

DRAFT Local list of validation requirements

Consultation

Please note NPPF references to be updated, table of contents needed and formatting needs to be reviewed.

CONTENTS PAGE TO BE INSERTED

National and local requirements

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that unless there is a list of information requirements published within the last two years of the date of submission of the application, the local planning authority cannot require information as part of its validation process.

This 'local list of validation requirements' has been prepared in accordance with the National Planning Practice Guidance and the National Planning Policy Framework (NPPF). The information below and on the included links shows what Gravesham Borough Council (the Council) will expect all applicants to submit.

It is recommended that planning applications are submitted electronically via the Planning Portal, with application fees paid via the Planning Portal at the time of submission.

This local list of validation requirements (validation list) combines the national validation requirements and sets out the information to be required by the Council to support a planning application. The list comprises a list of supporting documents and provides guidance that explains when each document type is required.

The full checklist is divided into two sections: (1) National validation requirements and (2) Local validation requirements.

The national requirements are set out in [The Town & Country Planning \(Development Management Procedure\) Order 2015](#), and in National Planning Practice Guidance (NPPG) and are consistent across all local planning authorities in England. All applications must adhere to them.

The validation list should be prepared by each local planning authority, updated every 2 years, and should be tailored to reflect the material planning considerations that are relevant for that area. Setting out the information requirements in a validation list helps to ensure that planning applications are supported by sufficiently detailed information.

Legislation and government guidance [provides local planning authorities with guidance on validation requirements](#). The guidance states that in addition to being specified on an up-to-date local list published on the local planning authority's website, requested information:

- a) must be reasonable having regard to the nature and scale of the proposed development;
and
- b) may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

As the level of information required varies depending on the nature and scale of a development proposal, the local list provides greater clarity for applicants and minimises the risk of requests for further information which can cause delays in the determination of applications.

After adopting a local list, a copy must be made available on the authority's website and the list must then be reviewed every two years

Completed application form

The following applies to all applications.

The form must be completed in full, signed and dated.

The description of the development should be concise, clear, and accurately reflect all aspects of the proposal requiring planning permission.

Applications for extensions to flats need to be on full planning application forms (not householder forms), and failure to use the correct forms will delay the application and make it invalid.

It is a legal requirement that owners of land upon which a planning application is being made are notified of that application. The term "owner" means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years. There can therefore be more than one owner (for example, the landlord and any tenants). When the landowner has been notified by the applicant, the applicant is required to confirm this to the council by submitting one of a choice of four ownership certificates (often known as "Article 12 Certificates) with their planning application.

If the process is not correctly followed it can result in an invalid planning application, so the aim of this advice note is to explain the alternative types of certificate and identify some of the pitfalls to avoid when confirming the ownership of an application site.

The different types of certificates

There are four alternative ownership certificates which are referred to nationally as certificates A, B, C or D. The applicant must complete and submit only one of these certificates with their planning application.

Certificate A is completed if the applicant is the only owner of all the land within the boundaries of the application site. If the applicant is not the only owner then they must complete one of the following alternative certificates.

Certificate B is completed if the applicant knows the names and addresses of all the other owners of the land involved in the application

Certificate C is completed if the applicant knows the names and addresses of some, but not all, the other owners of the land involved in the application, and.

Certificate D is completed if the applicant does not know the names and addresses of any of the other owners of the land involved in the application.

With certificates B and C the applicant has to serve a notice (a blank version of which is provided with the application forms) on the owner(s) that the applicant knows the names of, telling him/her that the applicant is making the planning application. For certificates C and D the applicant also has to advertise in the local press the fact that he/she is making the application and does not know the names of the owner(s) of some or all of the land. The applicant must send a copy of the published notice to us with their application forms. When the applicant has to serve a notice on an owner, and does know their name and address, the applicant may hand it personally to them, or send it by registered post or recorded delivery. If the applicant has to serve a notice on an organisation, he/she should address it to the Secretary or Clerk of the organisation at their registered or principal office.

Certificates - Agricultural Land Declaration Every planning application, no matter where the site is, must also include a signed declaration confirming whether the land relates to, or is part of, an agricultural holding. The declaration forms part of the application form and must be completed.

If an inaccurate certificate is provided to the Council, we will not be able to deal with the application.

The legal position the Council must follow is set out in Article 12 of the Town & Country Planning (Development Management) Procedure Order 2010, which imposes a requirement that all applications for planning permission must be accompanied by a certificate confirming that either the applicant is the sole owner of the land to which the application relates or that the appropriate notice has been served on any person who is an owner of the land or a tenant. Section 65(5) of the Town & Country Planning Act 1990 says that a local planning authority shall not “entertain” any application for planning permission where these requirements have not been satisfied.

Please note, that if the pavement in front of the site is included in the red line, please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.

Location Plan

The following applies to all applications.

A plan which:

- Identifies the land to which the application relates (properties shown should be numbered or named to ensure that the exact location of the application site is clear).
- Is drawn to an identified metric scale (scale bar included on drawing).
- Shows the direction of North.
- Site outlined in red with a blue line around any other land owned by the applicant which is close to or adjoining the application site;
- Shows all the land necessary to carry out the development within the red outline – for example, land required to access the site from a public highway to where it meets the road, visibility splays, landscaping, car parking and open areas around buildings.
- Is based on an up-to-date map. This should be at an identified scale of 1:1250 or 1:2500
- Should wherever possible show at least two named roads surrounding buildings.

Site Location Plans should:

- identify the land to which the application relates (properties shown should be numbered or named to ensure that the exact location of the application site is clear)
- show the direction of North
- show all the land necessary to carry out the development
- outline the site in red with a blue line around any other land owned by the applicant which is close to or adjoining the application site
- be based on an up-to date map. This should be at an identified scale of 1:1250 or 1:2500 and include a scale bar on the drawing
- should wherever possible show at least two named roads and surrounding buildings.
- includes all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

Block plan (Existing and Proposed)

The following applies to all applications, except for window replacements, shopfronts, advertisements and where there is no increase to the footprint .

Block Plans should:

- Be to a scale of 1:200 or 1:500.
- Be clearly annotated existing and proposed.
- Show all existing buildings and structures.
- Show the whole of the boundary of the property.
- Include details of all trees.
- Show all roads/footpaths/public rights of way adjoining the site.
- Show all existing buildings and structures on all land adjoining the application site.
- Identify anything to be demolished.

- Show the direction of north.

All Plans

The following applies to all plans.

Each plan/drawing should have a title box stating:

- The address.
- The title of the drawing (e.g. 'existing block plan', 'proposed block plan')
- The date.
- The scale of the drawing and paper size.
- The drawing number.
- Any revisions to the drawings should be clearly identified with a new number. The date and details of the revision should also be indicated on the drawing.

Design and Access Statement

The following applies to all 'major' applications, listed building consent applications or where within a Conservation Area and comprises:

- a) erection of one or more dwellings, or
- b) erection of a building(s) with a 100m² or more floorspace

Design and Access Statement, proportionate to the scale of the development. The document should be visual, using diagrams, sketches, plans and photographs to explain the evolution of the proposals where appropriate. All design and access statements must:

- explain the design principles and concepts that have been applied
- demonstrate the steps taken to appraise the context of the development and how it's design takes that context into account
- explain the access approach proposed, and how policies relating to access have been considered
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and explain how any specific issues which might affect access have been addressed. This should include the outcome of any formal Design Reviews undertaken

In addition:

- For Outline Planning Applications where scale and/or layout are reserved, a design and access statement must include details of the design approach and design intent for future reserved matters applications
- Where a site is located within a Conservation Area, reference to this must be included within the Statement as must any Statutory Listing or designation.
- For Listed Buildings, an explanation of how the historical and architectural importance of the Listed Building-in its physical features and setting-has been considered when designing the proposed development should also be provided

Fire Statement (for some planning applications made on or after 1st August 2021)

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

An application for planning permission for development which involves:

- the provision of one or more relevant buildings, or
- development of an existing relevant building
- or development within the curtilage of a relevant building must be accompanied by a fire statement unless an exemption applies.

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

Relevant buildings

- contain two or more dwellings or educational accommodation and
- meet the height condition of 18m or more in height, or 7 or more storeys “Dwellings” includes flats, and “educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.

Please see Government guidance available at <https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021#fire-statement>

Biodiversity Net Gain (BNG)

In accordance with the National Planning Policy Framework and Environment Act 2021 all major applications from February 2024 and minor applications from April 2024, as defined in the Town and Country Planning Act, that do not qualify for exemption under the Biodiversity Gain Requirements (Exemption) Regulations 2024 will be required to meet a minimum of 10% gain biodiversity.

Further information regarding exemption is provided here:

<https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>

Guidance also available at:

<https://www.gov.uk/guidance/understanding-biodiversity-net-gain>

The national biodiversity gain plan template is available at:

<https://www.gov.uk/government/publications/biodiversity-gain-plan>

The national habitat management and monitoring plan template is available at:

<https://publications.naturalengland.org.uk/publication/5813530037846016>

All developments that are not exempt under the Biodiversity Gain Requirements (Exemption) Regulations 2024 are required to provide a minimum of 10% biodiversity net gain. Applicants are statutorily required to submit the following:

- a statement confirming whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;
- the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation (showing the calculations, the publication date and version of the biodiversity metric used to calculate that value);
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for that date;
- a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities (‘degradation’);
- where unauthorised degradation has taken place between 30 January 2020 and the submission of the planning application, the relevant date should be immediately before these activities were carried out;
- a description of any irreplaceable habitat on the land, that exists on the date of application (or an earlier date)
- completed condition assessment forms for each habitat onsite, where required;
- a plan drawn to an identified scale (including the direction of north), showing on-site habitat existing on the date of application (or an earlier date), and any irreplaceable habitat

It is strongly suggested that full planning applications are accompanied with further information to try and ensure that there are less delays in determination.

Planning fee

The appropriate fee can be calculated using [Planning Portal Fee Calculator](#), or see [the current fee schedule](#).

Outline, hybrid, and reserved matters applications

The level of detail provided as part of an outline planning or reserved matters application will vary depending on the nature of the reserved matters. In addition to the relevant documents set out in the tables below, the following information should be provided with outline applications as a minimum. Where development within identified ranges of built form size is proposed, parameter plans should be provided to illustrate that range clearly:

Use

The use or uses proposed for the development and any distinct development zones within the site

Amount

The amount of development proposed for each use

Layout

An indicative layout with the approximate location of buildings, routes and open spaces and, where appropriate, separate development zones proposed within the site boundary

Scale

An indication of the upper and lower limits for height, width, and length of each building within the site boundary

Access

Under article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.

Environmental Impact Assessment

An environment impact assessment (EIA) will be required in conjunction with all development identified within Schedule 1 or 2 or the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

For project requiring an Environmental Impact Assessment, an Environmental Statement plus a non-technical statement must be provided. [Guidance is available from gov.uk](#).

Prior to making an application, applicants are advised to request a Screening Opinion from the Local Planning Authority to determine whether an EIA is required. An application can also be made for a Scoping Opinion which will set out the information required from an EIA. An EIA will cover the likely 'significant' effects of development on the environment and the proposed mitigation measures.

Part 2: Local Validation Requirements (Local List)

General Guidance for All Drawings, Plans and Elevations

In addition to the Location Plan and Block Plan as referred to above, all drawings (excluding supplementary renders or sketches) must include:

- a title and unique drawing number (with the relevant revision number as necessary)
- the print (paper) size.
- a recognised scale (1:50, 1:100, 1:200, 1:500, 1:1250 or 1:2500), and including a scale bar and identifying the relevant scale at that print size (eg. 1:50 at A3 or 1:100 at A3) - the wording “do not scale” should not be used (unless in the form ‘do not scale, except for planning purposes’)
- The proposed development shown in relation to the site boundaries and other existing buildings on the site
- Neighbouring properties and neighbouring windows must always be shown on plans, elevations, and sections (both existing and proposed).
- Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings
- For major applications, existing and proposed plans must be shown on separate drawings (unless amendments are proposed)
- For householder and minor applications both the proposed and existing plans can be shown on the same plans
- When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (e.g., A4 or A3).

For additional plans and documents the level of detail provided should be proportionate to the scale / complexity of the development.

Drawing Type

1.a. Elevations (existing and proposed)

Required for all applications that involve building works (including changes of use)

Plans must:

- be at an appropriate scale, usually 1:50 or 1:100 for householder and minor applications
- be included for all elevations affected, including blank elevations (if no external changes are proposed, plans should be annotated clearly to reflect this);
- show the full elevation of a building (i.e., applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building)
- show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings

1b. Floor Plans (Existing and proposed, including roof plans)

Applications that involve building works (including changes of use)

Plans must be at an appropriate scale, usually 1:50 or 1:100 for householder and minor applications show details of the existing building(s)

- show the proposed building including each floor and the roof
- be included for all floors, including floors where there are no changes proposed
- show the site boundary and the outline of any existing neighbouring buildings
- show any existing buildings or walls which are to be demolished
- show cycle parking arrangements (including annotation stating the number of cycle stands)
- show internal storage and proposed refuse storage facilities.

Applications proposing new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans (Gross Internal Area).

1c. Sections (Existing and proposed)

Proposals for new and altered buildings and/or changes in ground levels, or on sloping sites or involving roof level accommodation.

Plans must:

- be at 1:50 or 1:100
- show cross sections through the site and buildings including details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site
- show the proposals in relation to neighbouring buildings
- section through a building should include all floors, including the basement, loft / roof space, along with any terraces.

In the case of householder development and works to individual flats, the levels may be evident from floor plans and elevations. However, 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.

For major applications and shopfronts within Conservation Areas, plans at 1:10 or 1:5 should be provided to show typical window joinery / sections, entrances, and balconies.

2. Advertisement consent drawings

This applies to all Applications for Express Consent. Plans must include:

- existing elevation (no less than a scale of 1:100) or a clear photograph(s) of existing building
- elevations of all proposed adverts on building, pole, or hoarding
- drawing of each advert at a scale of 1:20 noting all colours and materials
- sections of all proposed adverts at a scale of 1:20 showing the building and how they would the signage would be affixed; details of any illumination, including internal illumination, whether it would be static or moving / revolving display
- height of lettering illumination levels for digital signs with reference to Lighting Professionals 'Professional Lighting Guide 05: The Brightness of Illuminated Advertisements'.

3. Drawings relating to Amendment Applications

This is applicable to removal or variation of condition(s) (section 73) applications or Non-material Amendments (section 96a).

Applications must include:

- A full update or revision of the originally approved plans where changes occur, including proposed plans, elevations, and sections, being annotated or marked up to highlight the proposed changes
- copies of the originally approved plans / elevations / sections for information
- Plans must include all information and clarifications originally included on the approved plans

Regarding removal or variation of condition(s) applications, if the original application was EIA development, please see further guidance for Environmental Statements.

4. Listed Building Consent and Certificates

This is required for most alterations to a listed building.

Applications should include:

- plans to a scale of 1:5 to show all new or any alterations to doors, windows, panelling,

fireplaces, plaster moulding and other decorative details as relevant.

- existing and proposed internal elevations as necessary to a scale of 1:10.
- plans for a scale of 1:20 to show all new or alterations to external details and elevations

Affordable Housing Statement

This is required for residential developments of:

- 15 or more dwellings or
- Sites of 0.5 hectares or more in the urban area, or
- 3 or more dwellings, or
- Sites of 0.5 hectares or more in the rural area

Statements should include information on affordable and market housing including:

- Number of residential units
- Number of affordable units
- Mix of units with numbers of habitable rooms and/or bedrooms and the floorspace of habitable areas
- Tenure of units
- A plan showing the location of the affordable units with details of habitable rooms / bedrooms and floorspace of habitable areas
- Details of any Registered Social Landlords acting as partners in the development.

If the level of affordable housing proposed on site is less than the policy requirement, this will need to be justified and will require a Viability Assessment / Appraisal accompany the Statement.

If, subject to agreement with the Council, off-site provision or a financial contribution is offered for development to be provided elsewhere, draft heads of terms should ideally be submitted.

These requirements are justified in the following documents:

[Core Strategy Policy CS16](#)

[National Planning Policy Framework \(paragraph 57\)](#)

[Planning Practice Guidance](#)

Air Quality Impact Assessment

This applies to applications where development that may increase levels of air pollution, particularly where it would:

- Lead to a significant increase in congestion or HGV movements
- Include significant amounts of car parking
- Emit dust
- Introduce sensitive receptors, e.g., dwellings, schools, and hospitals, into an area of existing poor air quality.

Applications should include:

- A description of baseline conditions and how these could change
- Assessment methods to be adopted and any requirements around verification of modelling air quality
- the basis for assessing impact and determining the significance of an impact
- A measure of impacts upon areas with existing poor air quality / sensitive locations
- A measure of impacts upon the amenity and health of occupiers and neighbours

- A measure of impacts upon Gravesham's Air Quality Action Plan
- Proposed remedial or mitigation measures, including during construction phases

The assessment should be carried out by a suitably qualified air quality consultant. Applicants are advised to discuss requirements with the Council's Environmental Health Officer from the outset.

These requirements are justified in the following documents:

[Core Strategy Policy CS19](#)

[National Planning Policy Framework \(paragraph 170\)](#)

[Planning Practice Guidance](#)

Ecological survey and impact assessment

All planning applications with the potential to affect sites where protected or important species are present, or may be adversely affected, should be supported by survey work and an impact assessment to a nationally recognised standard.

All planning applications on sites where protected or important species have been recorded, reported or can reasonably be expected to be present should be supported by survey work to properly demonstrate presence or absence.

A protected species is any species of animal or plant which receives legal protection through UK or European legislation. An important species is any species of animal or plant which is:
The subject of a national or local Biodiversity Action Plan. Listed by the Government as a species of principal importance for the conservation of biological diversity in England (see section 41 of the Natural Environment and Rural Communities Act 2006).

Note for Applicants

Ecological surveys must be carried out in very specific time periods, and developers should be aware of this in relation to the following items. Not doing a study at the appropriate time can be a major issue for the planning application.

A Preliminary Ecological Appraisal (PEA) is usually required and for small scale developments, and an Ecological Impact Assessment (EclA) should be produced, if further surveys/mitigation are required.

Section 40 of the Natural Environment and Rural Communities Act 2006 places a duty on all public authorities in England and Wales to have regard, in the exercise of their functions, to the purpose of conserving biodiversity.

Habitat Surveys

All applications within or adjacent to a designated wildlife site (SINC (Site of Importance for Nature Conservation), SLINC (Site of Local Importance for Nature Conservation), LNR (Local Nature Reserve), NNR (National Nature Reserve), SAC (Special Area of Conservation) or SSSI (Site of Special Scientific Interest), or likely to give rise to damaging impacts to any of these sites (householder applications adjacent to a designated site would not normally need to meet these requirements).

Habitat surveys must be carried out by suitably qualified ecologists at specific time periods during the appropriate stage of the year. Not doing a study at the appropriate time can lead to delays or the refusal of the planning application.

Clear information is required, which should be based on comprehensive, relevant and up to-date survey data, accurate assessments of impacts and practical measures to avoid adverse impacts. Reference must be made to the national, regional or local contexts.

These requirements are justified in the following documents:

[Core Strategy Policy](#)

[National Planning Policy Framework](#)

[Planning Practice Guidance](#)

Daylight / Sunlight Assessment

This applies to applications for Major development:

- where there is a potential adverse impact upon the current levels of sunlight and daylight enjoyed by neighbouring properties, including associated gardens or amenity space
- where the site is subject to potential adverse impact from adjoining buildings or features; or
- where one part of the development is affected by another part of the same development.

Applications should identify and examine the impacts upon existing properties and sites with extant planning permissions and demonstrate that the proposed development would provide adequate levels of amenity regarding daylight, sunlight, and overshadowing. The assessment should conform to the methodology identified in the Building Research Establishment guidance 'Site layout planning for daylight and sunlight: A guide to good practice' (2011). All submissions must include an overshadowing study, showing shadow diagrams at different times of day and throughout the year.

For applications proposing building(s), an assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF) is required. The report shall include diagrams as relevant and a non-technical summary of the conclusions of the report.

The report should be prepared by a suitably qualified professional.

[Core Strategy Policy CS19](#)

[NPPF para 123](#)

[Planning Practice Guidance](#)

Design Code – Design for Gravesham

The Council has adopted Design for Gravesham to assist applicants in submitting applications that will deliver high-quality, characterful and distinctive developments. That respond to the unique qualities and characteristics of the Borough's urban and rural areas.

Applicants must complete and submit the Compliance Checklist, included in Appendix A of Design for Gravesham, with their application. The checklist refers to the Design Principles set out in this Design Code. Applicants must respond to the Design Principles which are relevant to their type of application only, as set out in Fig.4 of Design for Gravesham. The Compliance Checklist will be used by the planning authority to help assess planning applications.

It is strongly recommended that applicants use it at the early stages of the design process to help guide and inform the development of the project.

Economic Statement

Any application that creates new employment uses or results in the loss of existing employment uses within the B Use Class Order.

The Statement should include:

- existing and proposed job numbers on site
- existing and proposed floorspace for each proposed use (where known);

- any community benefits
- the loss of any employment land
- any evidence that jobs would be replaced in other employment locations
- where employment uses on site would not be replaced in other employment locations, evidence to show:
 - how long the land has been subject to marketing (related to any policy requirements regarding form and period of marketing)
 - why the site is no longer suitable for employment use, including
 - the accessibility, condition, and suitability of the premises for employment, including its environmental impact on the area and the cost of remediation
 - any proposals for improving employment skills.

[Core Strategy Policy CS07](#)
[NPPF section 6](#)
[Planning Practice Guidance](#)

Energy / Sustainability Assessment

For applications of Commercial development involving 1000m² or more or Residential sites of 0.5ha or 10 dwellings upwards

Applications for all new build development (residential and non-residential development):

- evidence demonstrating how the proposed development will, both pre & post construction address energy and water consumption, reduce transport impacts and use of sustainably sourced materials
- evidence demonstrating how the proposed building will reduce the CO₂ emissions of the entire scheme

For all applications proposing the conversion of existing buildings to residential use:

A statement demonstrating energy efficiency measures and details of how these will be delivered as far as practically possible within the scale of the development proposed

For all applications proposing the large-scale extension of existing buildings and applications for the conversion of non-residential buildings:

- A statement demonstrating energy efficiency measures and details of how these will be delivered as far as practically possible within the scale of the development proposed and the BREEAM level that would be achieved

Waste & Recycling

All applications should set out how waste collection and recycling facilities will be provided. Larger scale major developments (50 plus homes, or 5,000m² upwards of new commercial floorspace) should demonstrate that the relevant waste collecting authority has been consulted on the final form of facilities proposed.

[Core Strategy Policy CS18](#)
[NPPF section 14](#)
[Planning Practice Guidance](#)

Flood Risk Assessment

Applications of Development either:

- In flood zone 2 or 3 including minor development and change of use
- More than 1 hectare (ha) in flood zone 1
- Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)

- In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency

You can use the [site-specific flood risk assessment checklist](#) to help.

The flood risk assessment should:

- be undertaken by a suitably qualified specialist
- identify and assess the risks of all forms of flooding to and from the development
- demonstrate how these risks will be managed, considering climate change
- identify opportunities to reduce the probability and consequences of flooding
- include the design of surface water management systems including Sustainable Drainage System (SUDS)
- address the requirement for safe access to and from the development.

[Standing Advice](#)

Developments which fail the Sequential Test will need to undertake an Exceptions Test to provide a safe environment. Proposals should meet the criteria set out in the Environment Agency Flood Risk Standing Advice.

[Further advice from gov.uk](#)

[Core Strategy Policy CS18](#)
[NPPF section 14](#)
[Planning Practice Guidance](#)

Heritage Statement

Development which has the potential to impact designated and non – designated heritage assets and their settings.

Designated assets include listed buildings, conservation areas, Scheduled Ancient Monuments and Historic Parks and Gardens. Undesignated sites may be buildings, monuments, sites, places, areas, and landscapes positively identified as having a degree of heritage significance during the pre – application or application process. They also include non – scheduled archaeological sites.

The Heritage Statement should include:

- a description of the significance / statement of significance of the asset and a description of the contribution of their setting to that significance a schedule of, and justification for the proposed works
- an assessment / heritage impact statement of the impact of the proposals on the asset's significance
- in the case of archaeological assets, the provision of a desk-based assessment and, where necessary, the results of a field evaluation
- a structural survey / plan if demolition is proposed or there is a threat to the structural integrity of a listed building
- an explanation of how harm will be minimised, and the significance will be preserved and enhanced.

The level of detail should be proportionate to the importance of the heritage asset. Applicants should consult Kent County Council and the [Kent Historic Environment Record](#).

Advice is also available in the [Standard and Guidance for Archaeological Desk Based Assessments](#) published by the Chartered Institute for Archaeologists.

[Core Strategy Policies CS19 and CS20](#)
[NPPF section 16](#)
[Planning Practice Guidance](#)

Land Contamination Assessment

This applies to applications Where:

- Contamination is known or suspected (e.g., where the site has previously included commercial, industrial, or similar potentially contaminative uses) or
- The proposed use is sensitive (including new build or change of use to residential, healthcare, leisure, or educational use) or
- If the site is within 250 metres of a former landfill site or other potentially contaminated land

In all cases, a preliminary risk assessment (PRA), in the form of a Phase 1 Desk Top Study including:

- a description of the site and the scope of the site inspection
- a full review of historical land use and the potential for contamination, contaminant type and characteristics
- details of consultation with the relevant regulatory authorities
- an outline Conceptual Site Model (CSM) identifying potential risks.
- If appropriate, a proposed site investigation strategy based on the relevant information discovered by the desk study

Phase 2 – Intrusive survey on highly contaminated sites, an environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:

- Site inspection scope
- Review of historical land use
- Review of environmental setting
- Consultation with relevant regulatory authorities
- Qualitative environmental risk assessment
- Review of existing relevant reports
- all investigative works and sampling on site, together with the results of analysis, risk assessment to any receptors and a proposed remediation strategy with timetable that will render harmless the identified contamination given the proposed end-use of the site and surrounding environment including any controlled waters

The report must be undertaken by a competent and qualified person

Information on [specific sites can be accessed by contacting the Environmental Health team](#).

[Policies CS02 and CS19](#)

[NPPF para 170](#)

[Planning Practice Guidance](#)

Landscape and Visual Impact Assessment

This is required for applications of Major development or other development likely to have a significant impact on the surrounding area and on the character of the site.

The Assessment should include:

- details of hard and soft landscaping proposals
- details of existing landscape features to be retained and those to be removed
- layout and specification of proposed species, their size and planting densities
- proposals for long term maintenance and landscape proposals
- the relationship of the site as proposed with its surrounding area and any impact on its character
- the protection to be afforded to utility services, to trees and other vegetation during construction

of the development.

Where a tree survey is undertaken as part of this assessment, it should be carried out by a qualified arboriculturist and follow British Standards Guidance (BS5837).

Lighting Assessment

- Where external lighting or floodlighting is provided or made necessary by development in:
 - a publicly accessible location
 - the vicinity of residential property, listed buildings or conservation areas
 - the vicinity of sites of importance for wildlife and nature conservation or the open countryside; and
- sites adjacent to a public highway.

The Assessment should include:

- a layout plan showing details of the number, type, location, size, column heights, intensity and beam orientation and a schedule of the proposed equipment
- For areas where outdoor floodlighting is proposed a lux contour plan must be provided details of any directional hoods and other mitigation equipment
- the proposed hours of operation of the lighting
- the potential impact on wildlife; and
- any potential impact on the visibility and appreciation of the night sky.
- the impact on residential properties or other sensitive receptors with reference to the Institute of Lighting Professionals' Guidance Notes for the Reduction of Obtrusive Light

Guidance is available from the Chartered Institution of Building Services Engineers and the Institute of Lighting Professionals and in the case of artificial sports lighting, from Sports England.

The assessment should be prepared by a lighting specialist.

[Policy CS19](#)
[Planning Practice Guidance](#)

Minerals Impact Assessment

Applications of Development which:

1. affecting safeguarded economic mineral deposits in a Mineral Safeguarding Area, (except where excluded under point 6 of KMWLP Policy DM7)
2. Within 250 metres of, or causing permanent loss of a Safeguarded Minerals Facility (except where excluded under point 1 of KMWLP Policy DM8)

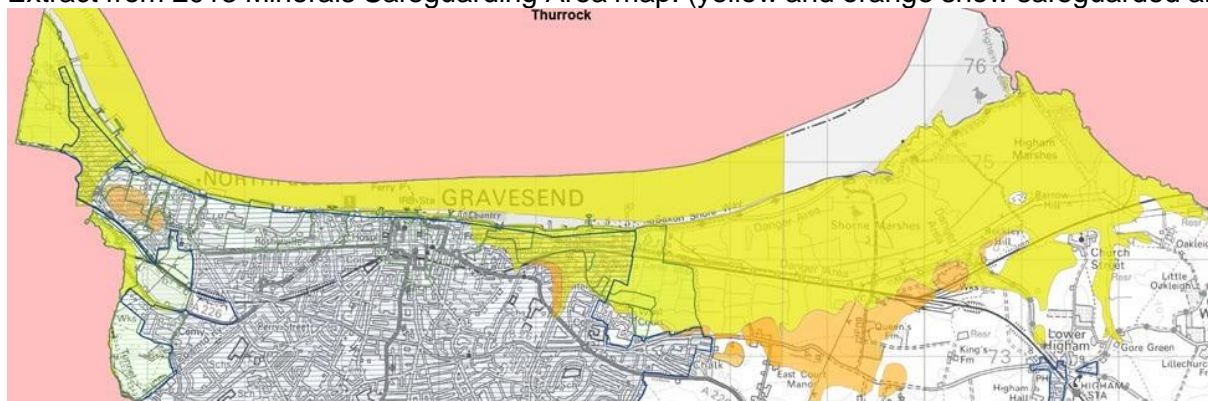
A Minerals Assessment that demonstrates how the proposed development reconciles the need for the development and the presumption to safeguard the relevant mineral resources. If the Mineral Assessment seeks to make the case that the proposed development should be exempt from mineral safeguarding considerations, it should do so against the relevant exemption criteria of Policy DM 7: Safeguarded Mineral Resources (exemption criteria 1 to 7 of the policy).

Further information on the scope and content of such assessments is available in the County Council's Safeguarding Supplementary Planning Document, April 2017(3).
Requirement: Safeguarded Minerals and Waste Infrastructure Assessment

2. An Infrastructure Assessment that addresses the safeguarding policy requirements of the KMWLP. The assessment should demonstrate how the proposed development reconciles the need for the development and the presumption to safeguard the relevant mineral and waste facility in the case that the facility will be lost, against the exemption criteria of Policy DM 8: Safeguarded Minerals Management, Transportation Production & Waste Management Facility (criteria 1, 2 3, 5, 6, and 7). If the loss of the safeguarded facility is only for a temporary period, criterion 4 of the policy would be required to be satisfied.

In the case of a proposed development being sited within 250 metres of a safeguarded facility, the Infrastructure Assessment should demonstrate how the impacts of the continued lawful operation of the facility, e.g., noise, dust, light and air emissions that may legitimately arise from the operations taking place at the safeguarded site(s) would not be experienced to an unacceptable level by the occupants of the proposed development and that vehicular access to and from the facility would not be constrained by the proposed development.

Extract from 2013 Minerals Safeguarding Area map: (yellow and orange show safeguarded areas)



Noise and Vibration Impact Assessment

This applies for applications for all development involving:
potentially noise generating developments e.g., industrial, and commercial uses, pubs and clubs,
proposed in the vicinity of existing noise sensitive uses e.g., residential, schools and hospitals
noise sensitive uses proposed in the vicinity of existing noise generating uses mixed use
applications comprising both noise generating and noise sensitive uses noise generating uses
proposed in the vicinity of areas of wildlife protection and tranquil areas.

The assessment should:

- assess existing background noise/vibration levels. Such monitoring should be sufficient to account for the worst-case scenarios
- predict noise/vibration levels using accepted acoustic calculations /modelling assess the impact of the proposed use/development with reference to relevant standards/guidance (common examples outlined below)
- demonstrate how the development will be designed, located and controlled to mitigate impacts, having regard to the 'Agent of Change' principle within the NPPF, with a view to (as a minimum) achieving target values set out in relevant British Standards and Guidance
- Have regard to any air quality mitigation scheme/requirements so that both will work in harmony, i.e., without one detrimentally impacting on the other.
- Where commercial and residential are proposed to be developed above or below the other, include an assessment of the level of sound insulation provided by the construction that separates the commercial and residential unit(s).

The following documents published by other organisations may be of assistance:

- BS 8233:2014 - Guidance on sound insulation and noise reduction for buildings (British Standards Institute 2014)
- BS 4142:2014 - Methods for rating and assessing industrial and commercial sound (British standards institute 2014)
- Guidelines for Environmental Noise Impact Assessment (Institute of Environmental Management and Assessment, 2014)
- World Health Organisation Guidelines for Community Noise
- ProPG: Planning & Noise – Professional Practice Guidance on Planning & Noise- New Residential Development (Association of Noise Consultants, Institute of Acoustics and Chartered Institute of Environmental Health, May 2017).

The assessment should be carried out by a suitably qualified acoustic consultant.

[Policy CS19](#)

[NPPF para 182](#)

[Planning Practice Guidance](#)

Planning Obligations Statement

This applies to applications where planning obligations are proposed to mitigate the impact of development or to meet infrastructure and other policy requirements.

The Statement should include:

- Proposed Heads of Terms which will form the basis of a Section 106 agreement to be entered into in respect of the application
- proof of the owner's title, including all the owners of the site. For registered land, this will comprise up-to-date copies of the Register and Title Plan from the Land Registry. For unregistered land, a certified copy of the root of title and any conveyances referred to therein
- names and addresses of any charges, lessees, mortgages, or other holders of security on the land
- a written agreement to pay the Council's (and where appropriate, Kent County Council's) reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement
- contact details if there is a solicitor acting on behalf of the applicant.

Applicants are strongly advised to progress the discussion of these matters as part of a pre-application, so that their subsequent planning application is not delayed unnecessarily whilst these requirements are agreed.

[Policy CS10](#)

[Planning Practice Guidance](#)

Planning Statement

This applies to all applications of major development

The Statement should:

- list all supporting documents
- describe the site and surroundings
- describe and explain the proposed development
- show how it accords with the relevant national and local policy, standards, guidelines and supplementary guidance
- describe consultations that have taken place with the local planning authority, the wider community and statutory consultees at the pre-application stage and what account has been taken of the outcome of such consultations
- include any other information that is materially relevant to the proposed development but is not included in other submission document or in a Design and Access Statement.
- where special circumstances form part of the justification for a development, these should be clearly set out and accompanied by relevant, verifiable evidence (bearing in mind the advice set out above regarding 'Data Protection and Personal Information').

The length and complexity of the Statement should be tailored to the scale and type of proposed development.

Enables the applicant to demonstrate that the development complies with national, regional and local policy & guidance.

Residential Management Plan

Where any non-conventional residential accommodation is proposed

- Build to Rent
- Purpose-Built Shared Housing and Existing HMOs
- Specialist Housing
- Student Accommodation

A plan setting out the nature of residential use proposed, with details of

- Tenancy type and duration
- Intended occupier details
- Support facilities / staff
- Accommodation servicing strategy and facilities

[Various Core Strategy policies](#)

Retail/Leisure Impact Assessment and the Sequential Test

Proposals which exceed 2,499 sq. m. floorspace, involving either:

- Leisure, entertainment facilities, more intensive sports, and recreation outside of Gravesend Town Centre,
- Retail uses outside of the Gravesend Primary Shopping Area
- Any of the above uses, if proposing less than 2,500 sq. m. which are not in accordance with the Local Plan.

To include:

- the impact of the proposal on existing, committed and planned public and private investment in Gravesham town centre or centres in the catchment area of the proposal
- impact on Gravesham Town Centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment.

For retail development, the Primary Shopping Area is the sequentially preferred location, followed by edge of centre (i.e., edge of Primary Shopping Area) and then out of centre sites. For all other uses, the Town Centre is the sequentially preferred location, followed by the edge of centre (i.e., edge of town centre) and then out of centre sites.

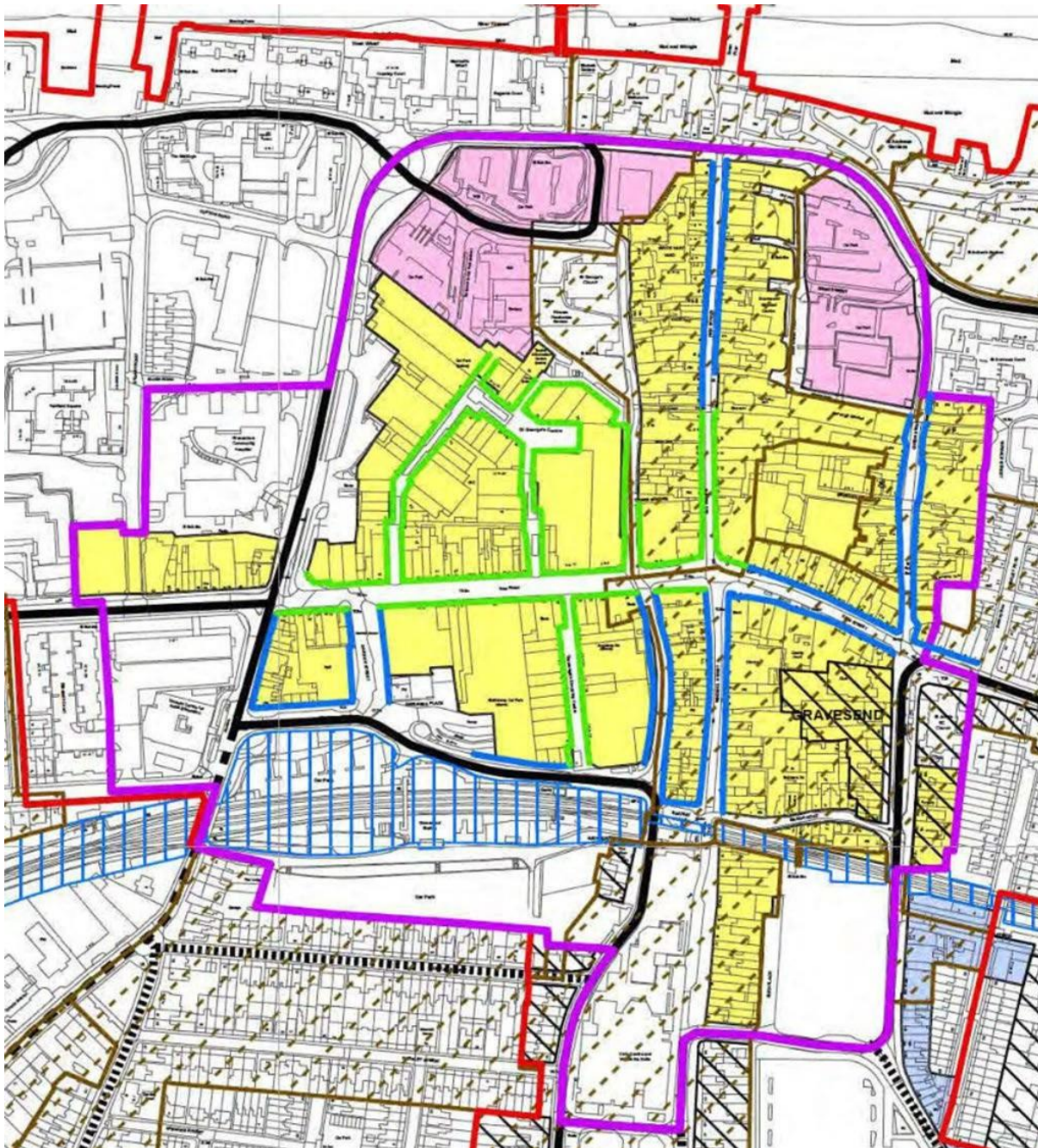
The Assessment will need to identify and consider the availability, suitability, and viability of all sequentially preferable sites.


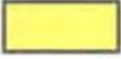
Where applications propose a change of use from retail to other non-town centre uses within the town centre, an assessment in support of the proposal will need to be submitted to demonstrate that the retail use is no longer required. This should include details of marketing of the premises for up to a year.

[Policies CS07, CS08 and CS09](#)

[NPPF para 89](#)

[Planning Practice Guidance](#)



-  Gravesend Town Centre
-  Primary Shopping Area (

Structural Survey

Any application involving substantial demolition. It may also be required where there is some doubt as to the existing structural stability of a building which is proposed to be converted.

Any demolition of or affecting the structural integrity (including the introduction of basements) of a Listed Building, building within a Conservation Area or an identified Heritage Asset.

The survey shall:

- describe, explain, and illustrate the current condition of the property,
- the structural problems,
- the options for and cost of repair of the building,
- a methodology for undertaking the proposed demolition works, demonstrating that works can be carried out safely and remaining on site or neighbouring structures are safeguarded.

For conversions, the survey should demonstrate that the structure of the building is adequate to meet the needs of the new use. If the survey identifies that rebuilding work is necessary, the extent of the building work should be clearly indicated.

If substantial structural alterations to a heritage asset are proposed, it must demonstrate that they can be carried out without unacceptable risk to:

- the integrity and significance of the asset or result in the unacceptable loss of historic fabric. These requirements may also apply to alterations that appear uncontroversial but have the potential to compromise the structural integrity of the building and lead to substantial harm if not properly executed, for example, the introduction of basements.

The survey shall be prepared by a suitably qualified conservation professional.

[Core Strategy Policies CS19 and CS20](#)
[Planning Practice Guidance](#)

Telecommunications Development Statement

This applies to all Telecommunications applications.

Details should be provided for:

- The area of search
- A technical justification for the proposed development
- Appraisal of suitable sites including the possibility of erecting antennae on existing buildings, masts, or structures
- The outcome of consultations with organisations with an interest in the outcome of the application for the proposed development such as nearby schools or, if the development will be within a statutory zone surrounding an aerodrome or technical site.
- A signed declaration that the equipment and installation has been designed to be in full accordance with the requirements of the International Commission on Non-Ionising Radiation Protection.

The statement should include all necessary information to meet the criteria outlined in the [Code of Best Practice on Mobile Phone Network Development in England, published by the Mobile Operators Association in July 2013](#).

[Policy CS10](#)

Transport Assessments, Transport Statements and Travel Plans

For applications for developments that generate significant amounts of transport movement or significant transport implications.

(Refer to [Kent County Council SPG 4](#), page 9 for detailed Transport Assessment thresholds)

(Thresholds for Transport Statements shall be set at half the Transport Assessment threshold)

This should include (see NPPG for full details):

- Baseline and future years traffic assessment
- Multi-modal trip analysis
- Highway safety and capacity analysis
- Parking assessment
- Walking, cycling and public transport assessment
- Measures to minimise the impact of the development
- Road safety audit
- Travel Plan

For smaller schemes, expected to generate relatively low numbers of trips, a Transport Statement

will be sufficient. A detailed analysis of impact on the wider network would not be required.

A Travel Plan will be required for all applications requiring a Transport Assessment. This must set out how the reliance on the motor car will be reduced and the measures necessary to achieve that.

Applicants are advised to establish the scope of the document required and to determine whether other studies might also be necessary at an early stage of preparing an application with the highway authority, Kent County Council. Where the development would materially impact the function of the A2/M2, the need for and scope for Transport Assessments / Statements would also need to be agreed with Highways England. See relevant DfT guidance [here](#) and Highways England guidance [here](#).

[NPPG](#)

[Highways England Guidance.](#)

[Department for Transport Guidance.](#)

[Policy CS11](#)

[NPPF section 9](#)

[Planning Practice Guidance](#)

[Kent County Council SPG 4: Vehicle Parking Standards](#)

Tree Survey & Report

For applications that propose development affecting trees, including on site or on adjoining / neighbouring land, or works to trees

For development affecting trees within, or adjoining a site, you need to include:

- the species, position of trees and canopy spread should be accurately shown on a site plan.
- The plan must indicate any trees which are to be felled (and replanting proposals, or the reasons for not proposing replanting), retained or affected by the proposed development.
- The location of any trees within adjacent properties that may be affected by the application should also be shown. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary.

This information should be prepared by a qualified arboriculturist. Further guidance is also provided in BS5837:2012 - Trees in Relation to Design, Demolition and Construction.

For applications relating to works to trees, please provide:

- a plan of the site is required. The plan can be hand drawn for smaller sites/applications but should clearly show the position of the tree(s), annotated as T1, T2 etc, in relation to buildings and a named road.
- For large sites with numerous trees, it may be necessary to provide a plan showing only those trees subject to proposed works to provide clarity.
- Photographs showing the tree(s) subject of the application would be beneficial in assessing the proposal as would a colour coded plan.

Details of the proposed works to the tree(s) are required: Pruning works must be expressed in metres, except for crown thinning, that can be expressed as a percentage. If consent is granted it is vital that anyone implementing the consent can readily determine the extent of the works which have been approved without the need to seek further clarification. e.g T1 – Oak – crown reduce by

3m, crown raise to 3m above ground level, crown thin by 20%, reduce east side of crown to provide up to 2m clearance from building.

Applications for works to a tree covered by a Tree Preservation Order must include reasons for the works. The greater the amenity value of the tree(s) and the greater the impact of the proposed works, the stronger the reasons must be to justify the works.

- If works are being justified based on damage to other structures e.g., pipes, a report from a suitably qualified person should also be submitted.
- If works are being justified based on the condition of the tree, written arboriculture advice/diagnostic information from an expert may be required.

If the reason for the works is based on alleged damage to the property by subsidence

- a report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots, and repair proposals as well as a report from an Arboriculturist to support the tree work proposals will be required

Utilities, Sewage and Surface Water Drainage Strategy / Assessment

For applications of major developments & minor developments which will increase site coverage requiring connection to existing or new utility services infrastructure, including electricity and gas supplies, water supply, foul and surface water disposal systems and any development affecting a water course.

Drainage assessments will generally be required in all instances where a Floor Risk Assessment is also required.

The assessment should:

- identify the location and spare capacity of the existing infrastructure
- identify the proposed point of connection to existing systems, including high speed broadband services
- identify where an increase in capacity is required and what measures these will involve
- identify where utility diversions will be required
- demonstrate that the applicant has consulted the relevant service and utility providers
- provide details of surface water management systems, including sustainable urban drainage systems
- demonstrate that service routes have been planned to avoid, as far as possible, damage to trees and archaeological remains, where appropriate.

The Drainage Strategy must:

- Reflect the development proposal, including site, area, type of development, general arrangement, and layout.
- Include all elements of the drainage strategy within the 'red line' boundary.

[Use the foul drainage assessment form](#) for development proposes non mains foul drainage systems.

[Policies CS12 and CS19](#)
[Planning Practice Guidance](#)

Ventilation /Extraction Statement

Development within Use Classes A3, A4, and A5 or where retail, business, industrial, commercial, leisure or similar developments propose substantial ventilation or extraction equipment to be installed.

Must include:

- a to scale schematic of the proposed ducting showing the location of all components (fan, filters, silencers etc)
- submitted plans should include details of the external appearance - size, location and external appearance of plant and equipment - and written details outlining the technical specification of the proposed plant including odour abatement techniques and location of waste storage
- a Noise and Vibration Impact Assessment (see Noise and Vibration Assessment requirements).
- an odour impact assessment, where ventilation or extraction is/will be in the vicinity of residential dwellings or other sensitive receptors

The statement must demonstrate that nuisance (e.g. noise/vibration/odour) or pollution from cooking or other activities will not be caused by the proposed development.

[Policy CS19](#)

Viability Assessment / Appraisal

Major residential development

Any other major development where the deliverability of the scheme as designed needs to be understood

Any application proposing the loss of a public house (including a change of use)

Any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset

Any application where the viability of the existing use is relevant

Viability information should, where applicable include a scheme layout plan, Land Registry Title with a Statement of Ownership giving the purchase price and also an explanation of the conditions of purchase and build.

The Statement must be linked to the required Planning Obligations Statement. The assumptions for the following matters will need to be detailed (especially regarding residential development) and reflect the Standardised inputs as set out in PPG:

- Gross development value
- build costs (QS build cost schedule)
- residual values (including comparables)
- use classes (no. of units / floorspace)
- size of units
- affordable housing – tenure / values / percentage and mix (and staircasing)
- Heads of Terms with Registered Housing Provider if they have one or their approach
- fees / overheads / marketing costs
- developer profit / development return
- planning obligations (including previous correspondence) - itemised schedule of S106 contributions and anticipated cost
- capital contributions (grant etc.)
- description of users and end users
- cash flow, build and sale programme, commercial yields /rents (including comparable)
- development finance (including interest rates and assumptions on finance period)
- Existing Use Value report
- Details of lease terms, including all break clauses, inside or outside of the lease.

The viability appraisal must be accompanied by a solicitor's undertaking to meet the Council's costs in having the statement independently reviewed.

Further information on each of these requirements can be provided by the Council. The applicant should provide details of proposed methodology, inputs, and a draft viability appraisal at the pre-application stage when viability is likely to be an issue. Section 106 Heads of Terms should also be discussed at this stage.

[Policies CS10, CS12, CS13 and CS16](#)

[NPPF para 57](#)

[Planning Practice Guidance](#)

Important note – financial viability appraisal

Any submitted Financial Viability Appraisal will be published on the Planning Register along with all other documents submitted as part of the planning application. If you consider that your financial viability information should not be disclosed, then you must submit an additional statement titled 'Financial Viability Appraisal – Exceptional Circumstances' detailing why you consider the FVA should not be made publicly available.

Exceptions to full disclosure will only be considered in very limited circumstances and only when the disclosure of any part of a viability assessment would cause demonstrable harm to the public interest to an extent that is not outweighed by the benefits of disclosure.

An executive summary prepared in accordance with the government's data format will always be made available to the public. See the Planning Practice Guidance for the details of what this format involves.