

Requirements for the Submission of Planning and Other Applications



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1.0 Introduction

The Exmoor National Park is a working and living community where development is necessary to ensure that the needs of the community, businesses and visitors are met. The Local Plan sets out a range of policies that allow development to take place and the Local Planning Authority permit approximately 95% of the applications which are submitted.

The planning policies seek to ensure that development is of the right scale, directed to appropriate locations and conserves and enhances the character and appearance of the National Park. Development proposals should be of a high quality so that the special qualities of the National Park are maintained.

Additional national advice and information can be found within the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG). The National Park Authority is the sole Planning Authority for the area and deals with approximately 360 applications per annum.

The Town & Country Planning (Development Management Procedure) (England) Order 2015 requires that every Local Planning Authority publishes a list of requirements to be used when validating planning and related applications ensuring that correct information is submitted to be able to determine the application.

All Local Planning Authorities are required to produce a list and are encouraged to review it on a frequent basis whilst bearing in mind a proportionate approach to the nature and scale of development in line with paragraph 193 of the NPPF. Authorities are required to review their published local validation list and revise and republish the list on a two-yearly cycle.

With an appropriate level of information submitted at the outset, consultees in the process such as Parish Council, neighbours and other bodies such as the Environment Agency will have a greater understanding and are more likely to be supportive. This should lead to swifter decision making. Applications that are not controversial and comply with the planning policies can be made a delegated decision rather than one that needs to be presented for consideration to the monthly meeting of the Authority.

Pre- Application Advice: Planning Officers are happy to look at draft proposals prior to submission. Weekly planning surgeries are run at Porlock Lovelace Centre (10am – midday on Mondays) and Lynton Town Hall (10am-midday on Wednesdays). No appointment is needed to attend these surgeries but any information which can be sent through in advance will assist planning officers to research and advise. Draft proposals can also be sent in to Exmoor House by post or e-mail and officers are happy to then meet in the office or on site as appropriate.

If there are queries regarding the level of information that is required with your submission then please contact the Development Management Section of the National Park Authority.

For national planning guidance please see the details on the planning portal www.planningportal.gov.uk/ and for details of the Exmoor National Park Local Plan please see www.exmoor-nationalpark.gov.uk/ldf.htm

2.0 Standard planning application forms have been introduced across England and replace all existing types of planning application forms, except for mineral workings. The forms are the only official method of submitting a planning application.

The forms can be found at the National Park Authority web site at <http://www.exmoor-nationalpark.gov.uk/planning/application-forms>.

The Standard Application Form covers the following types of application;

- Householder consents
- Outline and full planning permission and approval of reserved matters
- Listed building consent
- Application for planning permission for relevant demolition in a Conservation Area
- Advertisement Consent
- Consent under the Tree Preservation Orders and Notification of proposed works to trees in conservation areas
- Lawful Development Certificates
- Applications for Prior Approval under the General Permitted Development Order 2015
- Removal or variation of conditions
- Application for approval of details reserved by condition, and
- Non-material amendments to existing planning permissions.

Attached to each application form on the National Park Authority web site is a validation checklist which applicants should complete and return ensuring that all the required information is included. If you wish to discuss whether a specific element of information is required either discuss with Planning Officers or set out the case in writing with the application papers.

The National Park Authority adopted the Local List requirements on 5th May 2015. The List is specific to the particular issues that need to be regularly addressed with applications with the Exmoor National Park

The information later in this document sets out the information requirements from the Local List that is required with each type of application.

The National Park Authority encourages the submission of your application electronically via the national Planning Portal. The Portal assists by providing a structured way to complete the forms; checks the planning fee and allows the completed process to be completed on line (or partially on line if you prefer). The Planning Portal also provides a range of planning and Building Control guidance. The Portal can be accessed at www.planningportal.gov.uk. It will also be necessary to visit the National Park Authority web page to ensure that the local list requirements, which are set out in this document, have been met.

If you do not wish to submit your application on line then the planning application forms can be downloaded from the National Park Authority web site by following the planning links from www.exmoor-nationalpark.gov.uk . Please ensure that the correct form is used. If you wish us to send the forms then please contact the Planning Section (01398 323 665); we will be happy to advise on the appropriate forms and send them in the post.

By which ever method you wish to submit your application please can we reinforce the need to check and submit the details required on the validation checklist and the details needed in any Design and Access Statement.

We aim to determine whether an application is valid within 3 working days of receipt. After this the application will either be registered and an acknowledgement letter sent, or, a written explanation will be provided to the applicant or their agent explaining the requirements before validation can proceed. An application will be deemed invalid if:

- The standard application form is insufficiently or incorrectly completed;
- The correct fee has not been provided;
- Mandatory or National List requirements are not met; and
- The necessary plans, drawings and information as identified in the Local List of Validation Requirements have not been provided or are deemed inadequate.

If we do not receive the requested information from the applicant or their agent within 21 days we will assume that you no longer wish to proceed with the application and we will update our records accordingly (unless we have been requested and agreed to an extension of time).

If there is a disagreement regarding the required documents between the Authority and the applicant/agent then this should first be discussed with the Case Officer at the Authority. If the dispute cannot be resolved and 8 weeks have passed since the application was submitted for determination, (13 weeks if the application is major) there may be a right of appeal for Non-Determination on the grounds of invalidity.

3.0 National Requirements

Information requirements for applications for outline planning permission.

Outline applications can be appropriate when the principle of a development proposal needs to be established. However, in the National Park, given the sensitivity of the area, a full detailed planning application will usually be necessary to help to demonstrate that the impacts are acceptable. The Development Management Team are happy to advise on whether an outline application will be suitable for your proposal.

Applications for outline planning permission generally need not give details of any proposed reserved matters unless the matters include layout, scale or access. However, if the local planning authority receives an application for outline planning permission but decides that the application ought not to be considered separately from all or any of the reserved matters it must notify the applicant within one month from the receipt of the application that further details are submitted. The Local Authority will also specify what further details are needed.

The reserved matters which can be considered as a second stage are;

- **Layout** – the way in which buildings, routes, and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – the aspects of a building or place which determine the visual impression it makes, excluding the external built form of the development.
- **Access** – this covers the accessibility to and within the site for vehicles, cycles and pedestrians in terms of positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- **Landscaping** – this is the treatment of private and public space to enhance to protect the site's amenity through hard and soft measures, for example, through planting of trees or hedges or screening by fences or walls.

Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.

- **Amount of development** – the amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

4.0 Information requirements for applications for all planning permissions.

The Authority wishes to encourage all applications to be submitted electronically. However, applicants retain the option of submitting paper versions of the forms and information. Two copies of all the forms and information are required, unless submitted electronically.

The Department of Communities and Local Government has set out the national requirements to be submitted with planning applications. It is important to note that the requirements are clearly set out and the information and plans should be supplied if your application is to be validated.

If a particular plan or document is not considered necessary or appropriate in relation to the specific development proposal then an applicant or agent should set out in writing why this is the case and the Local Planning Authority will take this information into account when deciding whether to register an application as valid.

2 copies of all plans, papers and particulars are required to be submitted unless the application is submitted electronically.

4.1 The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500 and wherever possible the plans should be scaled to fit onto A4 or A3 size paper. In exceptional circumstances plans of other scales may also be required. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking, areas of earth movement and/or disposal and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. For agricultural dwellings and buildings a blue line should be drawn around the related farm holding.

Crown Copyright – It should be noted that both Location and Site Plans should not breach Crown Copyright (e.g. A Land Registry document, photocopy or an image copied from the Web). Plans provided should clearly indicate a License Number to confirm that the user has the authority to reproduce those plans. If it is considered that Crown Copyright has been breached the Authority will contact the applicant or their agent to advise them.

4.2 Site Plan

A Site Plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500, 1:200 or 1:100 (depending on what is the most appropriate scale to clearly show the proposals in relation to other buildings, features, boundaries and land) and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.

And the following unless these would NOT influence or be affected by the proposed development.

- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements,
- d) all public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site,
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development,
- f) the extent and type of any hard surfacing, and
- g) boundary treatment including walls or fencing where this is proposed.

4.3 Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. Ownership Certificates must also be completed for applications for listed building consent, and conservation area consent for demolition.

4.4 Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO. The Agricultural Holdings Certificate is now included in this Notice.

4.5 The correct fee (where one is necessary)

Please see the schedule of application fees which are set nationally and attached at Appendix 3. With the Planning Portal there is a fee calculator available and with the submission of applications on line, the fee is automatically calculated. We are happy to advise on planning fees on specific cases.

4.6 Design and Access Statement

A Design and Access Statement must be submitted for some types of planning application. The legislation changed on 25 June 2013 and reduced the types of application where a Design and Access Statement is required.

A Design and Access Statement will now only be required for the following types of application:

- 1) Development categorised as “major”; (usually 10 or more houses or where the floorspace exceeds 1,000sqm)
- 2) Development within a Conservation Area where the applications is for
 - i) the provision of one or more dwellinghouse, or
 - ii) the provision of a building or buildings where the floorspace created is 100sqm or more.

Where a Design and Access Statement is required it shall

- a) Explain the design principles and concepts that have been applied to the development;
- b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) Explain the policy adopted as to access, and how policies relating to access in the Local Plan has been taken into account;
- d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultations; and
- e) Explain how any specific issues which might affect access to the development have been addressed

5.0 The Local List of Plan Requirements.

In addition to the statutory plan requirements other plans will normally be essential to explain the proposals. The following plans will normally be expected to be included in the application submission unless it is explained why they are not required.

- **Existing and proposed elevations** (At a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there, where a change is proposed. If an elevation is not to be altered then this should be clearly stated on the plans, although it is not necessary to draw those unchanged elevations. The submitted elevations should indicate, where possible, 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.

External height measurements should be specified on the elevational plans for all new build parts of the building. This is especially useful for applications submitted electronically and can help to avoid confusion or misunderstanding amongst third parties who may inspect the plans. Please include key written dimensions on the plans. These should be provided on both existing and proposed drawings.

- **Existing and proposed floor plans** (At a scale of 1:50 or 1:100)

Existing and proposed floor plans are needed for new development and for existing buildings altered by the proposed development. These plans should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should also show details of the existing building(s) as well as those for the proposed development. If the application relates simply to a change of use and no physical development work is to be carried out, a floor plan may not be necessary, although it could be helpful to explain how the new use may operate from a building.

Again external dimensions for all extensions and new buildings should be specified on the floor plans. Please include key written dimensions on the plans. These should be provided on both existing and proposed drawings.

- **Existing and proposed site sections and finished floor and site levels** (At a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s) and adjoining land. In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels

to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings and/or where there are earth movements.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (At a scale of 1:50 or 1:100)

A roof plan will be required for all development proposing residential use to ensure that materials, flues and other details are clearly identified. In other cases a roof plan may be helpful to explain complex roof formations with several pitches and ridges.

6.0 The Local List of Information Requirements.

In addition, following consultation and adoption, the National Park Authority has adopted a Local List of information required when submitting a planning and/or other application. The list has been tailored to the particular circumstances of the National Park and seeks to ensure that applicants and their agent submit detailed information which helps to justify their proposals and demonstrates that it is compatible with the planning policies seeking to conserve and enhance the National Park.

It is important to note that the scope and detail of the information which is submitted should be proportionate to the location and type of proposal. Each application will need to be considered on its merits and some proposals will require more detailed analysis of some information subjects than others. The Local Planning Authority has set out guidance for each subject heading that forms part of the Local List to assist applicants in deciding the type and range of information that is needed in each case. It is recommended that each heading is set out in the accompanying statement so that it is clear that each subject has been considered and appropriate information submitted. Some information, such as the need for landscaping details, are a requirement of the local list and the Design and Access statement (where necessary) and these can be cross referenced to prevent duplication. Planning Officers are happy to discuss the information requirements for each proposal.

The particulars and evidence required by the Authority to be included in the application will be reasonable having regard, in particular, to the nature and scale of the proposed development and where those issues are about a matter which it is reasonable to think at the registration stage will be a material consideration in the determination of the application

If a particular plan or document is not considered necessary or appropriate in relation to the specific development proposal then an applicant or agent should set out in writing why this is the case and the Local Planning Authority will take this information into account when deciding whether to register an application as valid.

There is now a formal procedure for resolving these matters whereby the applicant can, if the Authority requires particular information, send a Notice under Section 12 of the 2015 Order¹ and the Authority then have to decide how the matters are to be progressed including rights of appeal. While this is a formal process and is available to applicants we would much prefer to discuss matters and agree on the detail of any application and submission because this is likely to be quicker and cheaper.

¹ The Town & Country Planning (Development Management Procedure) (England) Order 2015

The table below sets out the Local List requirements for each type of application.

7.0 TABLE OF LOCAL LIST REQUIREMENTS BY APPLICATION

| | Affordable Housing Statement | Agricultural Justification | Wildlife Survey and Report | CLEUD list of information | Flood Risk Assessment | Foul Sewage & Surface Water Assessment | Heritage Statement | Landscaping Details | Lighting Assessment | Photographs | Planning Statement | Excavated material Assessment | Structural Survey | Sustainability & Renewable Energy Statements | Tree Survey and Impact Assessment | Ventilation/Extraction Statement |
|--|------------------------------|----------------------------|----------------------------|---------------------------|-----------------------|--|--------------------|---------------------|---------------------|-------------|--------------------|-------------------------------|-------------------|--|-----------------------------------|----------------------------------|
| Outline Planning Permission | ✓1 | | ✓2 | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓4 | ✓5 |
| Full Planning Permission | ✓1 | ✓ | ✓2 | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓3 | ✓ | ✓ | ✓4 | ✓5 |
| Approval of Reserved Matters | ✓1 | | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓3 | | ✓ | ✓4 | ✓5 |
| Householder Application | | | ✓2 | | ✓ | | | | ✓ | ✓ | ✓ | | | ✓ | ✓4 | |
| Listed Building Consent | | | | | | | ✓ | | ✓ | ✓ | | ✓ | ✓ | | | |
| Demolition in a Conservation Area | | | | | | | ✓ | | ✓ | ✓ | | ✓ | | | | |
| Removal or Variation of a Condition | | | | | ✓ | | | | ✓ | ✓ | ✓ | | | | | |
| Advertisement Consent | | | | | | | | | | ✓ | | | | | | |
| Hedgerow Removal Notice | | | | | | | | | | ✓ | | | | | | |
| Prior Notification – proposed demolition | | | | | | | | | | ✓ | | | | | | |
| Certificate of Lawful Existing Use or Devt | | | | ✓ | | | | | | ✓ | | | | | | |

1 Only for housing proposals 2 For the conversion of non-residential buildings, where roof spaces are affected and in other cases subject to a checklist of considerations

3 Only for development excavating more than 250 cubic metres of material, 4 Only for trees within 15m of any development works 5 Only for sites with A3, A4 and A5 uses

* Non-Material Amendment applications – the same information requirements as for an original proposal.

* Minor Material Amendments – the same information requirements as for an original application.

* Application for approval of details reserved by Planning Condition – those details specifically required under the condition.

8.0 Local List of Pre-Registration Requirements

8.1 Affordable Housing Statement

Background

The National Park has well established planning policies for the provision of affordable housing (these lie within the Housing Chapter of the Local Plan). There is much information available to applicants following the survey work of the Rural Housing Project which can be viewed on the National Park Authority's web site. Most applicants, either individuals or Registered Providers (Housing Association), proposing affordable housing will have had discussions with the Planning Policy Team or District Council's Housing Officer to ensure that their application reflects the needs of that community or individual for housing. Planning Officers would also welcome discussions to ensure that applicants provide sufficient information to demonstrate that there is a need for the sufficient type of affordable housing that is sought.

Requirements

That those proposing local needs affordable housing should demonstrate that there is a local need for the proposals and that may include the evidence from a Local Needs Survey or in parishes without a completed or up to date survey the Individual Local Needs Questionnaire should be completed (this questionnaire will be analysed by the Authority and the details will remain confidential). The details with an application should specify the number of units, the mix of units, with numbers of habitable rooms and/or bedrooms. The affordable housing statement should also include details of any Registered Providers acting as partners in the development. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.



ENPA: An example of local affordable housing at Porlock

8.2 Agricultural Justification Statement.

The National Park Authority is supportive of farming activity within the Park not least because of the close relationship between farming and the landscape. It is accepted as a matter of principle that on occasions farmers may require further agricultural buildings and some of the modern livestock buildings proposed can be large. While there may be issues of landscape impact and highway access etc in the way of all applications, there is also a need to demonstrate that an agricultural building of the size proposed is reasonably necessary for the purposes of agriculture on that holding. In the past it has not always been clear why an agricultural building has been required and this has led to concerns and delays with dealing with farm building applications.

Requirements.

The Agricultural Justification Statement is the opportunity for the applicant to set out the size and activities on the farm holding, detail the stocking levels now and proposed in the future, identify the existing buildings and their uses and to explain the agricultural justification for the new building, track or other development proposal.

8.3 Wildlife Survey and Report

Background

The National Park is rich in wildlife and has adopted a Biodiversity Action Plan which aims to increase Exmoor's biodiversity, targeting those species and habitats most valued nationally and locally. There is also a range of accompanying targets in the National Park Management Plan. The Local Plan has policies which seek to protect the nature conservation value of sites and species (LNC9 – LNC14).

Many parts of the National Park are designated County Wildlife Sites, SSSIs or Special Areas of Conservation. Many water courses are identified as sites important for both fauna and flora. Even simple proposals can give rise to biodiversity issues and potentially affect habitats. For instance, the National Park is home to all 16 of the British bat species which can roost in many types of building and/or trees. Bats are often found in the roofs of application sites. Simple applications such as the provision of forestry and farm tracks can affect habitats for vertebrates such as dormice which need to be considered and addressed in application proposals.

Examining wildlife issues and constraints at the outset will allow applicants to understand a potential key consideration to their proposals and demonstrate how issues have been addressed. Many species, such as bats, are protected by law and it would be a criminal offence to disturb such species and their roosts. If some harm is justified to a habitat then the Wildlife Survey and Report will give the ability for applicants to set out mitigation and replacement habitat, if that is possible.

Requirements.

The Planning Checklist, which should accompany all full planning applications, seeks to help applicants identify when wildlife issues may require greater investigation. The information is intended to target the situations where it is most likely that a wildlife issue needs to be understood and addressed in the initial design work. Where the checklist indicates that on initial evaluation no wildlife issues are evident then the application can be submitted with only the checklist completed. However, this does not exclude the consideration and potential requirement to address wildlife issues which may arise during the processing of an application. Where the Checklist highlights that a Wildlife survey is required then, unless it is can be demonstrated that an exemption applies, the survey report and analysis will need to be submitted with the application for it to be registered. If an initial survey report requires further survey work such as emergence surveys, this further survey work must be carried out and further reports provided in support of the application.

8.4 Flood Risk Assessment (FRA) -

Background

Many properties/sites and village centres within the National Park fall within land that the Environment Agency has identified as liable to flood. Flood Risk Assessment is a very important part of an application's assessment in those areas liable to flood. It not only helps reduce the potential threat to individuals and damage to individual properties but also assesses the potential displacement of flood water; and therefore examines the potential for other properties to be flooded from development. The Environment Agency is very specific in their requirements and the submission of a FRA is a requirement for an application in flood risk areas. This is supported by Policy U7 of the Local Plan.

There are guidance notes at Appendix 1 in respect of a simple Flood Risk Assessment which may be suitable in many cases and more detailed advice on the Environment Agency site at www.environment-agency.gov.uk. The Environment Agency is prepared to check and discuss a draft Flood Risk Assessment prior to the submission of a planning application and if flood risk is a key constraint to development this consultation is strongly recommended.

The Environment Agency identifies three zones of potential flood risk. Flood Zone 3 shows flooding from rivers with greater than a 1% (1 in 100) chance of happening each year or flooding from the sea with greater than with 0.5% (1 in 200) chance of happening each year. Flood Zone 2 shows the extent of an extreme flood with a greater than 0.1% (1 in 1000) chance of happening each year. Flood Zone 1 is the remaining area outside of Flood Zones 2 and 3, where there is less than a 0.1% (1 in 1,000) chance of flooding each year.

The Flood Zone category of any particular site can be identified by visiting the Environment Agency web site <http://www.environment-agency.gov.uk/>. Please note that the Environment Agency regularly update their flood risk maps and that with global warming the area that they consider likely to flood has increased over past map revisions.

Requirements

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. It may be necessary to undertake a sequential analysis for some forms of development if it proposed in an area liable to flood.

The FRA 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 FRA should identify opportunities to reduce the probability and consequences of flooding include the design of surface water management systems such as Sustainable Drainage Systems (SUDs). The FRA should also address the requirement for safe access to and from the development in areas at risk of flooding.



ENPA: house surrounded by flood water



ENPA: The River Barle at Dulverton

8.5 Foul Sewage and Surface Water (Sustainable Drainage Systems) Assessment

Background

Sewage issues are often raised by the drainage bodies and/or local residents who question whether a development proposal will be acceptable in relation to existing systems. While some of the more complex issues arise with larger scale developments there is also the issue that some of the local sewer systems and treatment works within the National Park are near capacity. On other occasions many properties do not have any local connection.

In these circumstances, it is considered reasonable for developers to have investigated the sewage systems that will be used in relation to their development and to explain this in the application submission. With new development it will often be necessary to connect to existing services and this may have either a visual, tree or archaeological impact. It will be necessary for applicants to work through these issues at some stage of the development process and there are considered benefits if this information is included at the registration stage.

With many sites that cannot connect to a mains network, there will be a need for a treatment system which releases a discharge to a watercourse. This will require a Discharge Consent from the Environment Agency and the specification of that consent will depend on the watercourse where the out flow is being discharged to. Many water courses have been identified for their conservation importance and that can have an impact on the requirements set out in the consent and, in turn, the system that can be installed to meet those requirements.

Requirements

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. It will be necessary to demonstrate in all submissions how surface water will be dealt with. These applications need to clearly indicate how surface water will be dealt with. Advice regarding Sustainable Drainage Systems (SuDS) can be found at:

<https://new.devon.gov.uk/floodriskmanagement/sustainable-drainage/>

[https://www.n-somerset.gov.uk/Environment/flooding/Documents/West%20of%20England%20sustainable%20drainage%20developer%20guide%20\(pdf\).pdf](https://www.n-somerset.gov.uk/Environment/flooding/Documents/West%20of%20England%20sustainable%20drainage%20developer%20guide%20(pdf).pdf)

<http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/reducing-the-causes-and-impacts-of-flooding/why-are-sustainable-drainage-systems-important/>

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller 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. Guidance on the consideration of non-mains drainage assessment is provided through National Planning Practice Guidance and Building Regulations Approved Document Part H¹.

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 public highway, then notice may need to be served on the owners of that land. That land should also be included in the application red-lined site.



ENPA: Sustainable Drainage System at Dulverton

¹ www.planningportal.gov.uk/england/professionals/en/1115314110382.html

8.6 Heritage Statement

Background

The first purpose of National Park designation is to conserve and enhance the natural beauty, wildlife and cultural heritage of Exmoor. The National Park is rich in history and important cultural heritage.

Conservation Area applications will need to assess the importance of the Heritage asset and the wider impact on the Conservation Area of the proposed changes.

Paragraph 128 of the National Planning policy Framework explains:

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 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.

Requirements

The Heritage Statement will need to explain the approach to ensuring that the historic and special architectural important of the listed building is preserved or enhanced. Where an aspect of the design has the potential to affect this adversely, the statement should explain why it is necessary, and what measures have been taken to minimise its impact.

The scope and degree of detail necessary in a Heritage Statement will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes:

- ◆ an analysis of the significance of archaeology, history and character of the building/structure,
- ◆ a schedule of works to the listed building(s),
- ◆ the principles of and justification for the proposed works and their impact on the special character of the listed building or structure,
- ◆ an analysis of its setting and the setting of adjacent listed buildings may be required.
- ◆ A structural survey may be required to support the application.

As the Listing Description is only a method to identify a listed building, and is unlikely to form a list of the key historic features, commenting only on the listing description is unlikely to meet the requirements of a Heritage Statement.

For applications for planning permission for relevant demolition in a conservation area 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
- ◆ its impact on the special character of the area may be required.

On many occasions this will be simple because of the poor quality of the element to be removed, on others, there will need to be more detailed justification.



ENPA: Dunster Tithe Barn

8.7 Landscaping Details

Background

The landscape treatment of development sites is a key element in assisting its assimilation into the wider landscape setting and demonstrating that proposals will be acceptable. Criteria (iv) of Policy CBS12 (which relates to all new development) requires development proposals to “incorporate landscape design appropriate to the site and character of the area having regard to existing features including trees, hedges, walls, railings and gates, traditional surface treatments such as stone pitching, paving and structures”. This requirement refers to both hard and soft landscaping.

Requirements

Many sites will require only a simple landscape scheme which shows the retention and further planting of existing trees, hedges and vegetation while others will need to be more extensive proposals. The Authority is predominantly interested in the structural, long term planting and its maintenance rather than the individual planting in gardens. The Design and Access Statement can set out the approach to the landscaping of the site, including an understanding of the main viewpoints and what the landscaping is intended to achieve. The statement should also explain how the scheme responds to and enhances the sense of place and character of the site.

There is the option at the registration stage of submitting an Indicative Landscaping Scheme. These plans should be at a scale of a least 1:500 and identify the trees, hedges and other vegetation to be retained and the additional areas where planting is proposed. The plans should also show existing and proposed hard surface areas such as paths and parking areas, together with the existing and proposed materials.

The alternative, at the registration stage, is to submit a Detailed Landscaping Scheme which should be shown on a plan, usually at a scale of 1:100 or 1:200 and set out in detail the proposals. The soft landscaping scheme should specify the size, species and siting of any trees and, for hedges and other planting, the density and position of plants. The landscape scheme should also set longer term management and maintenance of the planting.

While the Indicative Landscaping Plan may give a general impression of proposed landscaping if permission is granted it is likely that a condition would be attached to any approval requiring the submission of a Detailed Landscaping Scheme to ensure that precise details on planting, where needed, are agreed prior to work commencing. If a Detailed Landscaping Scheme is submitted at the registration stage, and it is considered acceptable, then the planting will form part of the overall permission and there will not then need to be a need to submit a further scheme post approval.

8.8 Lighting Assessment

Background

One of the identified special qualities of the National Park is a landscape mostly free from intrusive development including light pollution. The Local Plan (para 2.33) states “Exmoor is one of the few areas of southern England that are still relatively free from mass sources of artificial light pollution. The experience of the night sky is a valued quality of Exmoor and an important part of the wilderness experience.”

Policy LNC2 of the Local Plan seeks to restrict external lighting associated with new developments to those which are essential in the interests of safety. If one of the special qualities of the National Park is to be maintained and enhanced, development proposals should take account of the need to control lighting and for them to be incorporated into the detailed design at an earlier stage to minimise their wider impact.

Requirements.

Development proposals should include a lighting assessment where any external lighting is to be provided. Again this can be very simple if only limited lighting is proposed. The details and design of the lighting should be set out in the application details together with hours of operation (if appropriate), intensity of light, beam orientation and any cowls to ensure that lighting is directed on to the ground and not into the night sky. The proposed lighting shall be shown on the elevations and lay out plan.

8.9 Photographs

Background

Applications are scrutinised by many bodies such as statutory consultees and Parish Councils who may not have the opportunity to visit the site. Photographs of the application site provide a valuable tool for understanding and appreciating the character of a site and the related proposals by all in the process and help to speed up determination of the application.

Requirements.

That photographs appropriate to the application proposal be included within the submissions. They should include relevant elevations of the building and its setting and can be used to demonstrate the suitability of the development proposals. For Listed Building applications, the photographs should cover all the elements that are to be altered / replaced including internal areas. Any building or part of a building to be demolished should to be photographed.

Please note that the photographs will form part of the application submission and will be included in the application file and on the Authority web site and be available for public inspection.

8.10 Planning Statement

Background

A planning statement is required with the initial submission of an application. It gives the opportunity for applicants to set out their case to demonstrate compliance with planning and other policies and also allows the public, Parish Councils, officers and members to understand the planning case which is being made. The statement needs to be proportionate to the development proposal under consideration

The Exmoor National Park Local Plan has been the subject of much public consultation prior to their adoption. The Planning Act requires that decisions be made in accordance with the policies of the Development Plan unless material considerations indicate otherwise. The analysis of compliance with policies of the Development Plan is therefore crucial to the determination of applications. The Local Plan can be viewed at the National Park Authority website under the Planning Policy section

In addition, the National Park Authority is preparing a new Local Plan, referred to as the draft or emerging Local Plan. This Plan sets out Exmoor National Park Authority's spatial vision and over-arching objectives, incorporating broad aims for development and use of land within Exmoor National Park, which take account of environmental, economic and social issues, as well as wise use of resources. This Local Plan, once adopted, will supersede all the saved policies of the current adopted Local Plan and in the meantime is a material consideration in the determination of planning applications.

The emerging Local Plan can be viewed at the National Park Authority website under the Planning Policy section.

Applicants are asked to ensure that they are familiar with the various planning policies, particularly those in the Local Plan. There are both general planning policies such as LNC1 (National Park Policy) and CBS12 (General Development Principles) which will be applicable to all applications and certain policies, such as, H12 (House Extensions) and RT10 (Domestic Equestrian Proposals) which will be relevant to specific applications. The planning statement should look at each of the relevant policies and explain how the proposals have been designed and/or adapted to meet the policy requirements.

For development proposals in Lynton and Lynmouth Parish, a planning statement will need to consider the policies under the Lyn Plan, which is the neighbourhood plan for that area. The Lyn Plan can be viewed at the National Park Authority website under the Planning Policy section and 'neighbourhood plans'.

The National Planning Policy Framework provides important advice on planning matters that should be addressed in any submission.

Requirements

The planning statement should identify the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

8.11 Excavated Material Assessment

Many developments require the excavation of material, either from foundations or to level a sloping site. The resulting material has, with some applications in the past, not been considered as part of the submission proposals. This has resulted in tipping at some sites with adverse impact on the landscape or on other occasions excessive lorry movements to remove material that has had an impact on narrow country lanes, even though the development itself has been acceptable.

It is important that the amount of excavated material from a proposed development is estimated and a method statement as to how it will be dealt with set out with the planning application submission. With some proposals such as the construction of agricultural barns or the formation of equestrian arenas the material which is excavated can be many hundreds of tonnes. If the material is clean it could be used on site, say to construct a hedge bank, extend a track or fill in undulations in a field. In these circumstances, this should be explained in the Assessment and the areas for the deposit of the material included within the application red lined site.

An assessment is only required when the estimated excavated material exceeds 250 cubic metres, although it is good practice to explain how any excavated material will be dealt with in all application cases.

Requirements.

That an Excavated Material Assessment be submitted with all applications where the material to be excavated exceeds 250 cubic metres in volume. The Assessment should identify the volume and type of material to be excavated, opportunities for the reuse and recovery of materials on site and demonstrate how off-site disposal of waste will be minimized and managed.



8.12 Structural Survey

Background

The Local Plan has a series of policies that allow the reuse of buildings in rural areas on the basis that the building can be converted rather than substantially reconstructed. It is important for applicants to demonstrate to the Local Planning Authority that the application building is structurally stable and can be converted. To accord with the policies in the CBS Section of the Local Plan, it is considered that a structural survey is an important information requirement for building works where they are being converted to any form of residential use.

Requirements

A structural survey shall be included in support of an application if the proposal involves conversion of a building to any form of residential use.



ENPA; barn conversions at Simonsbath

8.13 Sustainability and Renewable Energy Statement

An increasing important element when considering applications are the sustainability and renewable energy elements of design and how an application has incorporated them into the proposals. Part of Local Plan Policy CBS12 states:

“In considering applications, the Authority will give favourable consideration to proposals incorporating energy efficiency and resource conservation measures through their siting, layout, design and the use of materials. If it is considered that the applicant has not taken reasonable opportunities to incorporate such measures, permission will not be granted”.

The Sustainability and Renewable Energy Statement should explain how opportunities to include sustainability and renewable energy elements have been incorporated into the design. For example, there may be opportunities to insulate the building or extension to a higher standard than the Building Regulations, use of local and/or sustainable materials in construction, design for solar gain, triple glaze, recycle building materials, use grey water and in terms of energy incorporates incorporate a wood burning stove, Solar and/or PV, air or ground source heats pumps and other technology. Applicants need to look at the potential for each site which will be different. Such measures usually lead to reduced heating and running costs for occupiers as well as reducing carbon emissions in the longer term.

The requirement to analyse the sustainability and renewable energy issues is reinforced by the advice in paragraphs 95 and 96 of the National Planning Policy Framework.

Requirements

The Sustainability and Renewable Energy Statement should set out the options that have been considered and the resulting conclusions which have led to the incorporation of the various measures in the building design and specification. All building projects can accommodate some form of sustainability and/or renewable energy elements in their proposals and these needs to be detailed in the Statement to ensure that all reasonable steps have been made in the case of the application submission.



8.14 Tree Survey and Impact Assessment

Background

Trees and the relationship of development to those trees are an often a point of controversy and concern with many applications. Mature trees are important within the landscape and the setting of buildings within villages. The national requirements for the submission of applications require trees to be plotted on the application plans where they may be affected by development proposals. There are established British Standards for the construction and positioning of buildings in relation to trees and often developers do not take these standards into account when designing and positioning new buildings and extensions. This leads to amendments to applications and/or the submission of further details, all which delay the determination of a proposal.

Requiring the submission of a report on tree matters at the submission stage, where necessary, will help ensure that the importance and protection of trees are given increased weight and is more likely to ensure appropriate siting of development in the first place. This requirement is reflected by Policy LNC4 which seeks to protect woodlands, groups of trees or individual trees of significant landscape or amenity value.

Requirements.

Tree Survey and Information will be required where there are trees within the application site or on land adjacent to it that could influence or be affected by the development. There is a need for a survey and impact assessment if any building or earth works are proposed within 15m of the base of a tree. Also the storage of materials and equipment, site access by heavy machinery as well as the digging of service trenches will need to be included in the survey and impact assessment.

Within that 15m area, information will be required on which trees are to be retained with an explanation of why these are important whilst others are proposed to be felled. It should be demonstrated why the retained trees will not be adversely affected by the development and on the means of protecting these trees during construction works. This information should normally be prepared by a suitably qualified and experienced arboriculturist.

The survey information, protection plan and method statement that should be provided with an application shall follow the guidance in the current BS5837 'Trees in relation to 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.

The Devon and Cornwall Tree Officers Group, on behalf of Tree Officers throughout the South West have provided guidance to explain the requirements and so that there is consistency in approach across the region. They have advised that:

"If your site or the land adjacent to your site contains trees, your Planning Application will need to be accompanied by the following details in accordance with British

Standard 5837:2005 Trees in Relation to Construction, unless otherwise agreed with the Local Planning Authority:

Tree Survey and Associated Reports

This is a factual record of trees on or adjacent to the site and should:

- a) Include a suitably scaled location plan scale to show trees, shrubs and hedgerows.
- b) Include a schedule as set out in British Standard 5837: 2005 Section 4.2.6. The following information should be provided: a reference number, species, height, stem diameter, branch spread, height of crown clearance, age class, physiological condition, structural condition, preliminary management recommendations, estimated remaining contribution in years and a category grading in accordance with Table 1.
- c) Include a Tree Constraints Plan, or equivalent information.

Design Statement

This must demonstrate how the development will achieve a satisfactory juxtaposition of retained trees, including shrubs, hedges and hedgerows, with the proposed development. It will include:

- a) Arboricultural Implications Assessment
- b) An Arboricultural Method Statement including a Tree Protection Plan.

The National Park Authority Trees and Woodlands Officers are willing to look at draft Tree Surveys and Reports to help advise whether development is acceptable in relation to trees.



ENPA: trees surrounding cottages at Hawkcombe

8.15 Ventilation / Extraction statement

Background

Food related sites, which have ventilation and extraction equipment, have the potential to cause noise and odour nuisance to adjoining properties. However, where the equipment is fit for purpose it usually operates quietly and prevents odour problems to the locality. Environmental Health Officers usually advise planning officers on the suitability of the equipment. If the details are submitted at the registration stage then the correct specification can be agreed and the full visual impact taken into account.

Requirements.

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments - use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises).

8.16 Applications for a Lawful Development for an Existing use or operation or activity including these in breach of a Planning Condition.

Certificates of Existing Lawful Use and Development seek to demonstrate that a building or use has gained legality by the passage of time. These applications can be controversial and the evidence is often challenged. The legislation requires the applicant to supply the evidence to verify their case. If all the evidence is submitted at the outset it is helpful to local residents and Parish Councils so they can understand the case that is being made. The National Park Solicitor will require detailed information to be able to judge whether, on the balance of probabilities, the case has been proven.

Requirements.

As part of CLEUD applications the following information should be submitted at the applications stage, unless it is demonstrated that the requirements are not relevant to the determination of the application.

- Existing elevations (e.g. at a scale of 1:50 or 1:100)
- Existing floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. statutory declaration(s) from people with personal knowledge of the existing use/operation/breach of condition), bills, and other supporting information such as receipts and records.
- Photographs
- Supporting statement

8.17 Non-Material Amendment Applications.

This procedure allows applicants to apply to change the details on approved applications. The changes that fall to be considered under this procedure are by definition non-material and very minor, such as swapping the doors and windows on a development. Neighbour notification does not take place in this case and the Authority will normally decide the request within 28 days. Nevertheless, it is important that sufficient information is submitted with these applications to ensure the details and any agreed changes are clear.

Requirements

The plans required to be submitted with non-material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the non-material amendment application.

8.18 Minor Material Amendment Applications.

This procedure allows changes to approved permissions that are more substantial than can be considered under the Non-Material amendment route. The changes may not be substantially different from the original approval such as a small enlargement of the floorspace or a minor repositioning of a building. The process operates by applying to vary the planning condition which specifies the approved plans. It seeks to replace an approved plan with another. It is important that sufficient information is submitted to ensure that the details and proposed changes are clear, particularly as the proposals are subject to public consultation and comment.

Requirements

The plans required to be submitted with minor material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the minor material amendment application.

8.19 Application made under a planning condition

These applications can be subject to notification and consultation as would any planning application.

Requirements

An application for any consent, agreement or approved required by a condition or limitation attached to a grant of planning permission must-

- a) Be made in writing to the Local Planning Authority and must give sufficient information to enable the Authority to identify the planning permission in respect of which it is made; and
- b) Include such particulars and be accompanied by such plans and drawings, as are necessary to deal with the application.

Discharge of condition

You should clearly indicate the materials/details that are being submitted for approval. In some circumstances (e.g. when seeking approval of a large number of materials) the submission of individual samples (or collectively show on a materials sample board) may be appropriate.

Part discharge of condition(s)

If the details being submitted only discharge part of a condition(s) then this should be clearly set out together with a description of that part of the condition to which the application relates.

GUIDANCE ON PRODUCING A SIMPLE FLOOD RISK ASSESSMENT (FRA)

1.0 INTRODUCTION

This guidance is to help you to consider the flood risk to your property or site when applying for planning permission. The content is not exhaustive, nor prescriptive. You need to demonstrate to your Local Planning Authority (LPA) that you have considered and taken steps to manage flood risk as part of your development proposal.

By following this guidance you should be able to carry out a simple FRA yourself.

2.0 WHAT IS A FLOOD RISK ASSESSMENT (FRA) FOR?

A Flood Risk Assessment (FRA) identifies the level of flood risk to your property or site. This will enable you to identify the measures (if any) that are necessary to make your property or site safer. It will also enable the LPA to assess to what extent that risk is a consideration when determining your planning application. If you have access to the internet you can find more information at: www.pipenetworking.com.

3.0 WHAT DO I NEED TO DO?

Depending on the flood risk, FRAs can be as simple as a short written statement, or may need detailed hydraulic modelling. The level of risk will depend on the type of development, the size of site and its location in relation to flood plain areas and also the amount of surface water runoff the site will discharge. **Flood plain areas** can be found by entering the site postcode or nearest town, or place name on our web site www.environment-agency.gov.uk. If you do not have access to the internet or wish to talk about flood risk, you can contact your local Environment Agency office (see below). Any other sources of flood (eg groundwater) that you are aware of should also be included in your FRA. **You must include your FRA with your planning application.**

4.0 SIMPLE FRA

Where development meets the following criteria a simple flood risk statement should be sufficient to meet the Local Planning Authority (LPA) needs.

| ZONE | COLOUR ON ENVIRONMENT AGENCY FLOOD MAP WEB PAGE | DEVELOPMENT SIZE |
|--------------------------------|---|--|
| ZONE 1 (little or no risk) | WHITE | All development less than 5 ha (12.5 acres) |
| ZONE 2 (low to medium risk) | LIGHT BLUE | All development less than 1 ha (2.5 acres) |
| ZONE 3 (high risk) | DARK BLUE | Domestic, commercial and industrial extensions less than 250m ² |

6.0 DETAILED FRA

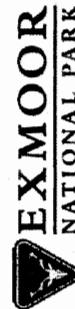
For all other types of development not identified in this guide, prior to carrying out a FRA you should consult your local Environment Agency office on the FRA's nature and scope.

The detailed FRA should be agreed with the Environment Agency prior to its submission with the planning application to the LPA.

PLEASE NOTE THE COMPLETION OF AN FRA WILL NOT AUTOMATICALLY MEAN THAT THE DEVELOPMENT IS ACCEPTABLE IN FLOOD RISK TERMS.

Should you require further information you can contact your local Environment Agency office at:

Bridgwater Office
Environment Agency
Rivers House
East Quay
Bridgwater
TA6 4YS
Tel: 01278 484669
Fax: 01278 452985



THIS GUIDANCE IS ENDORSED BY THE
ENVIRONMENT AGENCY

5.0

THE THINGS YOU NEED TO CONSIDER FOR A SIMPLE FRA

A simple FRA may often take the form of a short written statement. The following information is a guide to arriving at that statement.

| | |
|---|---|
| i. What flood zone is the site in? | see www.environment-agency.gov.uk under 'find out about' click on 'Flood'. The flood map can be reached from this page. |
| ii. What is the flood level, if known? | you can contact your local Environment Agency office for information where this is available |
| iii. Is the site protected by flood defences - if so what standard do they provide? | you can check with Environment Agency or Local Authority offices for information. The Government requires protection from flood risk to new development to be a minimum of 1 in 100 year (1% probability) for river flooding and 1 in 200 year (0.5% probability) for sea flooding. |
| iv. What is the existing ground level of the site Above Ordnance Datum (AOD)? | levels can be found on Ordnance survey maps or you may need a survey to Ordnance Datum Level. |
| v. What are the proposed levels of your development? | ie finished floor levels, ground levels and road levels - to Ordnance datum. |
| vi. How will surface water be drained? | eg mains drainage or Sustainable Drainage Systems (SuDs - soakaways, attenuation, swales etc which will help control of the rate of discharge. For further information go to our website and then type /commondata/acrobata5_suds_v3.pdf or www.ciria.org/suds |
| vii. Where a change of use of an existing building is proposed an option may be to use damage limitation and flood protection products. | for further information see guidance booklets 'Damage Limitation' and 'Flood products' available from www.environment-agency.gov.uk or Floodline 0845 9881188 CIRIA has also produced an advice sheet: www.ciria.org/flooding/reducing_the_impact.htm |

EXAMPLES OF SIMPLE FRA STATEMENTS IN:

ZONE 1 : - Statement: Example

The site is within Zone 1 – Grid Ref. ST1234/5678 (as defined by the Environment Agency's Flood Map). Surface water will be disposed via soakaways/attenuation/mains drainage/other (delete those not used - preference should always be given to sustainable drainage systems. As a general rule, the Local Planning Authority will require sustainable drainage solutions to limit discharges.
(Other than these statements no formal flood risk assessment is required.)

ZONE 2 : SINGLE DWELLING - Statement: Example

- The site is within Flood Zone 2 - Grid Ref. SZ1234/5678 (from Ordnance survey map) (As identified on Environment Agency Flood Map)
- The 100 year flood level is 24.8m AOD.
(Level obtained from Environment Agency)
- There are no flood defences protecting this site.
- Existing minimum ground level is 25 metres AOD.
- Development levels for road and ground will be as existing ground level. Finished floor levels will be 300mm above minimum ground level to address the low to medium flood risk.
- Surface water will be dealt with by using sustainable drainage by discharging to soakaways

ZONE 3 : DOMESTIC EXTENSION - Statement: Example

- The site is within Flood Zone 3 - Grid Ref - SU 1234/5678 (from Ordnance survey map) (As identified on Environment Agency Flood Map).
 - The flood level is 30.0m Above Ordnance Datum (AOD).
(Level obtained from Environment Agency).
 - There are flood defences protecting this area to 1 in 50 year standard (protection standard obtained from Environment Agency)
 - Existing floor levels are 29.5m AOD.
 - Extension levels will be the same as the existing house - 29.5m AOD because it is not practical to raise the extension 0.5m.
- Flood protection will be provided by the use of flood resistant construction methods for the first metre above floor level. (Consideration should be given in this case to protecting the existing property – see 5 vii).**

All flood resistant measures must be noted on the planning drawings

- Surface water will be discharged to the existing mains drainage arrangement as for the house.
(This must be included on the application form.)

A Guide to the Fees for Planning Applications in England

These fees apply from 17 January 2018 onwards.

This document is based upon '[The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#)' (as amended)

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

| Outline Applications | | |
|--|----------------------------|--------------------------------|
| £462 per 0.1 hectare for sites up to and including 2.5 hectares | Not more than 2.5 hectares | £462 per 0.1 hectare |
| £11,432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000 | More than 2.5 hectares | £11,432 + £138 per 0.1 hectare |

| Householder Applications | | |
|---|----------------------|------|
| Alterations/extensions to a single dwellinghouse , including works within boundary | Single dwellinghouse | £206 |

| Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) | | |
|---|---|---|
| Alterations/extensions to two or more dwellinghouses , including works within boundaries | Two or more dwellinghouses (or two or more flats) | £407 |
| New dwellinghouses (up to and including 50) | New dwellinghouses (not more than 50) | £462 per dwellinghouse |
| New dwellinghouses (for more than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000 | New dwellinghouses (more than 50) | £22,859 + £138 per additional dwellinghouse |

Continued on next page...

| | | |
|---|--|---|
| Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued... | | |
| Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery): | | |
| Gross floor space to be created by the development | No increase in gross floor space or no more than 40 sq m | £234 |
| Gross floor space to be created by the development | More than 40 sq m but no more than 75 sq m | £462 |
| Gross floor space to be created by the development | More than 75 sq m but no more than 3,750 sq m | £462 for each 75sq m or part thereof |
| Gross floor space to be created by the development | More than 3,750 sq m | £22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000 |
| The erection of buildings (on land used for agriculture for agricultural purposes) | | |
| Gross floor space to be created by the development | Not more than 465 sq m | £96 |
| Gross floor space to be created by the development | More than 465 sq m but not more than 540 sq m | £462 |
| Gross floor space to be created by the development | More than 540 sq m but not more than 4,215 sq m | £462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m |
| Gross floor space to be created by the development | More than 4,215 sq m | £22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £300,000 |

Continued on next page...

| | | |
|---|--------------------------|---|
| Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued... | | |
| Erection of glasshouses (on land used for the purposes of agriculture) | | |
| Gross floor space to be created by the development | Not more than 465 sq m | £96 |
| Gross floor space to be created by the development | More than 465 sq m | £2,580 |
| Erection/alterations/replacement of plant and machinery | | |
| Site area | Not more than 5 hectares | £462 for each 0.1 hectare (or part thereof) |
| Site area | More than 5 hectares | £22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000 |

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| Applications other than Building Works | | |
| Car parks, service roads or other accesses | For existing uses | £234 |
| Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) | | |
| Site area | Not more than 15 hectares | £234 for each 0.1 hectare (or part thereof) |
| Site area | More than 15 hectares | £34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000 |

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| Applications other than Building Works continued... | | |
|---|----------------------------|--|
| Operations connected with exploratory drilling for oil or natural gas | | |
| Site area | Not more than 7.5 hectares | £508 for each 0.1 hectare (or part thereof) |
| Site area | More than 7.5 hectares | £38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000 |
| Operations (other than exploratory drilling) for the winning and working of oil or natural gas | | |
| Site area | Not more than 15 hectares | £257 for each 0.1 hectare (or part thereof) |
| Site area | More than 15 hectares | £38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000 |
| Other operations (winning and working of minerals) excluding oil and natural gas | | |
| Site area | Not more than 15 hectares | £234 for each 0.1 hectare (or part thereof) |
| Site area | More than 15 hectares | £34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000 |
| Other operations (not coming within any of the above categories) | | |
| Site area | Any site area | £234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028 |

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| Lawful Development Certificate | |
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| Existing use or operation | Same as Full |
| Existing use or operation - lawful not to comply with any condition or limitation | £234 |
| Proposed use or operation | Half the normal planning fee. |

| Prior Approval | |
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| Agricultural and Forestry buildings & operations or demolition of buildings | £96 |
| Communications (previously referred to as 'Telecommunications Code Systems Operators') | £462 |
| Proposed Change of Use to State Funded School or Registered Nursery | £96 |
| Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery | £96 |
| Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure | £96 |
| Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse) | £96 |
| Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations | £96 |
| Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations | £206 |
| Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations | £96 |
| Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations | £206 |

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| Prior Approval continued... | |
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| Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3) | £96 |
| Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) | £96 |
| Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations | £206 |
| Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3) | £96 |
| Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations | £206 |
| Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2) | £96 |
| Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop | £96 |
| Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use | £96 |
| Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt | £96 |

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Reserved Matters

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| Application for approval of reserved matters following outline approval | Full fee due or if full fee already paid then £462 due |
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Approval/Variation/discharge of condition

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| Application for removal or variation of a condition following grant of planning permission | £234 |
| Request for confirmation that one or more planning conditions have been complied with | £34 per request for Householder otherwise £116 per request |

Change of Use of a building to use as one or more separate dwellinghouses, or other cases

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| Number of dwellinghouses | Not more than 50 dwellinghouses | £462 for each |
| Number of dwellinghouses | More than 50 dwellinghouses | £22,859 + £138 for each in excess of 50 up to a maximum of £300,000 |
| Other Changes of Use of a building or land | | £462 |

Advertising

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| Relating to the business on the premises | £132 |
| Advance signs which are not situated on or visible from the site, directing the public to a business | £132 |
| Other advertisements | £462 |

Application for a Non-material Amendment Following a Grant of Planning Permission

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| Applications in respect of householder developments | £34 |
| Applications in respect of other developments | £234 |

Application for Permission in Principle (valid from 1 June 2018)

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| Site area | £402 for each 0.1 hectare (or part thereof) |
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| Concessions |
| Exemptions from payment |
| For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person |
| An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted |
| Listed Building Consent |
| Planning permission for relevant demolition in a Conservation Area |
| Works to Trees covered by a Tree Preservation Order or in a Conservation Area |
| Hedgerow Removal |
| If the application is the first revision of an application for development of the same character or description on the same site by the same applicant: <ul style="list-style-type: none"> • For a withdrawn application: Within 12 months of the date when the application was received • For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed • For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired |
| If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation |
| If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person |
| If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question |
| If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) |
| If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area |
| If the application is for a Certificate of Lawfulness of Proposed Works to a listed building |
| Prior Approval for a Proposed Larger Home Extension |

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| Concessions continued... |
| Reductions to payments |
| If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462 |
| If the application is being made on behalf of a parish or community council then the fee is 50% |
| If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50% |
| In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462 |
| If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50% |
| If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others |
| Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site. |
| If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site. |
| The fee should go to the authority that contains the larger part of the application site. |

ENDS