

Planning Application Requirements Local List

To make a valid planning application there are statutory and local information requirements which apply to each application type. These are commonly known as the National and Local lists.

Local requirements are set by the local planning authority having regard to local policies and constraints and are relied upon for a successful determination.

This document sets out our local list of Planning Application Requirements in three parts

Part 1 sets out what supporting information is required

Part 2 provides a detailed description of the document including what to include and where to go for further assistance

Part 3 is a separate document and relates to [drawing standards](#) for plans and drawings

Part 1 – Local List of Planning Application Requirements

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Affordable Housing Statement	<p>The National Planning Policy Framework Planning Practice Guidance South Gloucestershire Council Affordable Housing & Extra Care Supplementary Planning Document Core Strategy</p> <ul style="list-style-type: none"> • CS18 – Affordable Housing • CS19 – Rural Housing Exception Sites • CS20 – Extra Care Housing 	<p>Residential or mixed-use development 10 or more dwellings or 0.5 hectares and above unless the site is in a designated rural area where the threshold is 5 dwellings or more or 0.2 hectares and above</p>
Viability Assessment	<p>The National Planning Policy Framework South Gloucestershire Affordable Housing & ExtraCare SPD Core Strategy - CS18 - Affordable Housing Sites and Places Plan PSP Policy PSP6 “Onsite Renewable & Low Carbon Energy”</p>	<p>Residential or mixed-use development, meeting affordable housing thresholds, where proposals do not comply with the requirement of CS18. Major greenfield development proposals stating not viable to further reduce by 20% CO2 emissions, via renewable or low carbon energy generation. PSP6 Constraint - geographical or built.</p>
Self-Build and Custom Housebuilding	<p>The National Planning Policy Framework Community Infrastructure Levy Regulations 2010; Self-build and Custom Housebuilding Act 2015; Housing and Planning Act 2016; South Gloucestershire Local Plan: Core Strategy 2006 – 2027 (adopted December 2013):</p> <ul style="list-style-type: none"> • CS1 – Achieving Quality Design, • CS13 – Non-Safeguarded Economic Development Sites; • CS18 – Affordable Housing, • CS19 – Rural Housing Exception Sites. <p>South Gloucestershire Local Plan: Policies, Sites and Places: PSP42 – Self and Custom Housebuilding</p>	<p>Proposals involving custom and self-build housing on multi-unit sites (e.g. serviced building plots)</p> <p>Proposals involving residential and mixed-use sites of over 100 dwellings requires 5% of the total dwellings for sale to self and custom builders.</p>

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Air Quality Assessment	<p>National Planning Policy Framework Core Strategy CS9 – Managing the Environment and Heritage Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts South Gloucestershire Local Plan/Emerging new Local Plan 2020</p>	<p>Developments that meet the indicative criteria for requiring an air quality assessment as outlined in EPUK/IAQM Land-Use Planning & Development Control: Planning for Air Quality (2017) and associated guidance.</p> <p>All major developments (residential, non-residential, mixed use), major road schemes and other small industrial processes, such as those regulated under the Clean Air Act, depending on local circumstances.</p> <p>Any relevant proposal in a location within or adjacent to an air quality management area or area of air quality concern</p> <p>Unlikely to be required for householder applications</p>
Noise Impact Assessment	<p>National Planning Policy Framework Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts South Sites and Places Plan PSP Policy PSP8 - Residential Amenity (Criteria d) South Gloucestershire Local Plan - policy EP4/Emerging New Local Plan 2020</p>	<p>Applications for noise sensitive development including sites adjacent to major road/transport infrastructure and any other significant noise source. To include residential and all noise sensitive development, for example schools and hospitals.</p> <p>Applications for uses that involve activities that may generate significant levels of noise.</p> <p>Constraint - geographical or built DEFRA noise mapping and designated quiet areas.</p>

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Land Contamination Assessment	<p>National Planning Policy Framework South Gloucestershire Council Contaminated Land Strategy Core Strategy CS9 - Managing the Environment & Heritage Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts South Gloucestershire Local Plan - policy EP6/Emerging New Local Plan 2020</p>	<p>Applications for sites where historical or current use of land or nearby land may have resulted in contamination of the land, such as industrial, agricultural, landfill etc. Examples may include:</p> <ul style="list-style-type: none"> • Conversion or redevelopment of petrol filling stations • Redevelopment of industrial and manufacturing sites. • Mineral and waste applications. • Rural building conversions to other uses • Applications for the importation of soils etc for raising of land for flood defence purposes or creation of noise bunds, landscaped mounds on golf courses etc. • Developments involving the importation of soils etc for land raise/noise bunds/infilling etc. • Conversion of buildings to a higher sensitivity end use eg agricultural or commercial to residential <p>Constraint - geographical or built Sites where there is known/suspected contamination issues with land and/or previous potentially contaminative uses Developments on sites with a known past potentially contaminative historical land use Applications for sites where previous or proposed alteration to the topography of the land or nearby land, for instance through infilling of the land may result in the land being contaminated</p>

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Foul Sewerage Assessment	Core Strategy CS9 - Managing the Environment & Heritage Sites and Places Plan - PSP Policy 20: Flood Risk, Surface Water, and Watercourse Management	Where non-mains sewerage is proposed and all major residential development.
Surface Water Drainage Details	The National Planning Policy Framework - Paragraph 103 The National Planning Policy Guidance - Paragraph 079 The Ministerial Statement - HCWS 161 The Flood and Water Management Act 2010 South Gloucestershire Core Strategy - CS1 and CS9 Sites and Places Plan PSP Policy - PSP 20: Flood Risk, Surface Water and Watercourse Management	All major development that would require full planning permission or where details submitted as part of reserved matters submission. All minor development that would require full planning permission or where details submitted as part of reserved matters submission.
Assessment of Proposed Development within Existing Open Space	The National Planning Policy Framework Core Strategy Policies, Sites and Places Plan PSP Policy 44: Open Space, Sport, and Recreation	Major residential or mixed development
Lighting Assessment	The National Planning Policy Framework South Gloucestershire Design Checklist Supplementary Planning Document Core Strategy CS1 - High Quality Design Sites and Places Plan - PSP Policy 21: Environmental Pollution and Impacts Sites and Places Plan PSP Policy PSP8 - Residential Amenity (Criteria d)	Applications including/for floodlighting, or a significant amount of external lighting

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Tree Survey / Arboricultural Implications	<p>The National Planning Policy Framework Core Strategy</p> <ul style="list-style-type: none"> • CS2 - Green Infrastructure • CS9 - Managing the Environment & Heritage <p>West of England Strategic Green Infrastructure Framework Trees on Development Sites Supplementary Planning Document South Gloucestershire Design Checklist Supplementary Planning Document South Gloucestershire Local Plan policy L1 Sites and Places Plan - PSP Policy 3: Trees and Woodland</p>	<p>All sites where protected tree(s), or any tree(s) on the site or on adjacent land that may be affected by the proposal.</p> <p>Sites with Tree Preservation Orders (TPO) Sites within a conservation area</p>
Biodiversity Net Gain	<p>The National Planning Policy Framework The Environment Act 2021 Sites and Places Plan – PSP Policy 19: Wider Biodiversity South Gloucestershire Council Biodiversity and Planning Supplementary Document 2023</p>	<p>All developments unless exempt.</p>
Coal Mining Risk Assessment	<p>Core Strategy Policy CS9 Site and Places Plan – PSP Policy 22 – Unstable Land</p>	<p>All full planning applications excluding those set out in the Coal Authority's exemptions list Constraint - geographical or built Coal mining development high risk areas</p>
Telecommunication Information	<p>The National Planning Policy Framework Core Strategy Objectives – Maintaining Economic Prosperity – Chapter 9 Sites and Places Plan – PSP Policy 36 – Telecommunications Infrastructure</p>	<p>All telecom development</p>

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Statements of Heritage Significance	<p>The National Planning Policy Framework South Gloucestershire Design Checklist Supplementary Planning Document Conservation Area Appraisal Supplementary Planning Documents Core Strategy Local List Supplementary Planning Document CS9 - Managing the Environment & Heritage Local Plan; Policies, Sites and Places Plan Nov 2017 - PSP Policy 17: Heritage Assets and Historic Environment</p>	<p>Applications affecting a nationally or locally listed building (including applications for listed building consent)* Applications in and affecting a conservation area* Application affecting a registered Historic Battlefield* Applications affecting nationally and locally designated parks and gardens* Application affecting a Scheduled Ancient Monument* Applications affecting archaeological sites - including Scheduled Ancient Monument*</p> <p>*and their settings</p> <p>Excludes: Change of use, advertisements, and householder applications unless adjoining or adjacent</p>
Structural Survey	<p>The National Planning Policy Framework Sites and Places Plan – PSP Policy 28 – Rural Economy CS9 - Managing the Environment & Heritage Local Plan; Policies, Sites and Places Plan Nov 2017 - PSP Policy 17: Heritage Assets and Historic Environment</p>	<p>Conversion of rural outbuildings outside of settlement boundaries to other uses Proposals that involve substantial building works to a listed building.</p>
Planning Obligations/Draft Heads of Terms	<p>National Planning Policy Framework Core Strategy</p> <ul style="list-style-type: none"> • CS1 – High Quality Design • CS23 – Community Infrastructure & Cultural Activity • CS24 – Open Space Standards 	<p>Major residential or mixed development</p>

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Energy Statement	<p>Climate Change Act 2008</p> <p>National Planning Policy Framework</p> <p>Core Strategy</p> <ul style="list-style-type: none"> • CS1(8) - High Quality Design • CS3 - Renewable and Low Carbon Energy Generation • CS4 - Renewable or Low Carbon District Heat Networks Policies, Sites and Places Plan – Policy <p>PSP 6: Onsite Renewable and Low Carbon Energy</p> <p>Renewables Supplementary Planning Document</p>	<p>Major development proposals are required to provide an energy assessment. Major development is defined as 10 or more dwellings or over 1000sqm of commercial space.</p> <p>Policy PSP6 Clauses 1 and 2, and Policy CS1(8), applies to all development proposals.</p> <p>Policy PSP6 Clause 3 applies to all major (10 or more dwellings), greenfield, residential development proposals.</p> <p>Policy CS3 applies to proposals for the generation of energy from renewable or low carbon sources.</p> <p>Policy CS4 Part 1 applies to proposals for industrial / commercial developments that have the capacity to generate significant waste heat.</p> <p>Policy CS4 Part 2 applies to a) residential development proposals that are more than 100 dwellings and that are wholly or in part greater than 50 dwellings per hectare, and, b) non-residential proposals of more than 10,000sqm.</p> <p>Policy CS4 Part 3 applies to developments of less than 100 dwellings or 10,000sqm of non-residential floorspace.</p>

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Evidence to Accompany Applications for Town Centre Uses	<p>The National Planning Policy Framework</p> <p>Core Strategy CS14 - Town Centre's and Retail CS14A - Cribbs Causeway</p> <p>Sites and Places Plan - PSP Policy 31: Town Centre Uses</p>	<p>Sequential Assessment for main town centre uses not in an existing centre and not in accordance with an up-to- date Local Plan.(Not applicable for small-scale rural development)</p> <p>Impact Assessment for Retail, Office and Leisure - South Gloucestershire Council Core Strategy Reduces threshold for impact assessments to 1000 square metres gross</p> <p>Sites and Places Plan PSP Policy - PSP31 - A1 retail. New threshold of 350m2 and above for retail impact assessment, where A1 development proposed outside of the Primary Shopping Area</p>
Assessment of Transport Impact	<p>The National Planning Policy Framework.</p> <p>Local Plan: Core Strategy (Adopted Dec 2013)</p> <p>CS8 - Improving Accessibility and area based policies.</p> <p>Local Plan: Policy Sites and Places Plan (Adopted Nov 2017)</p> <p>PSP Policy 11: Transport Impact Management</p> <p>PSP Policy 16: Parking Standards</p> <p>Local Plan Supplementary Planning Documents:</p> <p>Residential Parking Standards, Adopted December 2013</p> <p>Waste Collection: guidance for new developments SPD (adopted March 2020)</p> <p>Request a dropped kerb for a vehicle crossing</p>	<p>All development where there are likely to be significant transportation implications.</p> <p>All major development that would require full planning permission or where details submitted as part of reserved matters submission.</p> <p>All minor development that would require full planning permission or where details submitted as part of reserved matters submission.</p> <p>Planning applications that require a dropped kerb access across the footway to the highway need to consider our guidance, as permission for implementation is separate to planning consent and can be refused.</p>

Local List Item	Justification, which could include details of policy driver (national, regional, or adopted local policy)	Types of application or development that require this information
Public Open Space Assessment	<p>The National Planning Policy Framework The Core Strategy</p> <ul style="list-style-type: none"> • Policy CS1 – High Quality Design • Policy CS24 – Green Infrastructure, Sport and Recreation Standards 	Major residential development and mixed use development

Part 2 – Detailed Description of Documents and where to go for Assistance

Affordable Housing Statement

Where local plan policies or [Supplementary Planning Document guidance](#) requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any registered providers acting as partners in the development.

Core Strategy Policy CS18 states the council will require 35% affordable housing on all new housing developments of 10 or more dwellings or 0.33 hectare or more, irrespective of the number of dwellings, (except in rural areas where the threshold will be 5 or more or 0.2 hectare).

- The National Planning Practice Guidance Planning Obligations Paragraph 023 Reference ID:23b-023-20190901 contains the following advice relating to the threshold for affordable housing: Provision of affordable housing should only be sought for residential developments that are major developments.
- Major development is defined by the NPPF as development of 10 or more homes will be built or the site has an area of 0.5 hectares or more.
- In designated rural areas, local planning authorities may choose to set their own thresholds in plans and seek affordable housing above that threshold.

The only designated rural areas in South Gloucestershire are those that lie within the Cotswold Area of Outstanding Natural Beauty, where a lower threshold of five or more, or 0.2 hectares will apply, as set out in Policy CS18 Affordable Housing.

The national guidance supersedes the current Core Strategy Policy CS18, except in relation to applications in rural parishes where there is recent evidence of a local need for affordable housing, in which case Policy CS18 will be applied.

Therefore, the threshold on which the council will require 35% affordable housing is 10 or more dwellings or 0.5 hectares and above, unless the site is in the Cotswold Area of Outstanding Natural Beauty, where a lower threshold of five or more dwellings or 0.2 hectares and above will apply.

If this policy threshold applies the local authority will expect the applicant to give details of the affordable housing provision through the submission of an affordable housing statement.

The statement must contain

- The total number of dwellings proposed
- The number of affordable dwellings proposed
- The tenure split (social rent, first homes, shared ownership or affordable) of the affordable dwellings (with an explanation if the split does not meet the council's preferred terms see link above)
- The type and number of bedrooms of the market dwellings
- A layout plan with the location of each affordable housing dwelling highlighted, with a key showing the unit type
- An affordable housing schedule detailing - plot number, unit type, tenure, number of bedrooms, number of persons, accessibility build standard and size m²
- Information of the build standards the dwellings are being built to e.g. Accessibility Building Regulations M4(2) and Accessibility Building Regulations M4(3)
- Delivery method i.e. through a Homes West RP.
- Information showing First Homes will be marketed and sold in accordance with national policy (see Planning Practice Guidance) and local guidance (see Technical Advice Note link)
- Confirmation of financial cost and affordability of any intermediate affordable housing including type of product, level of equity share sold, any interest charged on remaining share, open market value
- Details of any phasing plans if the site is to be built out over more than one phase
- Any service charges which would be charged (landscaping, unadopted roads, communal areas, management, and maintenance)

Where to find further information and help

[Affordable Housing and ExtraCare Supplementary Planning Document](#)

[Vacant Buildings Technical Advice Note](#)

For pre-application advice please contact the Enabling Team at housingenabling@southglos.gov.uk

Viability Assessment

Where the full policy requirement of CS18 is not provided by developers then CS18 requires supporting information on site viability to be demonstrated. Further details regarding Viability Appraisals are set out in the [Affordable Housing and Extra Care SPD](#)

Where to find further information and help

- [Core Strategy](#)
- Affordable Housing and ExtraCare Supplementary Planning Document Appendix 2

For pre application advice please contact the Enabling Team on housingenabling@southglos.gov.uk

Self-Build and Custom Housebuilding

The self-build Delivery Statement is a document designed for applicants/developers to use as a template or to simply fill in the question boxes as part of their submission. This document includes a number of criteria which need to be addressed in detail in their submission, for proposals involving self-build and custom housing.

The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) provides a legal definition of self-build and custom housebuilding:

“Self build and custom housebuilding” means the building or completing by – a) Individuals, b) Associations of individuals, or c) Persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals.

The Statement must contain:

- The type of model used to bring forward self-build plots;
- How the proposed model fulfils the Housing and Planning Act’s (2016) definition of self-build and custom housebuilding;
- Phasing of the development (this is to ensure self-builders can claim self-build exemption for CIL).
- Where the plots will be located (a proposed layout plan with custom and self-build plots highlighted and grouped together);
- Servicing of the plots – who will be responsible for connecting to or extending the utilities, fences, or boundary treatments to be installed, any shared maintenance areas of communal areas, access roads, and estimated timing of the servicing and provision of the plots.
- Will bond payments be required from the plot purchasers to ensure that any damage to the road and kerbs during construction can be recouped? For example to repair accidental damage.
- Details of the Design Code and Plot Passports.

The National Planning Policy Framework (NPPF) paragraph 60 sets out that a sufficient amount and variety of land can come forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed.

In paragraph 63 of the NPPF regarding establishing need, the size, type and tenure of housing needed for different groups in the community; this includes “*people wishing to commission or build their own homes*”.

The associated NPPF Footnote 29 states:

“Under section 1 of the Self Build and Custom Housebuilding Act 2015, local authorities are required to keep a register of those seeking to acquire serviced plots in the area for their own self-build and custom house building. They are also subject to duties under sections 2 and 2A of the Act to have regard to this and to give enough suitable development permissions to meet the identified demand. Self and custom-build properties could

provide market or affordable housing.”

The completion of a Self-build Delivery Statement should be included in the planning application submission. This helps to ensure that custom and self-build homes are considered within the early stages of the development, rather than being an after-thought.

Where to find further information and help

- South Gloucestershire Council's [Self-build and custom housebuilding SPD](#)
- South Gloucestershire Council's [Self-build and custom housebuilding webpage](#), which includes how to join our self-build register
- [Delivery statement for self-build document](#)
- If you would like to discuss anything further or require further information, please contact us by email at SelfBuild@southglos.gov.uk

Air Quality Assessment

An air quality assessment is required to be submitted for developments where there is the risk of significant air quality effects, either from the development impacting on the local area and/or the development creating exposure to existing pollutant sources for new residents.

The indicative criteria for when an air quality assessment is required is outlined in [EPUK/IAQM Land-Use Planning & Development Control: Planning for Air Quality \(2017\)](#) and associated guidance.

The assessment of air quality impacts is also particularly important:

- When the development is proposed inside or adjacent to an air quality management area (AQMA) or an area of concern (where monitoring results are within 90% of the relevant objective value)
- When the development could result in the designation of an AQMA
- Where planning permission would conflict with, or render unworkable, elements of an Air Quality Action Plan.

The air quality assessment should indicate the change in air quality resulting from the proposed development and/or an assessment of impacts on receptors introduced into an area of existing poor air quality, outlining appropriate mitigation measures as necessary. The assessment should be carried out in accordance with EPUK/IAQM Land-Use Planning & Development Control: Planning for Air Quality (2017) and associated guidance and be undertaken by a suitably qualified person.

Where to find further information and help

- [EPUK/IAQM Land-Use Planning & Development Control: Planning for Air Quality \(2017\)](#) and associated guidance
- [NPPF](#)
- [Defra Air Quality Management Areas](#)
- [South Gloucestershire Council Air Quality Information \(AQMAs, Action Plan, Annual Reports\)](#)

Please contact the Environmental Protection team for further advice either by email environmental.protection@southglos.gov.uk or telephone 01454 868001.

Noise Impact Assessment

Applications for noise generating development that would lead to significant adverse effects on health and amenity from noise and development that would introduce noise-sensitive receptors in locations likely to be affected by existing sources of noise should be supported by an assessment of environmental noise and an appropriate scheme of mitigation measures. Further guidance is provided in The Planning Practice Guidance to the National Planning Policy Framework

Please contact the environmental protection team for further advice either by email environmental.protection@southglos.gov.uk or telephone 01454 868001.

Where to find further information and help

- [Planning and Noise – Specific Guidance Note 1](#)
- [WHO Guidelines for Community Noise](#)

Land Contamination Assessment

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Environment Agency Guidance document LCRM (Land contamination Risk Management) October 2020. For Planning purposes a competent person is expected to follow this guidance when managing risks from land contamination. A competent person must meet the definition given in the National Planning Policy Framework. The relevant British Standards expected to be referenced are given in the LCRM document.

Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly sensitive, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. The information submitted should include consideration of the location of allotments and domestic gardens that can be used for food production.

Please contact the environmental protection team for further advice either by email environmental.protection@southglos.gov.uk or telephone 01454 868001.

Where to find further information and help

- [LCRM \(Land contamination Risk Management\) in October 2020](#)
- [Advice on land contamination from Environment Agency](#)
- [NPPF and Planning Practice Guidance](#)

Foul Sewerage Assessment

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a full foul drainage assessment will be required including details of the method of storage, treatment, and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting, and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations, and specification. Drainage details that will achieve Building Regulations approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and connections to foul and surface water drainage systems. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community.
- that proposals incorporate any utility company requirements for example the provision of substations, telecommunications equipment or similar structure.
- that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains
- that service routes are accessible from public highway, without the need to cross private drives

Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Where to find further information and help

- [Environment Agency](#)
- [NPPG and NPPF](#)
- [Drainage & Waste Disposal - Building Regulations Part H](#)
- [Septic tanks and treatment plants: permits and general binding rules](#)

Surface Water Drainage Details

To achieve the requirements as set out in the Written Ministerial Statement it will be essential that SuDS are properly planned at the onset of planning for the development. Developers and their design teams need to consider different factors including the layout of the site, topography and geology, and access for upkeep when planning and positioning the different SuDS elements for the whole scheme. This information will be required for both outline and full applications so it is clearly demonstrated that the SuDS can be accommodated within the development that is proposed.

A surface water drainage strategy is required to be submitted with planning applications and should contain details of the SuDS. Its scope should be proportionate with the size of development and can range from a paragraph describing the proposed drainage measures with a discharge location for residential extension, to extensive hydrological modelling accompanied by a full report with drawings for a larger site.

For outline planning applications the applicant should include an outline drainage strategy with the planning application. It should include enough design information that demonstrates the conceptual surface water drainage design across the site. The assessment submitted should outline the existing surface water run-off rates from the site and an indication of post development run-off rates with associated storm water storage requirements. SuDS should have been appropriately considered considering site specific drainage requirements and constraints and incorporated effectively into the overall masterplan.

For full planning application or reserved matters application the applicants will be expected to submit a detailed surface water drainage design with the planning application. The strategy should demonstrate that opportunities to integrate SuDS have been maximized and where obstacles to their use do persist this should be fully justified within the report.

To assist developers and their design teams on how to properly plan for and to make them aware of the council's policies and standards in relation SuDSs, South Gloucestershire Council have produced a SuDS Supplementary Planning Document (SPD). In addition, working in partnership with the other WoE LLFA's, a guidance document - West of England (WoE) - Sustainable Drainage Developer Guide Section 1 has also been produced.

It is highly recommended that the design of SuDS and landscaping be done concurrently as both can impact on each other. Landscape details such as tree or shrub planting will need to be detailed on drainage plans so that it can be assessed as to whether there will be any clashes between SuDS and landscaping.

Applicants are strongly advised to discuss their proposals with South Gloucestershire Council LLFA at the pre-application stage to ensure that an acceptable SuDS scheme is submitted (please note that additional pre-application fees may apply)

Where to find further information and help

- [Planning and development related to drainage](#)
- [Sustainable Drainage SPD](#)
- [West of England Sustainable Drainage Developer Guide Section 1](#)

Contact details: Call 01454 868000 and ask for Lead Local Flood Authority team or email LeadLocalFloodAuthority@southglos.gov.uk

Proposed Major Residential or Mixed Development within Existing Open Space

For major residential development or mixed development within existing open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Existing open space, sport and recreational buildings and land, including playing fields, should not be built on unless:

- an assessment has been undertaken which has clearly shown the open space, buildings, or land to be surplus to requirements; or
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss. PSP44 and Para 103, NPPF

National planning policy is set out in the NPPF. The South Gloucestershire open space audit is the local authority's up-to-date assessment, compliant with PPG17 and its replacement the NPPF.

Where to find further information and help

- [NPPF](#)
- [PSP44 – Providing Housing and Community Infrastructure](#)

Lighting Assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, including flood lighting or a significant amount of external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.

Applications for major development should be accompanied by a composite plan that shows the position of the external lighting in relation to the landscaping, POS, highway and below ground infrastructure. This does not apply to outline applications.

These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. Guidance available from communities website Lighting in the Countryside: Towards Best Practice contains valuable information for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

South Gloucestershire Council's Street Lighting Policy encourages fit for purpose lighting with an emphasis on carbon and energy reductions, sustainability and the expectation being to achieve the requirements set out by the relevant British Standard with the most efficient and effective designs with minimal maintenance implications.

Adoptable External Lighting

All street lighting layouts and equipment specification on new developments will require written approval from South Gloucestershire Council before they are accepted as part of an agreement to adopt a road as public highway. The council's street lighting team offers [a lighting design service](#) for adoptable road lighting.

Future maintenance considerations in line with Construction, Design and Management Regulations 2007, must be applied.

The Council's *Street Lighting Policy* document as well as other useful information with regards to the council's street lighting can be found on the [street lights and energy use](#) webpage. The Policy's key sections are 1.5 Environmental Impact; Competencies; 3 Sustainability.

The *Street Lighting Material Specification* is available upon request for third party design consultancies carrying out adoptable street lighting designs within South Gloucestershire Council – the key supporting sections from the *Street Lighting Policy* are Section 3 and Section 4.

The planting, positioning and species selection of trees and other vegetation needs to be much more considerate of the task of designing lighting schemes than usually seen. It is important to make sure that lighting levels are retained through the life of the street and schemes take into account the species selection and expected growth during the normal life of a planting scheme. The more obstructions placed in the path of the light

distribution e.g. trees placed in the vicinity of street lighting, the more lights required to meet the BS; clearly this is not conducive to low carbon or energy efficient objectives and will have a considerable impact on capital investment and future maintenance costs. Lighting design and tree positioning cannot be done in isolation.

Lighting layouts should be designed in accordance with current British and European Standards as below

- BS 5489-1:2020 – Code of practice for the design of road lighting. Lighting of roads and public amenity areas
- BS 5489-2:2016 – Code of practice for the design of road lighting. Lighting of tunnels
- BS EN 13201-1:2014 – Road lighting. Guidelines on selection of lighting classes
- BS EN 13201-2:2015 – Road lighting. Performance requirements
- BS EN 13201-3:2015 – Road lighting. Calculation of performance
- BS EN 13201-4:2015 – Road lighting. Methods of measuring lighting performance
- BS EN 13201-5:2015 – Road lighting. Energy performance indicators
- BS 7671:2018 – Requirements for electrical installations. IET Wiring Regulations 18th Edition

The recommended minimum lighting levels set in the BS are considered to be target levels. Variance of these may be permitted where a balance between environmental and safety considerations have been considered and have been approved in writing by the council.

[The Institution of Lighting Professionals' GN01-21 - Guidance for the Reduction of Obtrusive Light](#) shall be considered and where practicable complied with for adoptable external lighting designs.

Private External Lighting

All proposed external private lighting also needs to be approved by the council to ensure that it is designed according to [ILP's GN01-21 - Guidance for the Reduction of Obtrusive Light](#). Energising and maintaining all non-adopted lighting shall remain the developer's or owner's responsibility.

Developers are free to decide which manufacturer they wish to use for private street lighting; however the council would encourage that the same adoptable equipment to be used for the whole site to keep it aesthetically consistent. The council strongly recommends the use of a competent street lighting and traffic management engineer to design the scheme for submission.

All submissions must include supporting information to prove compliance with the above standards and recommendations, such as an isolux contour plan showing light spill projected to and around the site, glare calculations, vertical illuminance, ULR calculations, etc as required.

Where to find further information and help

- [NPPF](#)
- [NPPG](#)

Further information is available on the council's [street lights and energy use](#) page, and at the Institution of Lighting Professionals' [resources](#) links.

Tree Survey/Arboricultural Implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained or removed, also the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist. Full guidance on relevant information which will be required with each type of application, pre-app, full app, can be found in Annex B table B1 'Delivery of trees related information into the planning system' within BS 5837:2012. The survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837: 2012 'Trees in relation to design, demolition and construction - Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Where to find further information and help

- [NPPF](#)
- [Trees on Development Sites - SPG](#)
- [Trees and Hedges](#)
- [Trees and Building Development](#)

Biodiversity Net Gain

A draft Biodiversity Net Gain Plan setting out how a minimum of 10% BNG will be achieved, which must include a completed draft metric for the proposed scheme and information demonstrating the following points:

- The pre-development habitat survey and biodiversity value, including the results of condition assessments;
- How the mitigation hierarchy and BNG hierarchy has been followed;
- How the Metric Principles and Good Practice Principles are being adhered to;
- The approach taken to retain, create and enhance onsite habitats, taking account of other requirements for greenspace within the development;
- How any need for offsite units will be met;
- The expected post-development biodiversity value and result of the draft BNG calculation.

This must be prepared by a professional ecologist with suitable qualifications and experience and be in accordance with the British Standard BS8683 'Process for designing and implementing biodiversity net gain – specification'. The Biodiversity Net Gain Plan must be accompanied by the completed, draft excel metric in addition to pre and post development habitat maps.

Where to find further information and help

- [Submit a biodiversity gain plan](https://www.gov.uk/guidance/submit-a-biodiversity-net-gain-plan) - GOV.UK (www.gov.uk)
- [Biodiversity net gain](https://www.gov.uk/guidance/biodiversity-net-gain) - GOV.UK (www.gov.uk)
- South Gloucestershire [Biodiversity and planning pages](#)
- South Gloucestershire [BNG Technical Advice Note](#)

Coal Mining Risk Assessment

The CMRA should include and identify; the mining information (Coal Authority reports), what risk the mining poses to the proposed development, the mitigation measures that should be included to manage or reduce the risk and whether the Coal Authority permission is required. The CMRA must be prepared by a competent person. Note - if an environmental statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 as amended, it is suggested that the CMRA is included within the ES.

Where to find further information and help

- [Mining Remediation Authority](#)
- [Coal Authority Exemptions List](#)
- [Core Strategy – Appendix 7](#)
- The Coal Authority planning and local authority liaison department –phone 01623 637119 or email planningconsultation@coal.gov.uk

Telecommunication Information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). See list below:

- Acoustic report
- Area of search details
- Details of alternative sites
- Relationship to schools and other electronic communications equipment
- ICNIRP declaration
- Supplementary information template (Annex F of Code of Best Practice)
- Technical information (frequency modulation characteristics, power output)
- Technical justification
- Visual impact assessment

Where to find further information and help

[Mobile Operators Association – Code of Best Practice on Mobile Network Development](#)

Statement of Heritage Significance

A Statement of Heritage Significance is a document that expands on the description of the heritage significance of a building or place as set out in a 'Statement of Significance', and should:

- articulate the nature and extent of any proposed alterations or development;
- explain how an understanding of significance has shaped the proposal;
- describes the likely impact of the proposed alteration or development on that significance; and
- explain what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset(s).

The National Planning Policy Framework (NPPF) sets out the Government's policies on different aspects of spatial planning in England, including those relating to the conservation of the historic environment.

"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." Paragraph 200 of the NPPF (December 2023).

As a minimum, therefore, all applications affecting a heritage asset or its setting should be accompanied by a 'Statement of Significance', an explanation of which is provided in the separate 'Technical Advice Note: Statements of Significance'. A Heritage Statement takes the information contained in the Statement of Significance to the next level. It can be used to explain in a clear and concise manner what work or development is proposed, how it has been informed by an understanding of the asset's significance, how it will affect the heritage asset, and

what steps have been taken to mitigate that harm. Heritage Statements can be separate documents or can be integrated into a Design and Access Statement. In some cases, whether the proposal affects the setting of a heritage asset or not, can only be determined following a site visit.

The production of a Heritage Statement, along with a Statement of Significance, should always be factored into the very early stages of any project, no matter how large or small. By doing so, it ensures that the special interest of an asset is taken into account from the outset, and that it helps inform the development of a scheme rather than being seen as a hindrance.

The amount of detail that is required in a Heritage Statement will vary according to the particular proposal. The statement should be proportionate in detail to the type of works being carried out. For example, a major scheme that affects several assets or involves substantial work to, or affecting the setting of, a heritage asset will require an extensive and professionally produced heritage statement. A small-scale scheme that has limited impacts will probably require a short statement that could form part of a Design and Access Statement. However, there are a number of basics that must be included in any heritage statement.

A Heritage Statement should always cover three main points:

1. A description of significance – a description of the significance of the heritage asset or assets which may be affected by the proposed development, including their setting. This is the 'Statement of Significance'.
2. Description of development – a clear description of the proposed development and, in particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting.
3. Mitigation – an explanation of what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset(s).

In addition, a Heritage Statement might seek to set out the positive contribution that will be created from the development and how heritage assets can be incorporated into this. Further guidance can be found in the Technical Advice Note 'Heritage Statements' Oct 2019 which is available on the council's website.

For all applications affecting Scheduled Ancient Monuments and all other applications for development (excluding householder applications), involving ground disturbance within historic settlements (recorded on the 1st edition Ordnance Survey Map c. 1881) and archaeological heritage assets recorded on the South Gloucestershire HER, an assessment of the archaeological potential of the development site may be required. Applicants are advised to discuss proposals with the council's conservation team before any application is made. The applications should be accompanied by the results of any assessment including any proposed mitigation where heritage assets or their setting are affected.

Additional guidance is available from Historic England in their publication Planning for the Historic Environment Practice Guide, London 2010. The council have also published technical advice notes to assist applicants in submitting applications: "Heritage Statements" and "Compiling a Written Scheme of Investigation for Archaeological Projects". These can be [downloaded from the council's website](#).

Where to find further information and help

- [South Gloucestershire Council - Historic Environment](#)
- [Heritage Gateway](#)
- [Historic England](#)

Conversion Method Statement and Structural Surveys

A structural survey may be required in support of an application if the proposal involves substantial demolition or renovation of a listed building.

For barn conversion applications both a Structural Survey and a conversions method statement will be required. The conversion method statement will explain what parts of the barn will be retained and precisely what works and alterations will be required to add any new built fabric.

Where to find further information and help

- [NPPF](#)

Planning Obligations/Draft Head(s) of Terms

Planning obligations (or “Section 106 agreements”*) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where development plan documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed heads of terms to be submitted with the application. Further advice on planning obligations is available in the NPPG and South Gloucestershire Council CIL and S106.

Where to find further information and help

- [NPPF](#)
- [CIL & S106 Planning Obligation SPD](#)
- [South Gloucestershire Council Planning Obligation Guidance](#)

Energy Statement

The Climate Change Act 2008 (2050 Target Amendment) Order 2019) commits the UK to a legally binding target to reduce greenhouse gas emissions by 78% by 2035 and 100% by 2050 from a 1990 baseline. The South Gloucestershire Climate Change Strategy includes a locally adopted CO2 reduction target in line with the national target, and also a renewable energy target. The council's planning policies contribute to these targets.

A Sustainable Energy Statement is required to be submitted with all major (residential and non- residential) development proposals in order to provide the information necessary to evaluate compliance with the council's planning policies.

The Sustainable Energy Statement should set out the predicted total energy consumption of a development and the associated carbon emissions. It should include an assessment of the measures proposed to be incorporated into the development that: minimise energy consumption; supply energy using zero and/or low carbon technology; and generate renewable energy. The aim is to minimise energy demand, maximise on-site renewable energy generation and minimise carbon dioxide emissions from the development. Data setting out the carbon savings achieved through the various measures should be included. The statement is necessary to demonstrate how the proposed development complies with planning policies, in particular CS1.8, CS4 and PSP 6.

Further guidance on the information to be included in the energy assessment to demonstrate compliance with the Core Strategy policies CS1(8), CS3 and CS4, and, the Policies, Sites and Places Plan Policy 6, can be found on the [council website](#).

Where to find further information and help

- [NPPF](#)
- [Net Zero Carbon Homes Toolkit](#)
- [Building Regulations Part L - energy performance](#)
- [Standard Assessment Procedure \(SAP 2012\)](#)
- [RTPI energy requirements information](#)
- [CIBSE Heat Networks Code of Practice](#)
- [South Gloucestershire Council heat networks information](#)
- [South Gloucestershire Council climate change information](#)

Please contact the Environmental Policy Officer for further advice either by email environmentalpolice@southglos.gov.uk or telephone 01454 863328 / 01454 865095

Evidence to Accompany Applications for Town Centre Uses

To assess the availability of sequentially preferable sites and the impact of retail and other town centre developments on matters including the vitality and viability of town, district and local centres and travel demand as set out in the NPPF.

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. The scope of work should be agreed with officers before commencement.

The assessment should include the capacity/need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.

Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.

Where to find further information and help

- [NPPF](#)

Assessment of Transport Impact

The assessment of developments should reflect the scale of the development and the extent of the transport implications of the proposal. Following [National Planning Policy Guidance](#), this should be provided via a Transport Assessment (TA) for substantial developments that generate significant travel movement; a Transport Statement (TS) for less significant developments; or as part of the design and access statement for small developments that are likely to have a minimal effect on surrounding travel patterns. For TAs and TSs a robust explanation of local facilities and amenities within the site and within a reasonable walking distance of the site should be provided, together with local and proposed infrastructure for encouraging walking and cycling and the use of public transport.

Where significant travel patterns are likely, the application should be supported by a Travel Plan (TP) to help manage travel movement. For school developments we would require ongoing accreditation to national schools awards scheme [ModeShift STARS](#) School Travel Plan Transport Assessments and Statements are ways of assessing the potential transport impacts of developments and may include mitigation measures to offset the detriment that development travel may cause on surrounding networks, as well as promoting and enhancing sustainable travel which could also benefit surrounding communities and facilities. The mitigation measures may relate to the Travel Plan.

The information submitted should include the following (non-comprehensive) list: access details by mode of travel; access designs onto/ from surroundings including safety (e.g. visibility splays commensurate with the 85th%ile speed of traffic on the highway); transport sustainability criteria including distances from walkable and cycleable services and facilities and accordance with Local Plan Policy PSP11; relationship to surrounding cycling infrastructure; relationship to surrounding public transport provision, distance to stops, quality of stops (shelters/ real time information etc.), bus journey times and accordance with PSP11; cycle and car parking that accord with PSP16; non-residential parking provision and justification; consideration of national and local design guidance (Manual for Streets; Manual for Streets 2; Design Manual for Roads and Bridges; etc.); electric vehicle charging provision which is recommended to be in accordance with evolving policies in the consultation draft Local Plan.

The scope of the TS or TA for larger developments should be agreed through a pre-application process.

Where to find further information and help

- [National Planning Policy Framework \(NPPF\)](#)
- [Adoptable Highway Specification](#)

Contact details: Email: DCtransport@southglos.gov.uk

Public Open Space Assessment

Public open space is important for improving the quality of a development / settlement and for the health and social wellbeing of residents. Public open space plays a significant role in creating the environmental sustainability of a development proposal. This is highlighted through the National Planning Policy Framework and the South Gloucestershire Council planning policies in particular CS24.

For major residential or mixed use development proposals, every application should be accompanied by scaled plans clearly showing the location and size of the different categories of public open space i.e. Informal Recreational Open Space, Natural and Semi-natural Green Space, Outdoor Sports Facilities, Provision for Children and Young People (equipped play), and Allotments, as described in Appendix 5 of the Core Strategy. For outline applications, the open space plan will be indicative, but for full applications or Reserved Matters applications, the plan should be detailed

For all applications providing on-site public open space, details of the maintenance and management of the public open space are to be submitted as part of the application.

For all applications (excluding householder applications) adjacent to an existing ball sports facility, a boundary risk assessment shall be submitted to ascertain what type and level of mitigation may be required.

Full applications or Reserved Matters submissions should include a comprehensive plan showing the street lighting positions, drainage, including extent of the drainage easements in conjunction with the landscaping details for all the categories of public open space provided as part of the development proposal

Where to find further information and help

- [National Planning Policy Framework \(NPPF\)](#)
- [South Gloucestershire Council Core Strategy](#)