning.	Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics.

Validation requirement	Justification including policy driver	Types of application/development that require this information to be submitted	Guidance on what information is required
Waste Minimisation Statement &/or a Waste Audit Statement	National Planning Policy for Waste October 2014. **Details here** National Planning Policy Framework (2019). National Planning Practice Guidance. Waste and Minerals Local Plan for East Sussex. **Details here**	A Waste Minimisation Statement &/or a Waste Audit Statement will be required for: • All major development, as specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015.	This should include the following information, where relevant to the proposal: • Sustainable procurement measures used to minimise the generation of waste during the construction process; • The types and quantities of waste that will be generated during the demolition and construction phases and the measures to ensure that the waste is managed in accordance with the waste hierarchy; and • The types and quantities of waste that will be generated during the operational phase of the development and measures to ensure that the waste is managed in accordance with the waste hierarchy.

Section 3: Requirements by application type (checklist)

3.1 The information below provides a guide to support that within Section 2 and serves as an easy reference guide to detail the level of information that may be required for each application site.

3.2 Please refer to the detailed advice provided in Section 2 in relation to the appropriateness of including these documents with your application submission.

Type of application	Planning document (see above for details and requirements)	Checklist Please complete to assist the validation process	
Advertisement Consent NOTE: Decisions on applications for consent to display advertisements under the Town and Country Planning (Control of Advertisements) Regulations 1992 (as amended).	• National Validation Criteria Although there are no local validation requirements associated with applications seeking advertisement consent it would be helpful if the following details could be submitted: • Lighting Assessment (*if advertisement is to be illuminated*) • Heritage Assessment (*if advertisement might affect a heritage asset*) Designated heritage assets can include: • Conservation Areas • Listed Buildings • Scheduled Ancient Monuments (SAMs) • Historic Parks and Gardens • Scheduled Archaeological Sites	**YES** **YES** **YES**	**N/A** **N/A** **N/A**
There are 3 categories of advertisement consent: • Those permitted without requiring either deemed or express consent from the local planning authority; • Those which have deemed consent; • Those which require the express consent of the local planning authority The term advertisement covers a very wide range of advertisements and signs including: Posters and notices, placards and boards, Fascia signs and projecting signs, pole signs and canopy signs, models and devices, advance signs and directional signs, estate agents' boards, captive balloon advertising (not balloons in flight), flag advertisements, price markers and price displays, traffic signs, town and village name-signs			

Type of application	Planning document (see above for details and requirements)	Checklist Please complete to assist the validation process	
Change of use (no building works – 'building works' include internal and external alterations)	• National Validation Criteria	**YES**	**N/A**
	• Affordable Housing Statement *(where applicable)*	**YES**	**N/A**
	• Air Quality Assessment & Emissions Mitigation Assessment *(where applicable)*	**YES**	**N/A**
	• Community Infrastructure (CIL) *(where applicable)*	**YES**	**N/A**
	• Economic Statement *(where applicable)*	**YES**	**N/A**
	• Equestrian Management Plan (where applicable)	**YES**	**N/A**
	• Flood Risk Assessment *(where applicable – also see Appendix E)*	**YES**	**N/A**
	• Flood Risk Sequential Test Evidence *(where applicable)*	**YES**	**N/A**
	• Heritage Statement (1) *(where applicable)*	**YES**	**N/A**
	• Noise Impact Assessment *(where applicable)*	**YES**	**N/A**
	• Parking & Access Details *(where applicable)*	**YES**	**N/A**
	• Pre-application Engagement *(where applicable)*	**YES**	**N/A**
	• Planning Statement *(where applicable)*	**YES**	**N/A**
	• Refuse & Recycling Provision *(where applicable)*	**YES**	**N/A**
	• Retail Assessment – Town Centre Uses *(where applicable)*	**YES**	**N/A**
	• Transport Assessment (TA) or Transport Statement (TS) (*where applicable*)	**YES**	**N/A**
	• Viability & Marketing Statement *(where applicable)*	**YES**	**N/A**
	• Ventilation & Extraction Statement *(where applicable)*	**YES**	**N/A**
Many developments involve some change of land use but a decision is only classified as 'Change of Use' if:			

(i) the application does not concern a major development; and

(iia) no building or engineering work is involved; or

(iib) the building or engineering work would be permitted development were it not for the fact that the development involved a change of use (such as the removal of internal dividing walls in a dwelling house to provide more spacious accommodation for office use).

Type of application	Planning document (see above for details and requirements)	Checklist Please complete to assist the validation process	
Full or Outline application for Building/Engineering works	• National Validation Criteria	**YES**	**N/A**
	• Aerodome Safeguarding Statement (*where applicable*)	**YES**	**N/A**
	• Affordable Housing Statement (*where applicable*)	**YES**	**N/A**
	• Air Quality Assessment & Emissions Mitigation Assessment (*where applicable*)	**YES**	**N/A**
	• Agricultural Statement (*where applicable*)	**YES**	**N/A**
	• Bat Survey (*where applicable*)	**YES**	**N/A**
	• Biodiversity Checklist *(where applicable)*	**YES**	**N/A**
	• Biodiversity/Ecological Survey and Report (*where applicable*)	**YES**	**N/A**
	• Community Infrastructure (CIL) (*where applicable*)	**YES**	**N/A**
	• Daylight/Sunlight Assessment (*where applicable*)	**YES**	**N/A**
	• Economic Statement (*where applicable*)	**YES**	**N/A**
	• Energy Statement (*where applicable*)	**YES**	**N/A**
	• Environmental Impact Assessment (*where applicable*)	**YES**	**N/A**
	• Equestrian Management Plan (*where applicable*)	**YES**	**N/A**
	• Flood Risk Assessment (*where applicable – also see Appendix E*)	**YES**	**N/A**
	• Flood Risk Sequential Test Evidence (*where applicable*)	**YES**	**N/A**
	• Flood Risk Exception Test Evidence (*where applicable*)	**YES**	**N/A**
	• Heritage Statement (1) (*where applicable*)	**YES**	**N/A**
	• Heritage Statement (2) (where applicable)	**YES**	**N/A**
	• Historic Environment Record (HER) Report (*where applicable*)	**YES**	**N/A**
	• Ground Stability Assessment (*where applicable*)	**YES**	**N/A**

	• Gypsy & Traveller Statement (*where applicable*)	**YES**	**N/A**
	• Land Contamination Assessment (*where applicable)*	**YES**	**N/A**
	• Landscaping Details (*where applicable*)	**YES**	**N/A**
	• Lighting Assessment (*where applicable*)	**YES**	**N/A**
	• Noise Impact Assessment (*where applicable*)	**YES**	**N/A**
	• Open Space Assessment (*where applicable*)	**YES**	**N/A**
	• Parking & Access Details (*where applicable*)	**YES**	**N/A**
	• Photographs/Photomontages (*where applicable*)	**YES**	**N/A**
	• Pre-application Engagement (*where applicable*)	**YES**	**N/A**
	• Planning Statement (*where applicable*)	**YES**	**N/A**
	• Planning Obligation (Draft Heads of Terms) (*where applicable*)	**YES**	**N/A**
	• Playing Field/Sports Provision Assessment (*where applicable*)	**YES**	**N/A**
	• Refuse & Recycling Provision (*where applicable*)	**YES**	**N/A**
	• Refuse Vehicle Tracking Plan *(where applicable)*	**YES**	**N/A**
	• Retail Assessment – Town Centre Uses (*where applicable*)	**YES**	**N/A**
	• Road Safety Audit *(where applicable)*	**YES**	**N/A**
	• Soils Management Plan (*where applicable*)	**YES**	**N/A**
	• Statement of Community Involvement (SCI) (*where applicable*)	**YES**	**N/A**
	• Structural Survey (*where applicable*)	**YES**	**N/A**
	• Surface Water Drainage Strategy (*where applicable*)	**YES**	**N/A**
	• Sustainable Drainage/Sustainable Urban Drainage (SuDS) (*where applicable*)	**YES**	**N/A**
	• Telecommunications Information (*where applicable*)	**YES**	**N/A**
	• Transport Assessment (TA) or Transport Statement (TS) (*where applicable*)	**YES**	**N/A**
	• Travel Plan (*where applicable*)	**YES**	**N/A**
	• Tree Survey / Arboricultural Statement (*where applicable*)	**YES**	**N/A**

	• Viability & Marketing Statement (*where applicable*)	**YES**	**N/A**
	• Ventilation and Extract Statement (*where applicable*)	**YES**	**N/A**
	• Waste Minimisation Statement *(where applicable)*	**YES**	**N/A**

- Full Planning Permission seeks complete approval for the design of your proposal (including the amount, scale, layout and appearance of the development, as well as any landscaping) and the proposed access arrangements.
- Outline Planning Permission seeks to establish whether the scale and nature of a proposed development would be acceptable to the local planning authority, before a fully detailed proposal is put forward. Once outline permission has been granted, you will need to ask for approval of the details ("reserved matters") before work can start. These details will be the subject of a "reserved matters" application at a later stage.

Type of application	Planning document (see above for details and requirements)	Checklist Please complete to assist the validation process	
Householder development NOTE: The validation requirements for householder development are largely set out in National Validation Criteria. Exceptions to this are if: • Your property is located within land designated as Flood Zone 2 or 3; • The proposed works have the potential to impact upon bats and/or newts/protected species • The building is a listed building; • The property is located in the green belt or in conservation area; or, • The proposed development would involve works to protected trees or those in a conservation area	• National Validation Criteria	YES	N/A
	• Bat Survey (*where applicable*)	YES	N/A
	• Biodiversity Checklist *(where applicable)*	YES	N/A
	• Biodiversity/Ecological Survey and Report (*where applicable*)	YES	N/A
	• Community Infrastructure (CIL) *(where applicable)*	YES	N/A
	• Daylight/Sunlight Assessment (*where applicable*)	YES	N/A
	• Equestrian Management Plan (*where applicable*)	YES	N/A
	• Flood Risk Assessment (*where applicable – also see Appendix E*)	YES	N/A
	• Flood Risk Sequential Test Evidence (*where applicable*)	YES	N/A
	• Heritage Statement (1) (*where applicable*)	YES	N/A
	• Heritage Statement (2) (*where applicable*)	YES	N/A
	• Historic Environment Record (HER) Report (*where applicable*)	YES	N/A
	• Land Contamination Assessment (*where applicable)*	YES	N/A
	• Landscaping Details (*where applicable*)	YES	N/A
	• Lighting Assessment (*where applicable*)	YES	N/A
	• Parking & Access Details (*where applicable*)	YES	N/A
	• Photographs/Photomontages (*where applicable*)	YES	N/A
	• Pre-application Engagement (*where applicable*)	YES	N/A
	• Structural Survey *(where applicable)*	YES	N/A
	• Surface Water Drainage (*where applicable*)	YES	N/A
	• Tree Survey / Arboricultural Statement (*where applicable*)	YES	N/A

Householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses including footway crossovers, porches and satellite dishes. Excluded from householder developments are: applications relating to any work to one or more flats, applications to change the number of dwellings (flat conversions, building a separate house in the garden), changes of use to part or all of the property to non-residential (including business) uses, or anything outside the garden of the property (including stables if in a separate paddock).

Type of application	Planning document (see above for details and requirements)	Checklist Please complete to assist the validation process	
Listed Building Consent NOTE: It is a criminal offence not to seek consent when it is required. Not knowing a building is listed is not a defence to any criminal proceedings. This makes it very important that any doubt is investigated and discussed with the local planning authority.	• National Validation Criteria • Heritage Statement (1) • Photographs/Photomontages • Structural Survey (*where applicable*) • Bat Survey (*where applicable*) • Pre-application Engagement (*where applicable*)	**YES** **YES** **YES** **YES** **YES** **YES**	**N/A** **N/A** **N/A** **N/A** **N/A** **N/A**
In general terms Listed building consent is required for all works of demolition, alteration or extension to a listed building that affect its character as a building of special architectural or historic interest. The requirement applies to all types of works and to all parts of those buildings covered by the listing protection (possibly including attached and curtilage buildings or other structures), provided the works affect the character of the building as a building of special interest.			

Section 4: Appendices

Appendix A - Dealing with Protected Species in the Planning Process (flow chart)
Appendix B - Biodiversity Checklist also known as Ecological Impact Assessment Checklist
Appendix C - Heritage Asset what information to include in a Heritage Statement (flow chart)
Appendix D - Heritage Statement Template
Appendix E - Drainage Table & FRA (basic check for Householder and Change of Use applications)
Appendix F - Surface Water Drainage Checklist 1 (major outline planning applications)
Appendix G - Surface Water Drainage Checklist 2 (major detailed planning applications)

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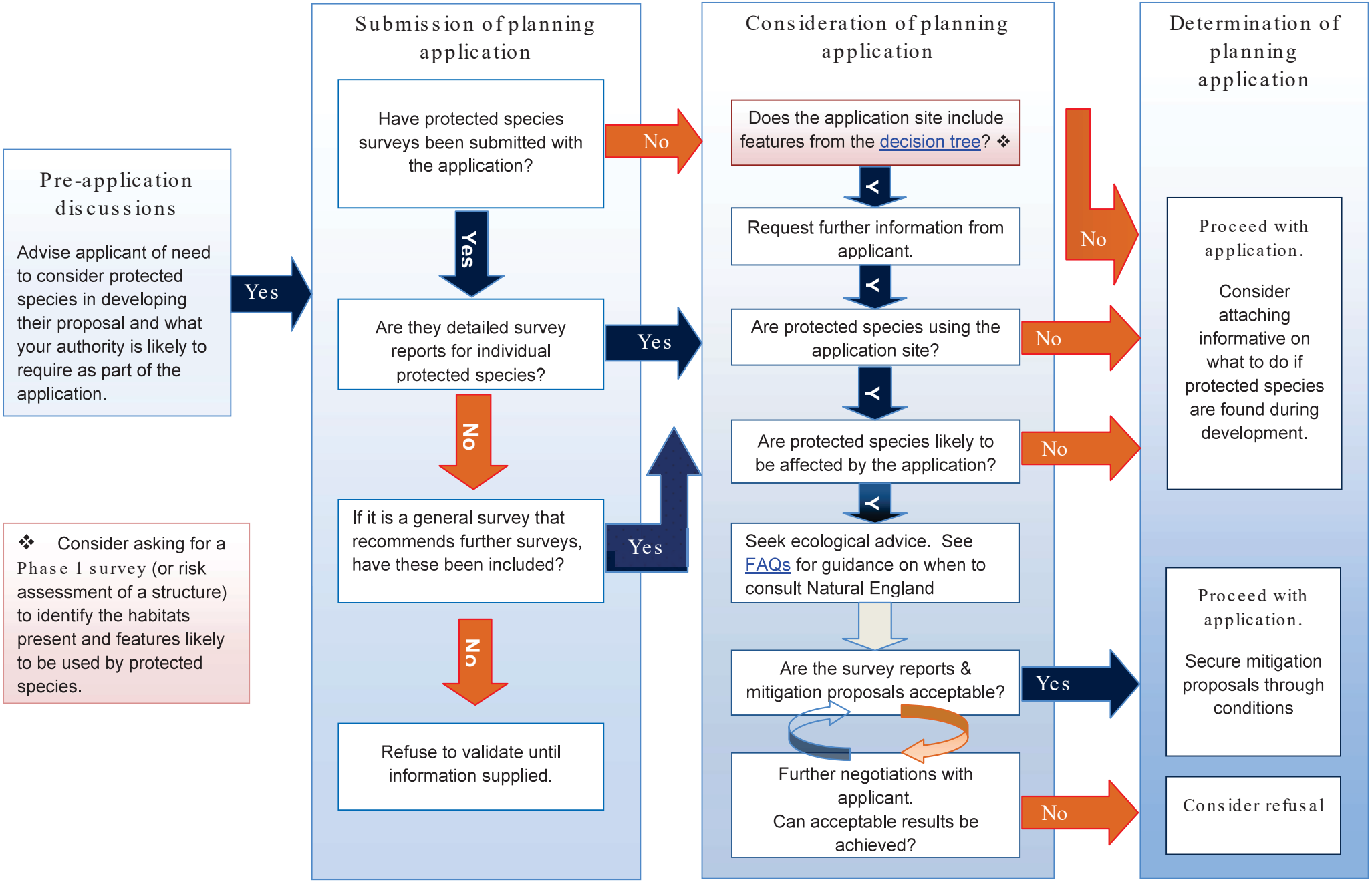
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Appendix A

Dealing with Protected Species in the Planning Process (flow chart)

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Dealing with Protected Species in the Planning Process




Are there any existing records of protected species within two kilometres of the application site or area where works are proposed (for example from local residents or the Local Records Centre)?
AND/OR
Are any of the features or habitats listed to the right present on site or within two kilometres of the site (this applies to both urban and rural areas)? (xiv)
No
No protected species surveys are required but works should proceed with caution. For planning applications, an informative should be appended to the consent stating that if a protected species is encountered during the course of the development, then works should cease and advice sought from an ecological consultant. Additionally, opportunities for biodiversity enhancements should be sought and secured from the applicant.
END
Yes
Does the application affect a traditional timber framed building (for example a barn or oast house) or other traditional farm building? (xii)
Bat and Barn owl survey required (xiii)
Yes
Buildings with the following features and/or large gardens in suburban and rural areas (xv)
Bat, breeding bird and reptile surveys may be required (xvi)
Yes
Lakes, rivers and streams on, or adjacent to the application site (xvii)
Fish, otter, water vole and crayfish surveys may be required (xviii)
Yes
Heathland on, adjacent to or linked to the site by other semi-natural habitat (xix)
Breeding bird, badger, dormouse, reptile, invertebrate, natterjack toad and plant surveys may be required (xx)
Yes
Meadows, grassland, parkland and pasture on, adjacent to or linked to the site by other semi-natural habitat (xxi)
Bat, badger, great crested newt, invertebrate, reptile and plant surveys may be required (xxii)
Yes
Ponds or slow flowing water bodies (e.g. ditches) on or within 500 metres of the site and linked by semi-natural habitat (e.g. grassland/pasture, woodland, hedgerows) (xxiii)
Great crested newt, and water vole surveys may be required (xxiv)
Yes
Rough grassland and previously developed land ('brownfield sites') on or immediately adjacent to the site (xxv)
Reptile, breeding bird, invertebrate and plant surveys may be required (xxvi)
Yes
Woodland (including scrub and hedgerows) on, adjacent to or linked to the application site (for example by hedgerows) (xxvii)
Bat, breeding bird, badger, dormouse, invertebrate and plant surveys may be required (xxviii)
Yes
Coastal habitats (including applications down to the mean low water mark) (xxix)
Natterjack toad, Sea Fish, invertebrate and seahorse surveys may be required (xxx)
Yes
Veteran trees, old mines and cave systems (xxxi)
Bat surveys may be required, particularly where these features exist (xxxii)

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Appendix B

Biodiversity Checklist

Also known as

Ecological Impact Assessment Checklist

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Ecological Impact Assessment (EcIA) Checklist

CIEEM

ASSOCIATION OF Local Government Ecologists

	EcIA Criteria (to ensure decisions are based on adequate information in accordance with Clauses 6.2 and 8.1 of BS42020:2013)	Yes No n/a	Paragraph reference number(s)
Pre-app/ scope	1. Where pre-application advice has been received from the Local Planning Authority and/or an NGO and/ or statutory body (e.g. NE DAS, NRW DAS)[i], it has been fully accounted for in the EcIA		
	2. The scope, structure and content of the EcIA is in accordance with published good practiceii, iii and iv		
Surveys, Sites, Species and Habitats	3. Adequatev and up-to-datevi: a. Desk study has been undertaken[vii] b. Phase 1 habitat survey (or equivalent) has been undertaken[vii] c. Phase 2 ecology surveys have been undertaken (where necessary)[viii]		
	4. All statutory and non-statutory sites likely to be significantly affected are clearly and correctly identified		
	5. All protected or priority species and priority habitatsix likely to be significantly affected are clearly and correctly identified, and adequate surveys have been undertaken to inform the baseline		
	6. Any invasive non-native plant species present are clearly and correctly identified		
	7. Where a separate PEA Report states that Phase 2 ecology surveys are required, these have been undertaken in full and results submitted with the application (or lack of such surveys is justified)		
Impacts and Effects	8. The assessment is based on clearly defined development proposals along with relevant drawings/plans (and any plans used are the same version number as those submitted with the application) or 9. The residual ecological effects are considered to be not significant at any geographical scale irrespective of the detailed development proposals, and the assessment is based on a worst-case-scenario		
	10. The report describes and assesses all likely significant ecological effects (including cumulative effects) clearly stating the geographical scale of significance (where relevant)		
Mitigation, Compensation and Enhancement	11. The mitigation hierarchy has been clearly followed[x]		
	12. The report: a. Clearly identifies the proposed mitigation and compensation measures, and explains how these will adequately address all likely significant adverse effects b. Includes, where necessary, proposals for post-construction monitoring c. Recommends how proposed measures may be secured through planning conditions/obligations and/ or necessary licences		
	13. A summary table of proposed mitigation and compensation measures has been provided		
	14. The need for any mitigation licences required in relation to protected species is clearly identified		
	15. Proposals to deliver ecological enhancement/Biodiversity Net Gain have been provided		
Competence/Good Practice	16. Limitations[xi] of the ecological work have been correctly identified and the implications explained		
	17. All relevant key timing issues (e.g. site vegetation clearance or roof removal) that may constrain or adversely affect the proposed timing of development have been identified		
	18. All ecological work and surveys accord with published good practice methods and guidelines OR deviation from such guidelines is made clear and fully justified, and the implications for subsequent conclusions and recommendations made explicit in the report[xii]		
	19. All ecologists and surveyors hold appropriate species licences (where relevant) and/or have all necessary competencies to carry out the work undertaken		
Conclusions	20. The report clearly identifies where the proposed development complies with relevant legislation and policy, highlighting any possible non-compliance issues, and highlighting circumstances where a conclusion cannot be drawn as it requires an assessment of non-ecological issues (such as socio-economic ones)		
	21. The report provides a clear summary of losses and gains for biodiversity, and a justified conclusion of an overall net gain for biodiversity		
	22. Justifiable conclusions[xiii] based on sound professional judgement[xiv] have been drawn as to the significance of effects on any designated site, protected or priority habitat/species or other ecological feature, and a justified scale of significance has been stated		

Footnotes:

i. Natural England's Discretionary Advice Service, Natural Resources Wales' Discretionary Advice Service
ii. CIEEM (2017) *Guidelines for Ecological Report Writing*.
iii. CIEEM (2018) *Guidelines for Ecological Impact Assessment.*
iv. BS42020:2013 *Biodiversity – Code of Conduct for Planning and Development.*
v. Adequate ecological information is defined as being Appropriate (i.e. the right type of surveys for the site and the receptors likely to be found) and Sufficient (i.e. there is sufficient effort in view of the time, size, complexity etc of the site to ensure all likely receptors are adequately accounted for – such as abundance and distribution) (refer to BS42020:2013 Clause 6.2).
vi. CIEEM (2019) *Advice note on the Lifespan of Ecological Reports and Surveys*.
vii. Based on the approach described in Section 2 of CIEEM's *Guidelines for Preliminary Ecological Appraisal* (2018).
viii. See Section 3, Box 4 and Appendix 5 of CIEEM's *Guidelines for Preliminary Ecological Appraisal* (2018).
ix. See Section 1 Box 1 of CIEEM's G*uidelines for Preliminary Ecological Appraisal* (2018).
x. In accordance with Paragraph 118 of the National Planning Policy Framework (England, 2018).
xi. An explicit understanding of any limitations for the ecological work should be provided in accordance with Clause 6.7 of BS42020:2013 (including limitations associated with: survey methods, adequacy of equipment, reference to relevant desk top data, interpretation and analysis of results, competency of all ecological surveyors and personnel undertaking the impact assessment and design of mitigation).
xii. Deviation from standard methods and guidance must be reported in accordance with BS42020:2013 (Clauses 4.4, 6.3.6 to 6.3.9 and 6.7). CIEEM has published and signposted to relevant guidance in its online Resource Hub (cieem.net/resource-hub).
xiii. In accordance with CIEEM's *Guidelines on Ecological Impact Assessment* (2018).
xiv. Further information on how to provide robust justification for any deviation in methods used from those published in good practice guidance is provided in CIEEM (2016) Pragmatism, Proportionality and Professional Judgement. *In Practice*. Issue 91; page 57.

CIEEM
Chartered Institute of Ecology and Environmental Management
www.cieem.net
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Planning Validation Guide

Appendix C

Heritage Asset

What information to include in a Heritage Statement (flow chart)

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HERITAGE STATEMENT FOR APPLICATIONS RELATING TO DESIGNATED AND UNDESIGNATED HERITAGE ASSETS

Heritage Assets

A Heritage Asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. The term 'Heritage Asset' includes designated heritage assets and assets identified by the local planning authority.[1]

Heritage Assets include:

- listed buildings;
- unlisted buildings of historic interest;
- conservation areas;
- historic parks and gardens;
- archaeological features; and
- scheduled ancient monuments.

Heritage Statements

For all applications relating to a heritage asset, or for works within their setting, a Heritage Statement is required. When submitting an application, the National Planning Policy Framework requires applicants to describe the significance of any heritage assets affected, including any impact on the setting of the heritage asset.

All heritage assets are different and it is acknowledged that it can be difficult to work out what should be incorporated within a Heritage Statement. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. To help you provide the appropriate information, the council, in conjunction with other East Sussex Local Planning Authorities, have produced a Heritage Statement Template for completion and submission with all listed building consent applications, and with planning applications where relevant.

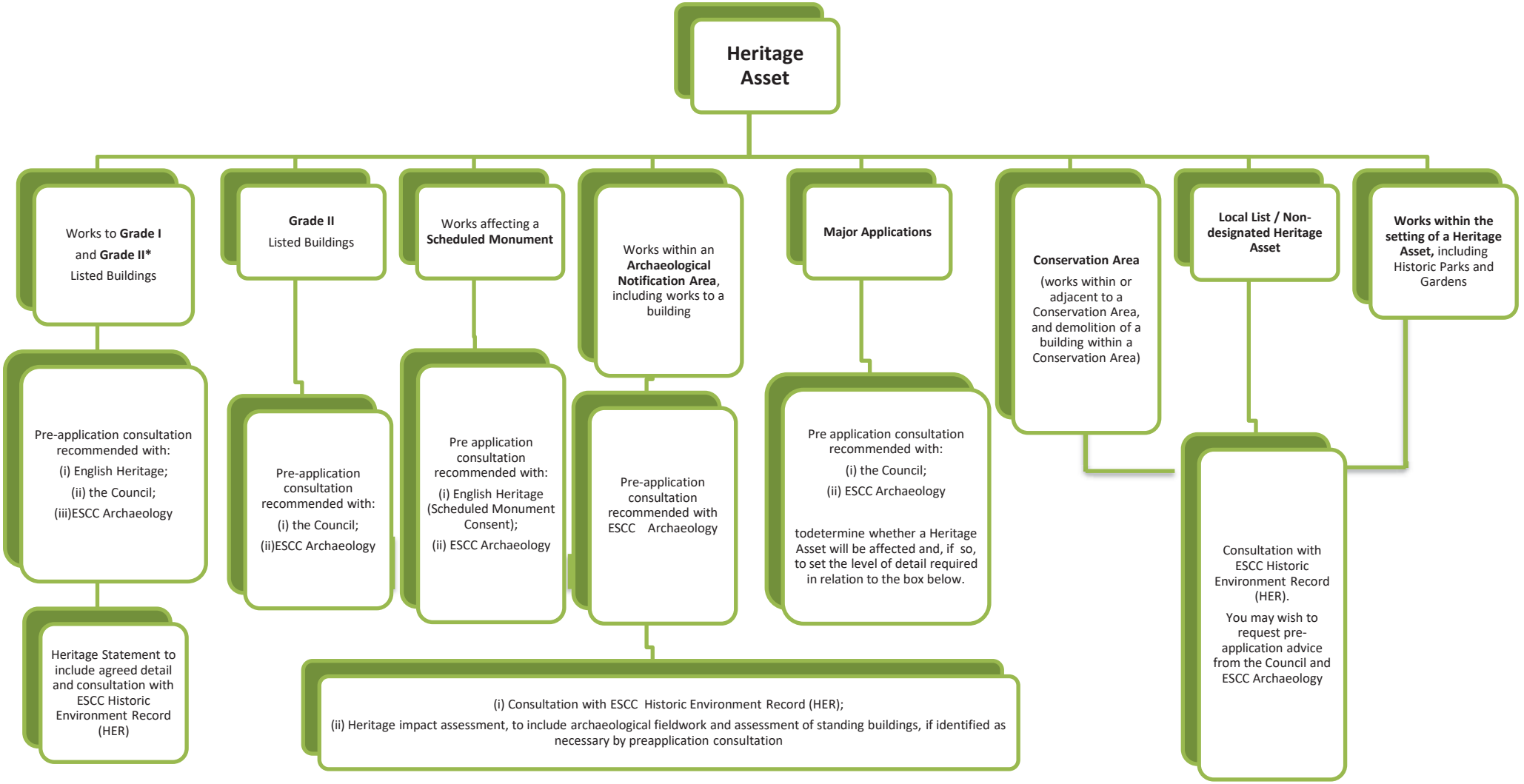
In order to validate your application, please complete **ALL** parts of the Heritage Statement Template and submit with your application. Alternatively, if you wish to use an alternative format for your Heritage Statement, in order for your application to be validated, your statement **MUST** cover all the headings requiring information within the Council's template.

In addition, **at a minimum, the NPPF requires the relevant Historic Environment Record (HER) to be consulted**[2] and this should form the appendix to your Heritage Statement**.**

The following flow chart (Figure 1) will help you to ensure that the relevant and proportionate level of information is provided within your Heritage Statement. Each box relating to the type of heritage asset is linked to explanatory text within this Appendix:

[1] NPPF, Annex 2, page 67
[2] NPPF, paragraph 189, page 55

Figure 1:


Heritage Asset
Works to **Grade I** and **Grade II*** Listed Buildings
Grade II Listed Buildings
Works affecting a **Scheduled Monument**
Works within an **Archaeological Notification Area**, including works to a building
Major Applications
Conservation Area (works within or adjacent to a Conservation Area, and demolition of a building within a Conservation Area)
Local List / Non-designated Heritage Asset
Works within the setting of a Heritage Asset, including Historic Parks and Gardens
Pre-application consultation recommended with: (i) English Heritage; (ii) the Council; (iii)ESCC Archaeology
Pre-application consultation recommended with: (i) the Council; (ii)ESCC Archaeology
Pre application consultation recommended with: (i) English Heritage (Scheduled Monument Consent); (ii) ESCC Archaeology
Pre-application consultation recommended with ESCC Archaeology
Pre application consultation recommended with: (i) the Council; (ii) ESCC Archaeology todetermine whether a Heritage Asset will be affected and, if so, to set the level of detail required in relation to the box below.
Consultation with ESCC Historic Environment Record (HER). You may wish to request pre-application advice from the Council and ESCC Archaeology
Heritage Statement to include agreed detail and consultation with ESCC Historic Environment Record (HER)
(i) Consultation with ESCC Historic Environment Record (HER); (ii) Heritage impact assessment, to include archaeological fieldwork and assessment of standing buildings, if identified as necessary by preapplication consultation

Historic Environment Record (HER) consultation

The NPPF directs that applicants should, as a minimum, consult the relevant HER and have the heritage assets assessed using appropriate expertise where necessary.

The Historic Environment Record (HER) is located at the East Sussex County Records Office at The Keep[3] in Brighton and is managed by the East Sussex County Council (ESCC) Archaeology Team. Information can be accessed **here**

You can undertake research yourself to help inform your Heritage Statement, and a guide to what could be referenced or undertaken by yourself is as follows:

- Check historic maps; local and national records at The Keep; consult with the East Sussex HER at The Keep; check statutory and local lists and the National Monuments Record (NMR); and other relevant sources of local information that would provide an understanding of the history of the place (building or site) and the value the asset holds for society. You may find it helpful to contact local history societies or museums.

If you do not want to undertake the research yourself, you may find it helpful to know that the Historic Environment Record Officer and the County Archaeologists offer a pre-application service which leads to the production of an **HER Consultation Report**. The cost is £85.00 and will provide up-to-date information on the heritage asset and predictions of archaeological risk. This report should inform your Heritage Statement and be included as an appendix to your statement.

For an HER Consultation Report, please click here [4] stating clearly the location and extent of the site and a summary of the proposed works.

[3] The Keep, Woollards Way, Brighton, BN1 9BP Tel: 01273 482349
[4] https://payments.eastsussex.gov.uk/HerSearches/Views/HERDetails.aspx?apptype=Consultation%20report

Guidance for completing Heritage Statements

Your Heritage Statement is to be provided **in addition** to consulting the East Sussex HER or commissioning an HER Consultation Report. Your statement using the Heritage Statement Template provided or an alternative format that covers all the headings in the template should cover the following points and the information required should be relevant and proportionate to the works proposed:

1. Provide an examination of the asset and its setting, including a thorough visual and physical analysis of the heritage asset, its setting and context, based on and utilising all the information obtained through your HER consultation.
2. Provide a consideration as to whether the nature of the affected significance requires an expert assessment in order to gain the necessary level of understanding to inform the proposed works to the asset.

   For additional help in addressing points 1 and 2 above, the following guidance for each type of Heritage Asset identified within the flowchart in Figure 1 is provided:

Listed Buildings

For applications for listed building consent, the following should be provided:

- a written statement that includes a schedule of works to the listed building(s);
- an analysis of the significance of the archaeology, history and character of the building/structure – for particularly important or older buildings, an archaeological survey of the building may be required[5];
- 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 as required.
- A structural survey may be required in support of an application for listed building consent, and this is particularly relevant for works to timber framed buildings.
- For applications for works to Grade I and II* buildings, you are advised to contact English Heritage[6] and the Council for pre-application advice[7] prior to submitting your proposals. This will help to identify the specific level of detail that may be required within the Heritage Statement.

[5] Please see: Sussex Archaeological Standards (2015) on the ESCC website: www.eastsussex.gov.uk/archaeology/developmentmanagement , and the English Heritage Guidance on the recording of buildings: https://www.english-heritage.org.uk/publications/understanding-historic-buildings/
[6] http://www.english-heritage.org.uk/professional/advice/
[7] http://www.wealden.gov.uk/Wealden/Residents/Planning_and_Building_Control/Planning_Development_Management/Planning_Advice/Planning_Advice.aspx

Scheduled Monuments

Under the Ancient Monuments and Archaeological Areas Act 1979, the relevant Secretary of State in England can schedule/designate any building, structure or other work above or below ground, or in territorial waters, which appears to be of national importance because of its historic, architectural, traditional, artistic or archaeological interest.

There are non-statutory criteria for scheduling of Ancient Monuments. Inclusion of a site in the schedule of Ancient Monuments does not affect ownership, but is binding on successive owners.

Local Authorities have the power to acquire Ancient Monuments by gift or purchase.

Once a monument is scheduled, development that would affect it requires the consent of the Secretary of State or Ministers**. In this context 'affect' means works which would have the impact of demolishing, destroying, damaging, removing, repairing, altering, adding to, flooding or covering up the monument, and includes the use of geophysical remote sensing devices, including metal detectors.**

Works proposed within an Archaeological Notification Area, including works to a building

Local Planning Authorities (LPAs) are required by the NPPF to have up-to-date evidence about the historic environment in their area and use it to assess the significance of heritage assets and the contribution they make to their environment. Critically, it also requires LPAs to use it to predict the likelihood that currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future.

Work has been undertaken across East Sussex to identify where there is likelihood for discovery of currently unidentified heritage assets and Archaeological Notification Areas (ANAs) have been created. The ANAs are defined areas of known archaeological interest based on surviving heritage assets and/or past discoveries. If an application falls within an ANA, there is an automatic requirement for the Council to consult with the County Archaeologists.

These ANAs can be viewed on a public website **here**

Please be aware that the boundaries of ANAs change as new information about the historic environment is recorded on the Historic Environment Record for East Sussex, so you will need to check the website for each application.

Pre-application advice is offered by the County Archaeologists should a site fall within an ANA, and they can be contacted on county.archaeology@eastsussex.gov.uk

Please note that the term 'archaeology' refers not only to remains under the ground, but also to standing remains, such as historic buildings and structures. It may be at this stage that a building that is not statutorily listed is identified as having historic significance.

This pre-application information can inform your Heritage Statement and could also inform the design of the proposed development. In effect, it may help you to design out archaeological issues, or provide information at pre-application stage to demonstrate that it is highly unlikely that archaeological remains will be found in-situ, for example, there could be a foul drain or previous ground disturbance in the area of the development; or to avoid loss of older fabric of the building. At worst, it could help you to decide whether to proceed with development that could accrue costs in relation to archaeology.

At a minimum the East Sussex HER should be consulted either via your own research, or through the commission an HER Consultation Report, to inform your Heritage Statement.

There may also be instances where archaeological evaluation work may be required prior to submitting a planning application, in order to inform development proposals and mitigate impact on archaeology[8].

Applications for works to a building within or adjacent to a Conservation Area and applications for demolition of a building or structure within a Conservation Area

For applications within or adjacent to a conservation area, the following should be provided:

- an assessment of the impact of the development on the character and appearance of the area.

For applications for planning permission for works for demolition in a conservation area, the following information will normally be required:

- a written statement that includes a structural survey;
- an analysis of the character and appearance of the building/ structure;
- the principles of and justification for the proposed demolition; and
- the impact of demolition of the building or structure on the special character of the area.

Please refer to the adopted Conservation Area Appraisal on the Council's website[9] for more information on the defined character of the designated area.

[8] NPPF, paragraph 128, page 30

[9] http://www.wealden.gov.uk/Wealden/Residents/Planning_and_Building_Control/Listed_Buildings_And_Conservation_Areas/Conservation_Areas/Planning_Conservation_Areas.aspx

Major development applications or significant infrastructure works

It is strongly advised that pre-application consultation is undertaken with the Council and with East Sussex County Council Archaeology. This will help to determine what heritage information will be relevant and the level of detail required.

It is likely that the applicant will need to commission an assessment of existing archaeological information and submit the results as part of a Heritage Statement. At a minimum, the East Sussex HER should be consulted and in order to confirm the appropriate level of HER information required, please contact county.archaeology@eastsussex.gov.uk

There may also be instances where archaeological evaluation work may be required prior to submitting a planning application for major development or significant infrastructure works, in order to inform development proposals and mitigate impact on archaeology[10]. Archaeology can include both below ground and above ground remains.

Heritage Assets identified on a Local List and other Non-designated Heritage Assets

Some buildings or sites which have local historical significance and that are not recognised statutorily may be considered to be **non-designated heritage assets** as defined within the NPPF. These are sites and buildings which may not have been previously identified and recognised as a heritage asset, but could have local historic value and significance.

The Council is required by the NPPF to take into account the effect of an application on the significance of a non-designated heritage asset when determining applications.[11]

One way of identifying non-designated heritage assets is via a Local List. The Council has not yet compiled a Local List of buildings and this will form part of work on the new Local Plan. However, non-designated heritage assets are already identified within the Conservation Area Appraisals as other notable buildings and structures, or buildings and structures of local and historic interest.

Non designated Heritage Assets are likely to be identified on a case by case basis and you may wish to seek pre-application advice if you consider that your building or site may fall within this category. Consultation with the East Sussex HER will provide further information to help to identify whether your site or building may be considered to be a non-designated heritage asset.

[10] NPPF, paragraph 189, page 55
[11] NPPF, paragraph 197, page 56

Applications for development within the setting of a heritage asset.

For applications either related to or impacting on the setting of heritage assets, the following information will normally be required:

- a written statement that includes plans showing historic features that may exist on or adjacent to the application site, including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments;
- 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.

Where the proposals form part of the site, setting or visual envelope of a Historic Park or garden of national or local importance there will be a requirement for the following:

- a Heritage statement to include impacts on Registered Historic Parks and Gardens and those parks and gardens found, under the Wealden Historic Parks and Gardens Survey (WHiGS), to be of national or local importance.

Further information

The Council offers a pre-application advice service. **Details** here

In relation to Listed Buildings and Conservation Areas, there is further information and guidance on the Council's website, including links to outside bodies such as English Heritage, **Details** here

In relation to Archaeology, there is further information and guidance on the East Sussex County Council website. **Details** here

Archaeological Notification Areas can be viewed on a public website. **Details** here

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Appendix D

Heritage Statement Template

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Heritage Statement

The Heritage Statement is for the applicant or agent to identify the heritage asset(s) and potential for other non-designated heritage assets on the proposed development site, describe their significance and the potential impact of the proposal on that significance.

Please read the Guidance notes provided with this report to help you fill in the form correctly.

Appendix 1 is stating whether or not supporting data from the HER is required. There are 3 options:

- HER report attached
- HER report not considered necessary – email attached from HER
- HER report not required by the Local Planning Authority as detailed on the relevant website validation requirements

Please tick the relevant box at the back of this form as to which option applies.

Both the Heritage Statement and Appendix 1 must be completed in order to meet validation requirements of the Local Planning Authority – tick the boxes on the right hand side below to confirm the sections completed.

Note: All fields are mandatory. Failure to fully complete all fields may result in the form not being validated by the Local Planning Authority.

To be completed by **the applicant – please tick relevant boxes**	
1. Heritage Statement completed	
2. Appendix 1 completed	

National Planning Policy Framework (NPPF)

The National Planning Policy Framework (Department for Communities and Local Government, February 2019) Section 189 states that: In determining applications, local planning authorities should require an applicant to 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. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

National Planning Policy Framework:
https://www.gov.uk/government/publications/national-planning-policy-framework--2

Heritage Statement

Site name	
Address of site (including postcode)	
Grid Reference	E/N

1. Schedule of Works

Please state the type of proposal e.g. extension to a listed building, internal alterations

Please expand box or attach additional sheets

Please list the works proposed e.g. replacement windows, removal of internal wall, reinstatement of original staircase, damp proofing works to basement etc.

Please expand box or attach additional sheets

2. Pre Application Advice

Have you consulted the East Sussex Historic Environment Record?
☐ Yes☐ No

If Yes, please attach any correspondence to this Heritage Statement
Have you sought pre-application heritage advice from the relevant local planning authority?

☐ Yes ☐ No

If Yes, please provide a copy of any written correspondence with reference number/contact name if applicable.

Have you sought pre-application heritage advice from Historic England?
☐ Yes ☐ No

If Yes, please provide a copy of any written correspondence with reference number/contact name if applicable.

3. What heritage assets are affected by the proposals? (Please tick the relevant boxes below)

1: Scheduled Monument (SM)	☐
2. Listed Building (LB)	☐
3. Conservation Area (CA)	☐
4. Registered Park and Garden (RPG)	☐
5. Historic Battlefield (HB)	☐
6. Locally Listed Heritage Asset (LLHA)	☐
7. Archaeological Notification Area (ANA)	☐
8 Other Non-Designated Heritage Asset	☐

4. What is known about the affected heritage assets?

4 (a). Using the information you have obtained provide a summary of the history of the site/building.

Please add a summary history of the site/building including specifically the parts that will be impacted by the proposals – e.g. how the site/building was originally laid out, how it has evolved, phases of construction and/or change Please also provide information on past impacts – e.g. modern extension, drainage, former footings, recent landscaping, gardening. **Please add any research material as an appendix to this report after Appendix 1.**

4 (b) What research have you undertaken to understand the significance of the heritage asset(s) affected?

Please tick the relevant boxes

HER	☐
The Keep (East Sussex Record Office)	☐
Map regression	☐
Local Planning Authority sources	☐
Historic England sources	☐
Museum or Library (please provide details)	☐
Other (please state)	☐

(Please add any research material as an appendix to this report after Appendix 1.)

5. What is important about the affected heritage assets ('the significance')?

Use this space to describe the significance of the heritage assets identified in Section 3. Please see the guidance for further information on what a heritage asset is and how to define significance. Other information can be found at: https://historicengland.org.uk/advice/hpg/generalintro/heritage-conservation-defined/

(Please continue on separate sheet of paper if further space is required and attach as an appendix to this report after Appendix 1.)

6. How will the proposals impact on the significance of the heritage assets?

Please discuss what impact the proposals have on the heritage asset i.e. loss or disturbance of historic building fabric, below or above ground archaeological impacts, setting or change of relationship between buildings and altering scale. **(Please continue on separate sheet of paper if further space is required and attach as an appendix to this report after Appendix 1.)**

7. How has the proposal been designed to conserve the significance of the heritage asset(s)?

Describe how the proposal has been designed to conserve and enhance the significance of the heritage assets. Also describe how any harmful impacts have been avoided or minimised. For example, use of raft foundations, movement of the proposed extension to a less sensitive location.

(Please continue on separate sheet of paper if further space is required and attach as an appendix to this report after Appendix 1.)

Contact details:

County Archaeology Team
County.archaeology@eastsussex.gov.uk

Historic Environment Record
County.HER@eastsussex.gov.uk

Historic England
www.historicengland.org.uk

Local Planning Authority

Wealden District Council: planning@wealden.gov.uk

Appendix 1

To be completed by **the applicant – please tick relevant boxes**	
HER report attached	☐
HER report not considered necessary – email attached from HER	☐
HER report not required by the Local Planning Authority as detailed on the relevant website	☐

Wealden District Council

Planning Validation Guide

Appendix E

Drainage Table

Wealden
District Council

Householder application Development within the curtilage of a dwellinghouse	**Change of use** No operational development	**Small Scale Minor Development** 1-2 Dwellings (unless floor space exceeds 1000m2)	**Minor Development (Outline or Detailed)** 3-9 dwellings (unless floor space exceeds 1000m2) Non-residential development up to 999m2 Site area less than 1 hectare	**Major Development (Outline or Detailed)** 10+ dwellings (over 0.5 hectare if number of dwellings is unspecified) Non-residential floor space greater than 1000m2 Site area exceeds 1 hectare
LOW/MEDIUM RISK – No further action required	LOW/MEDIUM RISK – No further action required	LOW/MEDIUM RISK – Final details can be conditioned if an in principle scheme is possible, i.e. controlled discharge from the site	LOW/MEDIUM RISK – Full details of SuDS compliant drainage scheme, taking into account the site constraints	LOW/MEDIUM RISK – Full details of Surface Water Drainage Strategy use Checklist 1 – for Outline Checklist 2 – for Detailed
HIGH RISK – Compete Basic Flood Risk Assessment template below	HIGH Risk – Complete Basic Flood Risk Assessment template below	HIGH RISK – Site Specific Flood Risk Assessment Required Assessment of all flooding and details of proposed mitigation and drainage scheme.	HIGH RISK – Site Specific Flood Risk Assessment Required Full details of SuDS compliant drainage scheme, taking into account the site constraints	HIGH RISK – Site Specific Flood Risk Assessment Required Full details of Surface Water Drainage Strategy use Checklist 1 – for Outline Checklist 2 – for Detailed

For more information please click on the following links:

- Flood Risk Assessment,
- Surface Water Drainage Strategy or
- Sustainable Drainage/Sustainable Urban Drainage System (SuDS)

Basic Flood Risk Assessment Template

This template is to be used in conjunction with all HIGH RISK Householder planning applications or Minor Full applications within Flood Zones 2 & 3 and/or within 20 metres of a watercourse

Site address

Description of the proposal

Please indicate which mitigation option will be incorporated into proposal (Option A or B)

Option A	Please indicate with (X) all applicable
Floor levels within the proposed development will be set no lower than existing levels AND flood proofing of the proposed development will be incorporated where appropriate as follows	☐
• Electrical sockets at least 400mm above ground floor level	☐
• Flood resilient materials used	☐
• Flood boards or similar to prevent water from entering	☐
• Suspended floor with an open void underneath	☐
• Cavity wall construction	☐
• Waterproofing of walls up to 450mm above ground floor level	☐
• Surface water managed by providing a water butt with an overflow to the existing drainage system	☐
• Other – Please summarise below	☐

Or

Option B	Please indicate with (X)
Floor levels within the proposed development will be set 300mm above the known modelled 1:100 annual probability of river flood (1%) or 1 in 200 annual probability of sea flood (0.5%) in any year. Supporting evidence will required to be submitted with your application, including a plan that shows finished floor levels based on Ordnance Datum.	☐

Wealden District Council

Planning Validation Guide

Appendix F

Surface Water Drainage Checklist

(major outline planning applications)

Wealden
District Council

Minimum details to be incorporated within the submitted Surface Water Drainage Strategy

NOTE: Please include within the red site boundary any area where the outfall involves a ditch, pipe or headwall (an engineering operation). If not all the land is owned by the applicant, please ensure the correct Notice is served and the correct Ownership Certificate completed.
More details regarding ownership certificates can be found here

Topographical survey	Topographical survey of the site.
Existing Drainage	Details of existing drainage arrangements on site, including catchment areas, contours/site levels and any drainage systems to which the site drains. Details of utility company drainage adopted as public.
Site investigations	Site investigations such as ground investigations, including groundwater monitoring. Infiltration (soakage tests) at the location of each proposed infiltration SuDS feature. All soakage tests should be undertaken in accordance with BRE365.
SuDS/Drainage report	Evidence demonstrating compliance with Planning Practice Guidance on SuDS and the non-technical standards guidance such as run-off destination hierarchy.
Drainage layout plan	A plan showing the location of SuDs features, conveyance paths, discharge points, storage and treatment areas.
Discharge rates and volumes	Calculations showing the pre run-off rates and volumes, post run-off rates together with the size of attenuation structures. **This needs to incorporate a 40% climate change allowance.**
Management of exceedance flows	Show how flows in excess of the design event will be managed safely, including any relevant calculations.
Off-site impacts	An assessment of off-site impacts, demonstrating how they have been managed.
Secure outfall	Confirmation of discharge location along with an agreement in principle from the relevant organisation or private landowner.
Stakeholder consultation	Records of correspondence with the relevant stakeholder and regulatory authorities to demonstrate approval has been agreed in principle.
Maintenance plan	Details of who will take responsibility of the un-adopted parts of the drainage system. Southern Water (sewer adoptions) – **Details here** Icosa Water (sewer adoption) – **Details here**
Drainage design code (for multi-phased developments only)	Details of how the principles of the drainage strategy for the whole site will be retained for each phase or plot.

Wealden District Council

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Appendix G

Surface Water Drainage Checklist

(major detailed planning applications)

Wealden
District Council

Minimum details to be incorporated within the submitted Surface Water Drainage Strategy

Topographical survey	Topographical survey of the site
Existing Drainage	Details of existing drainage arrangements on site, including catchment areas, contours/site levels and any drainage systems to which the site drains. Details of utility company drainage adopted as public.
Site investigations (for infiltration proposals)	Site/ground investigations detailing ground conditions, contamination and geo-hazard potential. Ground water monitoring and infiltration (soakage tests) at the location of each proposed infiltration SuDS feature. All soakage tests should be undertaken in accordance with BRE365.
Concept plan	A site plan showing the location of SuDS features, conveyance paths, discharge points, storage and treatment areas.
Drainage layout plan	Detailed site layout and drainage layout plan at an identified scale (no less than 1:500) showing the proposed drainage system, catchment areas and drainage features.
Long and cross-sections	Long sections and cross-sections of the proposed drainage system, showing finished levels, cover levels, invert levels, gradients and referenced drainage features.
Hydraulic calculations	Hydraulic calculations for both pre and post development. The calculations should be cross-referenced and identified on the drainage layout plan. Drainage assumptions, design criteria and proposed emptying times of the system should be included within the calculations. **This needs to incorporate a 40% climate change allowance.**
Management of exceedance flows	Details of how exceedance events will be managed, including areas of the site that will be allowed to flood and conveyance of flood waters.
Off-site impacts	An assessment of off-site impacts, demonstrating how they have been managed. May include a survey and/or calculations detailing the capacity of the off-site watercourse.
Secure outfall	Confirmation of discharge location along with an agreement in principle from the relevant organisation or private landowner.
Construction details	Suitable construction details and connections, including all flow control devices and connections to another drainage system such as a watercourse, public sewer and highway drains.
Stakeholder consultation	Records of correspondence with the relevant stakeholder and regulatory authorities to demonstrate approval has been agreed in principle.
Maintenance plan (including access)	Details of who will take responsibility of the un-adopted parts of the drainage system. This needs to include the easements required for maintaining the drainage system and evidence that these easements will be/have been granted to the adopting organisation as well as the provision of vehicle access. Southern Water (sewer adoptions) – **Details here** Icosa Water (sewer adoption) – **Details here**
Drainage design code (for multi-phased developments only)	Details of how the principles of the drainage strategy for the whole site will be retained for each phase or plot.

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