

Development Control Committee

Agenda
Item:
A.2

Meeting Date: 17th March 2017

Portfolio:

Key Decision: No

Within Policy and
Budget Framework

No

Public / Private

Public

Title: PROPOSED CHANGES TO THE NATIONAL AND LOCAL LISTS
THAT IDENTIFY THE INFORMATION REQUIRED TO
ACCOMPANY PLANNING APPLICATIONS

Report of: Corporate Director Economic Development

Report Number: ED.05/17

Purpose / Summary:

Development Control Committee considered a report on the proposed changes to the National and Local validation checklists for all planning application types at its meeting on 3rd June 2016 and approved the draft list for consultation. The purpose of this report is to brief Members on the outcome of the consultation and seek Member approval to the final list.

This report was deferred from the 10th February 2017 meeting. The appendices have now been updated.

Recommendations:

That the amended National and Local Information List for Planning Applications should be recommended to Executive for approval.

Tracking

Executive:	
Overview and Scrutiny:	

Council:	
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1. BACKGROUND

- 1.1 Members will be aware that since April 2008 there has been a standardised national planning application form (1APP) which is accompanied by a list of information which needs to be submitted with an application in order for it to be considered valid. This is known as the validation list and consists of:
- Mandatory national information requirements
 - Information to accompany the application as specified by the Local Planning Authority on their local list of information requirements
- 1.2 The Government requires Local Planning Authorities to publish a formally adopted local list of requirements, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Current guidance indicates that the local list should be published on the Council's website and reviewed every two years. Local Planning Authorities should consult with the local community, including agents and applicants, on any changes to their local list.

2. CONSULTATION

- 2.1 The Government has advised that where changes to the Council's local lists are proposed it is necessary to consult the local community, including applicants and agents. Members considered a report setting out the proposed amendments to the validation checklists at Development Control Committee in June and approved it for consultation.
- 2.2 The consultation period is now complete and no formal comments have been received. In order for clarity further amendments have been made consolidating the information requirements for Full, Outline, Reserved Matters and All Other Applications. In summary, it is now proposed to have the following four validation checklists:
- Householder Validation Checklist
 - Advertisement Validation Checklist
 - Listed Building Validation Checklist
 - National and Local Validation Checklist

- 2.3 The separate validation lists for Householder, Advertisement and Listed Building Consent applications will simplify the process and make it more clearer as to what is required for these minor applications.
- 2.4 All major applications and those in areas at risk from flooding or adjacent to areas at risk from flooding now need to be accompanied by surface water drainage/sustainable drainage scheme (SuDS) details. Applications for tree works also need to be accompanied by a block plan clearly illustrating the location of the trees where works are proposed.
- 2.3 Guidance on the information requirements for Heritage Statements has also been included within the validation checklists to ensure that the level of detail submitted is proportionate to the assets importance and the scale of works proposed.

3. CONCLUSION

- 3.1 The amendments to the Validation Lists are to be welcomed. The Guidance Notes which accompany the lists will make it clear to applicants why information is needed and help ensure that they provide the correct information which will ultimately speed up the application process.
- 3.2 It is recommended that the amended National and Local Validation lists for all Planning Application types should be approved.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 5.1 Not applicable

Contact Officer: Suzanne Osborne **Ext:** 7480

Appendices
attached to report: Householder Validation Checklist
Advertisement Validation Checklist
Listed Building Validation Checklist
National and Local Validation Checklist

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- **None**

CORPORATE IMPLICATIONS/RISKS:

Community Services– None

Economic Development – None

Governance and Regulatory Services – The information which is proposed to be required as part of the National and Local Validation Lists should meet the statutory tests introduced by the Growth and Infrastructure Act. Following consultation, the proposed amendments to the Lists should be approved by Executive.

Corporate Support And Resources– None

March 2017



National and Local Checklist Guidance for Applications for Householders for Works or Extension to a Dwelling – March 2017

Introduction

This document is for use by applicants and agents when submitting applications for householders for works or extension to a dwelling.

Part 1 sets out the mandatory national information requirements that are required in order to validate an application.

Part 2 sets out additional information (the “Local List”) that Carlisle City Council require for householder applications in order to validate an application. This has been compiled in accordance with Department for Communities and Local Government document “Guidance on Information Requirements and Validation”. It also reflects the adopted development plan policies set out in the Carlisle District Local Plan 2015-2030 and the National Planning Policy Framework.

Appendix A contains guidance on the information requirements for Heritage Statements

We have separate planning validation checklist guidance for listed building consent applications.

The Validation Process

When a valid application is received an acknowledgement letter and payment receipt will be sent to the applicant or agent (if applicable). This will normally be sent by email, where an email address is given and electronic payment has been made, or by 2nd Class post otherwise. We aim to do this within 5 days of receiving an application.

If an applicant/agent does not submit an application in accordance with national and locally adopted requirements we will declare the application invalid and specify the information required.

We will communicate by email, where an email address is given, or by 2nd Class post otherwise. We will aim to do this within 5 days of receiving an application.

The Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

Appeal Against Validation Requirements

If you do not agree that information requested is necessary you may appeal against non-validation.

The Town and Country Planning (Development Management Procedure) Order 2015 sets out the procedure to be followed in relation to validation disputes.

Submission of Applications

All applications must be accompanied by 2 copies unless submitted electronically, together with the appropriate fee.

All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

Each drawing for electronic submissions must show the scale and print size (for example 1:50 @ A3). Unnecessary colour should not be used to minimise the file size and conserve download speed. Colour on site location plans (red and blue) is however essential.

The City Council encourages all applications to be submitted via the planning portal.

Part 1 – Mandatory National Requirements

1. Application Fee

When Required?

In all cases except:

- For works to improve a disabled person's access, safety or comfort at their home
- Applications required because of the removal of permitted development rights (PD) either by a planning condition or by an Article 4 Direction
- For revised applications submitted within 1 year from the date of approval/refusal or in the case of a withdrawn application within 1 year of the date the application was submitted

What is Required? The relevant fee paid either by cheque (payable to Carlisle City Council), card or online if submitted electronically. Please refer to the Council's schedule of fees which are available online.

2. Application Form

When Required? In all cases.

What is Required? The completed application form including the relevant certificate of ownership and declaration signed and dated.

3. Site Location Plan

When Required? In all cases.

What is Required?

- A site location plan typically drawn at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4/A3 paper.
- The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed

development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).

- A blue line must be drawn around any other land owned by the applicant.

4. Block Plan

When Required? In all cases.

What is Required?

A block plan drawn at an identified standard metric scale (preferably at 1:200 or 1:500) accurately showing:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site

The following must also be provided, unless these would NOT influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- The position of all trees/hedges on the site, and those on adjacent land
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where proposed
- The number of existing and proposed car parking spaces
- All public rights of way crossing or adjoining the site

5. Existing and Proposed Elevations

When Required? For all elevations to be visually altered.

What is Required? Plans drawn typically at a scale of 1:50 or 1:100 clearly showing the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials together with the style, materials and finish of windows and doors.

6. Existing and Proposed Floor Plans

When Required? For each floor if the proposed development directly links to that floor, and for roof extensions a plan of the existing floor below will be required.

What is Required? Plans drawn typically at a scale of 1:50 or 1:100, clearly showing the proposed works in relation to what is already there. All rooms must be clearly annotated for both existing and proposed floor plans.

7. Existing and Proposed Site Levels and Section Drawings

When Required? In all cases where a proposal involves a change in ground level(s).

What is Required? Plans drawn typically at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s). On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the levels between existing and proposed buildings. The drawings may take the form of contours, spot levels, or be cross or long sections as appropriate.

8. Design and Access Statement

When required? If the property is within a Conservation Area or World Heritage Site and the development consists of a building or buildings with a floor space of 100 square metres or more.

What is required? The Design and Access Statement must:

- Explain the design principles and concepts that have been applied to the proposed development; and
- Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account
- Explain the applicant's approach to access and how relevant Local Plan policies have been taken into account
- Detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development
- Explain how any specific issues which might affect access to the proposed development have been addressed

Note: A development context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.

If a householder application is submitted in parallel with an application for Listed Building Consent, a single combined Design and Access Statement is sufficient. The combined statement should include the details above as well as the additional requirements in relation to Listed Building Consent (please refer to Listed Building Consent validation checklist).

Part 2 - Local Requirements

9. Flood Risk Assessment

When Required? Proposals of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.

What is Required? A Flood Risk Assessment in accordance with the National Planning Policy Guidance on Flood Risk Assessments and the Environment Agency Standing Advice on flood risk

Why it is Required? In compliance with the National Planning Policy Framework (NPPF) and Policy CC4 of the Carlisle District Local Plan 2015-2030.

10. Tree/Hedge Survey

When required? If there are trees or hedges on the proposed development site and/or on land adjacent to the development site that could influence the development or might be important as part of the local landscape character

What is Required? A Tree/Hedge Survey and Arboricultural Implication Assessment in accordance with the current and most up to date British Standard BS: 5837. Please refer to the Councils adopted "Trees and Development" Supplementary Planning Document pages 13-15 (available on the City Council's website www.carlisle.gov.uk) as to what information should typically be submitted.

Why it is Required? In compliance with the National Planning Policy Framework (NPPF), Policy GI6 of the Carlisle District Local Plan 2015-2030 and the Council's adopted "Trees and Development" Supplementary Planning Document.

11. Protected Species

When Required? All former agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction.

What is Required? A bat, barn owl and breeding bird survey and assessment by a person holding a relevant certification. This should be undertaken during the relevant time of year (i.e. May – September).

Why it is Required? In compliance with The Conservation (Natural Habitats, etc.) Regulations 1994, the National Planning Policy Framework (NPPF) and Policy GI3 of The Carlisle District Local Plan 2015-2030.

12. Heritage Statement

When required? If the application has the potential to affect a heritage asset or its setting

Note: Heritage assets are Conservation Areas, Listed Buildings, archaeological sites, Scheduled Monuments, Registered Parks/Gardens of Special Historic Interest, Registered Historic Battlefield Sites and undesignated heritage assets that are of local historic, architectural or cultural value.

What is required? A heritage statement which sets out the impact of the development on the significance of the historic asset affected. The statement should be in accordance with the Council's guidance on Heritage Statements (available in appendix A).

Why is it Required? In compliance with the National Planning Policy Framework (NPPF), Policies HE1, HE2, HE3, HE4, HE5, HE6 and HE7 of the Carlisle District Local Plan 2015-2030 and the Council's "Heritage Statement Guidance".

Note: A heritage statement can form part of a Design and Access Statement

13.Noise Impact Assessment

When Required? Application proposals that raise issues of disturbance or are considered to be a noise sensitive development, e.g. domestic wind turbines.

What is Required? A Noise Impact Assessment prepared by a suitably qualified acoustician. Advice on preparing the assessment can be obtained from the Council's Environmental Health Department.

Why it is Required? In compliance with the National Planning Policy Framework (NPPF) and Policies SP6, CM5 and CC2 of the Carlisle District Local Plan 2015-2030.

Appendix A



Heritage Statement Guidance

Information requirements for applications affecting

Heritage Assets (Listed Buildings, Conservation Areas, Scheduled Monuments, Parks & Gardens/Designed Landscapes, Battlefields and Maritime Wrecks)

Heritage assets are defined in UK planning guidance as “A *building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)*”¹.

They include Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Historic Battlefield Sites, Registered Parks and Gardens and undesignated heritage assets that are of local historic, architectural or cultural value but which do not meet the criteria for national listing.

If your development proposal is likely to have an impact on one or more of these assets, you will be required to produce a Heritage Statement. This might be if your application directly affects an asset, or if its location means that it affects the setting of an asset.

A Heritage Statement should set out the impact of your proposal on the significance of the historic asset which it affects. The scale of the statement should be proportionate to the scheme.

Heritage assets are an irreplaceable and finite resource which should be preserved in a manner appropriate to their significance. This significance is taken into account by Planning Authorities when assessing proposals for development which may have an impact on an asset. The National Planning Policy Framework states at paragraph 128 that:

‘In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance’.

In order to meet this requirement, Carlisle City Council’s Planning Department requires a Heritage Statement to be prepared to inform and accompany proposals affecting heritage assets.

Larger developments, for example, those involving demolition and new building within a conservation area, will require a proportionate in-depth approach than less substantial proposals, such as alterations to a boundary wall. The statement will help officers, councillors and the public understand your proposal more fully.

Your Statement may include:

GENERAL INFORMATION

- Which conservation area does the asset form part of?
- The age and history of the asset.
- What is the surrounding development like?
- Details of internal or external features affected by the proposal including chimney breasts, fireplaces, decorative plasterwork, etc
- an explanation of how the proposal responds to the historic character of the asset.

HISTORICAL SIGNIFICANCE

- The layout of the site.
- Plan form of the building.
- Internal features of special character including chimney breasts, fireplaces, decorative plasterwork, etc
- Age & history of the asset, its development over time.
- The strength of its tie to a particular architectural period.

STATEMENT OF JUSTIFICATION

- explaining why the works are necessary or desirable, including any benefits which justify any resulting harm

MITIGATION STRATEGY

- explaining what steps have been taken to avoid, minimise or mitigate harm to the asset.

¹ Annex 2: Glossary, National Planning Policy Framework, Department for Communities and Local Government, 2012

When are Heritage Statements needed?

To ensure the requirements of the NPPF are met, we will require that a Heritage Statement is submitted at validation stage for the following types of application:

- Applications for listed building consent or affecting the setting of a listed building
- Applications within the curtilage of a listed building
- Applications in Conservation Areas or affecting the setting of a Conservation Area
- Applications affecting Scheduled Ancient Monuments
- Applications affecting a Registered Park or Garden of Special Historic Interest;
- Applications affecting an archaeological site.
- Applications affecting unlisted buildings or structures which are considered to be undesignated heritage assets

You are advised to discuss proposals with a Planning Officer or the 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.

What should a Heritage Statement contain?

In straightforward cases you may be able to provide the statement, having discussed what might be needed with the Council's Conservation Officer. In more complex proposals, the services of an appropriately qualified and experienced historic environment professional will be needed.

A Heritage Statement should set out details of the:

- **history and development** of the asset, using photographic, map, archival and fabric evidence. It should be accompanied by a **photographic record**, showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to the **survey drawings** in your application.
- **archaeological, architectural, historical or other significance** of the asset. It will also be necessary to include an assessment of the **impact** of the proposed works on the significance of the asset, and a statement of **justification** for those works, together with details of any **mitigation** measures proposed.

Heritage Statements as part of a Design and Access Statement

Design and Access Statements are required for certain types of applications, in particular those in conservation areas.

Where this is the case the Heritage Statement can sometimes be combined with the Design and Access Statement – in particular for simpler schemes such as extensions and householder applications.

Guidance on the production of Design Statements is available on the City Council website.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application.

For applications for listed building consent:

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

For applications for planning permission within a conservation area:

a written statement that may include a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed development/demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets:

a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications adjacent to a conservation area:

an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works:

an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

Where to find out more

A wide variety of sources, national and local are available. This list is a short list of sources of information, there is much more available than can be listed here and not all sources may be relevant in every case.

- List Descriptions for statutory designated buildings i.e. Listed Building (these should form a starting point for understanding the asset – <https://www.historicengland.org.uk/listing/the-list>)
- Register of Scheduled Ancient Monuments, Historic Parks and Gardens and Historic Battlefields (Information available from Historic England <https://www.historicengland.org.uk/>).
- National amenity societies (Society for the Protection of Ancient Building, Georgian Group, Victorian Society, Twentieth Century Society - available on websites, books and journals).
- Conservation Area Appraisals (available on the Council's website).
- Local History and Conservation Societies.

- Historic Environment Records, historic mapping, OS maps, estate maps, and photographs (available at Cumbria Archives Centre).
- Old Carlisle Historic Research and Information Hub - website to collate the various online resources that are available on the history of Carlisle, its people and heritage (<http://www.oldcarlisle.co.uk>).
- Architectural & Historical Publications.

The **Heritage Officer** at Carlisle City Council can be contacted via telephone: 01228 817077 or email: edadmin@carlisle.gov.uk.

This document is available in large or other formats upon request.

Economic Development
Carlisle City Council
Civic Centre
Carlisle CA3 8QG
February 2017

National and Local Checklist Guidance for Applications for Consent to Display an Advertisement(s) – March 2017

Introduction

This document is for use by applicants and agents when submitting applications for advertisement consent.

The mandatory national information requirements that are required in order to validate an application are set out in this document.

We do not have any additional local requirements for advertisement applications.

We have separate planning validation checklist guidance for listed building consent applications.

The Validation Process

When a valid application is received an acknowledgement letter and payment receipt will be sent to the applicant or agent (if applicable). This will normally be sent by email, where an email address is given and electronic payment has been made, or by 2nd Class post otherwise. We aim to do this within 5 days of receiving an application.

If an applicant/agent does not submit an application in accordance with national and locally adopted requirements we will declare the application invalid and specify the information required.

We will communicate by email, where an email address is given, or by 2nd Class post otherwise. We will aim to do this within 5 days of receiving an application.

The Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

Appeal Against Validation Requirements

If you do not agree that information requested is necessary you may appeal against non-validation.

The Town and Country Planning (Development Management Procedure) Order 2015 sets out the procedure to be followed in relation to validation disputes.

Submission of Applications

All applications must be accompanied by 2 copies unless submitted electronically, together with the appropriate fee.

All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

Each drawing for electronic submissions must show the scale and print size (for example 1:50 @ A3). Unnecessary colour should not be used to minimise the file size and conserve download speed. Colour on site location plans (red and blue) is however essential.

The City Council encourages applications to be submitted via the planning portal.

Part 1 - Mandatory National Requirements

1. Application Fee

When Required?

In all cases except for a revised application submitted within 1 year from the date of approval/refusal or in the case of a withdrawn application within 1 year of the date the application was submitted

What is Required? The relevant fee paid either by cheque (payable to Carlisle City Council), card or online if submitted electronically. Please refer to the Council's schedule of fees which are available online.

2. Application Form

When Required? In all cases.

What is Required? The completed application form signed and dated including a clear and concise description of the proposed development. A signature is not required on electronic submissions.

3. Site Location Plan

When Required? In all cases.

What is Required?

- A site location plan typically drawn at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4/A3 paper.
- The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed development, for example, land required for access to the site from a

public highway, visibility splays, landscaping, car parking and open areas around buildings).

- A blue line must be drawn around any other land owned by the applicant

4. Block Plan

When Required? In all cases.

What is Required? A block plan drawn at an identified standard metric scale (preferably at 1:200 or 1:500) accurately showing:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site including the position of the proposed advertisement(s)

5. Existing and Proposed Elevations

When Required? For all elevations to be visually altered.

What is Required? Plans drawn typically at a scale of 1:50 or 1:100 clearly showing the proposed works in relation to what is already there. A high quality photomontage may be submitted in lieu of elevations as long as all dimensions are included.

6. Section

When Required? In all cases.

What is Required? A clear section through all proposed advertisements typically to scale 1:10, 1:20 or 1:50.

7. Drawing of Advertisement(s)

When Required? In all cases.

What is Required? A drawing of advertisements typically to scale 1:20, 1:50 or 1:100 including colour and method of illumination.

National and Local Checklist Guidance for Applications for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building - March 2017

Introduction

This document is for use by applicants and agents when submitting applications for listed building consent.

Part 1 sets out the mandatory national information requirements that are required in order to validate an application.

Part 2 sets out additional information (the “Local List”) that Carlisle City Council require for listed building applications in order to validate an application. This has been compiled in accordance with Department for Communities and Local Government document “Guidance on Information Requirements and Validation”. It also reflects the adopted development plan policies set out in the Carlisle District Local Plan 2015-2030 and the National Planning Policy Framework.

Appendix A contains guidance on the information requirements for Heritage Statements

We have separate planning validation guidance for full and householder applications.

The Validation Process

When a valid application is received an acknowledgement letter and payment receipt will be sent to the applicant or agent (if applicable). This will normally be sent by email, where an email address is given and electronic payment has been made, or by 2nd Class post otherwise. We aim to do this within 5 days of receiving an application.

If an applicant/agent does not submit an application in accordance with national and locally adopted requirements we will declare the application invalid and specify the information required.

We will communicate by email, where an email address is given, or by 2nd Class post otherwise. We will aim to do this within 5 days of receiving an application.

The Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

Appeal Against Validation Requirements

If you do not agree that information requested is necessary you may appeal against non-validation.

The Town and Country Planning (Development Management Procedure) Order 2015 sets out the procedure to be followed in relation to validation disputes.

Submission of Applications

All applications must be accompanied by 2 copies unless submitted electronically, together with the appropriate fee.

All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

Each drawing for electronic submissions must show the scale and print size (for example 1:50 @ A3). Unnecessary colour should not be used to minimise the file size and conserve download speed. Colour on site location plans (red and blue) is however essential.

The City Council encourages applications to be submitted via the planning portal.

Part 1 – Mandatory National Requirements

1. Application Form

When Required? In all cases.

What is Required? The completed application form including the relevant certificate of ownership and declaration signed and dated

2. Site Location Plan

When Required? In all cases.

What is Required?

- Site location plan typically drawn at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4/A3 paper.
- The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).
- A blue line must be drawn around any other land owned by the applicant.

3. Block Plan

When Required? In all cases.

What is Required?

A block plan drawn at an identified standard metric scale (preferably at 1:200 or 1:500) accurately showing:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site

The following must also be provided, unless these would NOT influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- The position of all trees on the site, and those on adjacent land
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where proposed
- The number of existing and proposed car parking spaces
- All public rights of way crossing or adjoining the site

4. Existing and Proposed Elevations

When Required? For all elevations to be visually altered.

What is Required? Plans drawn typically at a scale of 1:50 or 1:100 clearly showing the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials together with the style, materials and finish of windows and doors.

5. Existing and Proposed Floor Plans

When Required? For each floor if the proposed development directly links to that floor, and for roof extensions a plan of the existing floor below will be required.

What is Required? Plans drawn typically at a scale of 1:50 or 1:100 clearly showing the proposed works in relation to what is already there. All rooms must be clearly annotated for both existing and proposed floor plans.

6. Existing and Proposed Site Levels and Section Drawings

When Required? In all cases where a proposal involves a change in ground level(s).

What is Required? Plans drawn typically at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s). On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the levels between existing and proposed buildings. The drawings may take the form of contours, spot levels, or be cross or long sections as appropriate.

7. Design and Access Statement

When Required? In all cases.

What is required? The Design and Access Statement must:

- Explain the design principles and concepts that have been applied to the proposed works and how they have taken account of:
 - a) The special architectural or historic importance of the building
 - b) The particular physical features of the building that justify its designation as a listed building; and
 - c) The building's setting
- Where the proposal involves any external changes the Design and Access Statement must:
 - I. Explain how issues relating to access to the building have been dealt with
 - II. Explain the applicant's approach to access, including what alternative means of access have been considered
 - III. How relevant Local Plan policies have been taken into account
- Statements must also explain how the applicant's approach to access takes account of matters (a) – (c) above
- Provide information on any consultation undertaken and how the outcome of this consultation has informed the proposed works.
- Explain how specific issues which might affect access to the building have been addressed

If a Listed Building Consent application is submitted in parallel with a planning application, a single combined Design and Access Statement addressing the requirements of both application types will be sufficient.

Part 2 - Local Requirements

8. Heritage Statements

When required? If the application has the potential to affect a heritage asset or its setting

Note: Heritage assets are Conservation Areas, Listed Buildings, archaeological sites, Scheduled Monuments, Registered Parks/Gardens of Special Historic Interest, Registered Historic Battlefield Sites and undesignated heritage assets that are of local historic, architectural or cultural value.

What is required? A heritage statement which sets out the impact of the development on the significance of the historic asset affected. The statement should be in accordance with the Council's guidance on Heritage Statements (available in appendix A).

Why is it Required? In compliance with the National Planning Policy Framework (NPPF), Policies HE1, HE2, HE3, HE4, HE5, HE6 and HE7 of the Carlisle District Local Plan 2015-2030 and the Council's "Heritage Statement Guidance".

Note: A heritage statement can form part of a Design and Access Statement

9. Structural Survey/Method Statement

When Required? Proposals involving the demolition or the structural alteration of heritage assets.

What is Required? A Statement of Significance and an Impact Assessment together with a Structural Plan prepared by a CARE registered structural engineer which identifies the structural stability and condition of the asset together with a statement identifying how the structure is to be safely demolished or how the stability of the structure is to be safeguarded during development.

Why it is Required? In compliance with the National Planning Policy Framework (NPPF) and Policies HE1, HE2, HE3, HE4, HE5, HE6 and HE7 of the Carlisle District Local Plan 2015-2030.

10. Archaeological Evaluation and Impact Statement

When Required? If an application affects a site of historical or archaeological importance.

What is Required? An appropriate desk based assessment and where necessary a field evaluation. Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. For advice regarding the extent and content of the investigation/report please contact the Historic Environment Officer at Cumbria County Council.

Why it is Required? In compliance with the National Planning Policy Framework (NPPF) and Policies HE1, HE2, HE3, HE4, HE5, HE6 and HE7 of the Carlisle District Local Plan 2015-2030.

Appendix A



Heritage Statement Guidance

Information requirements for applications affecting Heritage Assets (*Listed Buildings, Conservation Areas, Scheduled Monuments, Parks & Gardens/Designed Landscapes, Battlefields and Maritime Wrecks*)

Heritage assets are defined in UK planning guidance as “A *building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)*”¹.

They include Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Historic Battlefield Sites, Registered Parks and Gardens and undesignated heritage assets that are of local historic, architectural or cultural value but which do not meet the criteria for national listing.

If your development proposal is likely to have an impact on one or more of these assets, you will be required to produce a Heritage Statement. This might be if your application directly affects an asset, or if its location means that it affects the setting of an asset.

A Heritage Statement should set out the impact of your proposal on the significance of the historic asset which it affects. The scale of the statement should be proportionate to the scheme.

Heritage assets are an irreplaceable and finite resource which should be preserved in a manner appropriate to their significance. This significance is taken into account by Planning Authorities when assessing proposals for development which may have an impact on an asset. The National Planning Policy Framework states at paragraph 128 that:

‘In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance’.

In order to meet this requirement, Carlisle City Council’s Planning Department requires a Heritage Statement to be prepared to inform and accompany proposals affecting heritage assets.

Larger developments, for example, those involving demolition and new building within a conservation area, will require a proportionate in-depth approach than less substantial proposals, such as alterations to a boundary wall. The statement will help officers, councillors and the public understand your proposal more fully.

Your Statement may include:

GENERAL INFORMATION

- Which conservation area does the asset form part of?
- The age and history of the asset.
- What is the surrounding development like?
- Details of internal or external features affected by the proposal including chimney breasts, fireplaces, decorative plasterwork, etc
- an explanation of how the proposal responds to the historic character of the asset.

HISTORICAL SIGNIFICANCE

- The layout of the site.
- Plan form of the building.
- Internal features of special character including chimney breasts, fireplaces, decorative plasterwork, etc
- Age & history of the asset, its development over time.
- The strength of its tie to a particular architectural period.

STATEMENT OF JUSTIFICATION

- explaining why the works are necessary or desirable, including any benefits which justify any resulting harm

MITIGATION STRATEGY

- explaining what steps have been taken to avoid, minimise or mitigate harm to the asset.

¹ Annex 2: Glossary, National Planning Policy Framework, Department for Communities and Local Government, 2012

When are Heritage Statements needed?

To ensure the requirements of the NPPF are met, we will require that a Heritage Statement is submitted at validation stage for the following types of application:

- Applications for listed building consent or affecting the setting of a listed building
- Applications within the curtilage of a listed building
- Applications in Conservation Areas or affecting the setting of a Conservation Area
- Applications affecting Scheduled Ancient Monuments
- Applications affecting a Registered Park or Garden of Special Historic Interest;
- Applications affecting an archaeological site.
- Applications affecting unlisted buildings or structures which are considered to be undesignated heritage assets

You are advised to discuss proposals with a Planning Officer or the 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.

What should a Heritage Statement contain?

In straightforward cases you may be able to provide the statement, having discussed what might be needed with the Council's Conservation Officer. In more complex proposals, the services of an appropriately qualified and experienced historic environment professional will be needed.

A Heritage Statement should set out details of the:

- **history and development** of the asset, using photographic, map, archival and fabric evidence. It should be accompanied by a **photographic record**, showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to the **survey drawings** in your application.
- **archaeological, architectural, historical or other significance** of the asset. It will also be necessary to include an assessment of the **impact** of the proposed works on the significance of the asset, and a statement of **justification** for those works, together with details of any **mitigation** measures proposed.

Heritage Statements as part of a Design and Access Statement

Design and Access Statements are required for certain types of applications, in particular those in conservation areas.

Where this is the case the Heritage Statement can sometimes be combined with the Design and Access Statement – in particular for simpler schemes such as extensions and householder applications.

Guidance on the production of Design Statements is available on the City Council website.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application.

For applications for listed building consent:

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

For applications for planning permission within a conservation area:

a written statement that may include a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed development/demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets:

a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications adjacent to a conservation area:

an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works:

an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

Where to find out more

A wide variety of sources, national and local are available. This list is a short list of sources of information, there is much more available than can be listed here and not all sources may be relevant in every case.

- List Descriptions for statutory designated buildings i.e. Listed Building (these should form a starting point for understanding the asset – <https://www.historicengland.org.uk/listing/the-list>)
- Register of Scheduled Ancient Monuments, Historic Parks and Gardens and Historic Battlefields (Information available from Historic England <https://www.historicengland.org.uk/>).
- National amenity societies (Society for the Protection of Ancient Building, Georgian Group, Victorian Society, Twentieth Century Society - available on websites, books and journals).
- Conservation Area Appraisals (available on the Council's website).
- Local History and Conservation Societies.

- Historic Environment Records, historic mapping, OS maps, estate maps, and photographs (available at Cumbria Archives Centre).
- Old Carlisle Historic Research and Information Hub - website to collate the various online resources that are available on the history of Carlisle, its people and heritage (<http://www.oldcarlisle.co.uk>).
- Architectural & Historical Publications.

The **Heritage Officer** at Carlisle City Council can be contacted via telephone: 01228 817077 or email: edadmin@carlisle.gov.uk.

This document is available in large or other formats upon request.

Economic Development
Carlisle City Council
Civic Centre
Carlisle CA3 8QG
February 2017

National and Local Checklists for Planning Validation - March 2017

Introduction

This document is for use by applicants and agents when submitting planning and other related applications.

We have separate planning validation checklist guidance for advertisement consent, listed building consent and householder applications.

Part 1 sets out the mandatory national information requirements that are required in order to validate an application.

Part 2 sets out additional information (the “Local List”) that Carlisle City Council require in order to validate an application. This has been complied in accordance with Department for Communities and Local Government document “Guidance on Information Requirements and Validation”. It also reflects the adopted development plan policies set out in the Carlisle District Local Plan 2015-2030 and the National Planning Policy Framework.

Appendix A contains transport statement thresholds

Appendix B contains local requirements for protected species and indicative thresholds

Appendix C contains guidance on the information requirements for Heritage Statements

Appendix D contains a guidance note on contamination

The Validation Process

When a valid application is received an acknowledgement letter and payment receipt will be sent to the applicant or agent (if applicable). This will normally be sent by email, where an email address is given and electronic payment has been made, or by 2nd Class post otherwise. We aim to do this within 5 days of receiving an application.

If an applicant/agent does not submit an application in accordance with national and locally adopted requirements we will declare the application invalid and specify the information required.

We will communicate by email, where an email address is given, or by 2nd Class post otherwise. We will aim to do this within 5 days of receiving an application.

The Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

Appeal Against Validation Requirements

If you do not agree that information requested is necessary you may appeal against non-validation.

The Town and Country Planning (Development Management Procedure) Order 2015 sets out the procedure to be followed in relation to validation disputes.

Submission of Applications

All applications must be accompanied by 2 copies unless submitted electronically, together with the appropriate fee.

All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

Each drawing for electronic submissions must show the scale and print size (for example 1:50 @ A3). Unnecessary colour should not be used to minimise the file size and conserve download speed. Colour on site location plans (red and blue) is however essential.

The City Council encourages all applications to be submitted via the planning portal.

Part 1 – Mandatory National Requirements

1. Application Fee

When Required?

In all cases except for the following applications:

- Listed Building Consent
- Certificate of Lawfulness of Proposed Works to a Listed Building
- Variation of condition if submitted within 1 year of the date of approval and is the first variation
- A revised application submitted within 1 year from the date of approval/refusal or in the case of a withdrawn application within 1 year of the date the application was submitted
- Larger Home Extensions
- Tree Works
- Hedgerow Removal Notice

What is Required? The relevant fee paid either by cheque (payable to Carlisle City Council), card or online if submitted electronically. Please refer to the Council's schedule of fees which are available online.

2. Application Form

When Required? In all cases.

What is Required? The completed application form including the relevant certificate of ownership and declaration signed and dated.

3. Site Location Plan

When Required? In all cases.

What is Required?

- A site location plan typically drawn at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4/A3 paper.

- The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).
- A blue line must be drawn around any other land owned by the applicant.

4. Block Plan

When Required? In all cases.

What is Required?

A block plan drawn at an identified standard metric scale (preferably at 1:200 or 1:500) accurately showing:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site

The following must also be provided, unless these would NOT influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- The position of all trees/hedges on the site, and those on adjacent land
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where proposed
- The number of existing and proposed car parking spaces
- All public rights of way crossing or adjoining the site

5. Existing and Proposed Elevations

When Required? For all elevations to be visually altered except for agricultural/forestry determinations

What is Required? 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. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials together with the style, materials and finish of windows and doors.

6. Existing and Proposed Floor Plans

When Required? For each floor if the proposed development directly links to that floor, and for roof extensions a plan of the existing floor below will be required. This is also required for proposals involving the siting of equipment/mast on the ground/structures. Agricultural/forestry determinations are exempt

What is Required? These should be drawn at a scale of 1:50 or 1:100, and show clearly the proposed works in relation to what is already there. All rooms must be clearly annotated for both existing and proposed floor plans.

7. Existing and Proposed Site Levels and Section Drawings

When Required? In all cases where a proposal involves a change in ground level(s).

What is Required? Plans drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s). On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the levels between existing and proposed buildings. The drawings may take the form of contours, spot levels, or be cross or long sections as appropriate.

8. Design and Access Statement

When Required?

- Major development applications as defined in Article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015
- Residential development of 1 or more dwellings in a Conservation Area or World Heritage Site
- A building or buildings with a floor space of 100 square metres or more in a Conservation Area or World Heritage Site.
- Applications for Listed Building Consent

What is required? The Design and Access Statement must:

- Explain the design principles and concepts that have been applied to the proposed development; and
- Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account
- Explain the applicant's approach to access and how relevant Local Plan policies have been taken into account
- Detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development
- Explain how any specific issues which might affect access to the proposed development have been addressed

Note: A development context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.

If this application is submitted in parallel with an application for Listed Building Consent, a single combined Design and Access Statement is sufficient. The combined statement should include the details above as well as the additional requirements in relation to Listed Building Consent (please refer to Listed Building Consent validation checklist).

9. Information Required In Respect Of Those Matters Not Reserved For Subsequent Approval

Layout – A detailed block plan drawn at an identified standard metric scale (preferably at 1:200 or 1:500) accurately showing:

- The direction of North
- Indicative layout showing the proposed development in relation to the site boundaries and other existing buildings on the site
- Indicative access point

The following must also be provided, unless these would NOT influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- The position of all trees on the site, and those on adjacent land
- The extent and type of any hard surfacing

- Boundary treatment including walls or fencing where proposed
- The number of existing and proposed car parking spaces
- All public rights of way crossing or adjoining the site

Scale - detailed plans typically drawn at 1:50/1:100 of all buildings and their height, length and width relative to each other and those adjacent to the application site.

Appearance - existing floor plans and elevations typically drawn at 1:50/1:100 (where existing building to be demolished); and proposed floor plans and elevations typically drawn at 1:50/1:100

Access - block plan preferably drawn at a scale of 1:200 including position of proposed/new accesses and/or details of accesses to be closed and details of all footways/facilities for pedestrian circulation within site

Note: 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 is reserved for subsequent approval.

Landscaping - plan preferably drawn at a scale of 1:200 including:

- Details of existing planting and all trees/shrubs to be removed
- Size, species, density and position of proposed trees
- Size, species, density and position of proposed shrubs
- Details of all existing and proposed boundary treatments
- Details of all existing and proposed hardstanding/parking areas

Note: An applicant can choose to submit details of the reserved matters as part of an outline application. Unless the applicant has indicated that those details are submitted “for illustrative purposes only” (or has otherwise indicated that they are not formally part of the application), the local planning authority must treat them as part of the development in respect of which the application is being made; the local planning authority cannot reserve that matter by condition for subsequent approval.

10. Site Notice

When Required? For all demolition prior approval applications.

What is Required? It is the responsibility of the applicant to post a site notice which must be left in place for at least 21 days during the period of 28 days from the date on which the application is submitted to the Council. Confirmation of the date on which the site notice is to be posted on site (and the location of the site notice) is required, along with a copy of the notice.

Why it is Required? In accordance with Schedule 2, Part 11 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

11. Additional Information For Applications For A Lawful Development Certificate

When Required? For all Certificates of Existing/Proposed Lawful Use Applications (including Certificate of Lawfulness of Proposed Works to a Listed Building)

What is Required?

For Certificates of Existing Lawful Use Applications:

- Letter describing all uses and/or operations within the site claimed to be lawful;
- Description of all uses of land within the site;
- Evidence detailing the following:
 - Date of commencement of use and/or operations;
 - Date of commencement / cessation of any intervening uses/operations
- Statement containing grounds on which certificate is being sought.

In certain circumstances, it may be beneficial to provide a statutory declaration from those persons with direct knowledge of existing use or works carried out.

For Certificates of Existing/Proposed Lawful Use Applications:

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

12. Supporting Plans/Documentation

When Required? For all Non Material Amendment Applications, Approval of Details Reserved by Condition Applications and Removal/Variation Of Condition Applications.

What is Required?

For Non Material Amendment and Approval of Details Reserved by Condition Applications:

- Where supporting plans/documentation are required the submitted details should comply with the relevant guidance note in respect of the nature of the original application.

For Removal/Variation of Condition Applications:

- Any plans/supporting documents should reflect the nature of the condition to be varied/removed. Where supporting information is required the submitted details should comply with the relevant guidance notes in respect of the nature of the original application.

Part 2 - Local Requirements

13. Supporting Planning Statement

When Required? All major new developments.

What is Required? A Planning Statement containing information to demonstrate that the development proposals either satisfy national and local planning policies and/or that there are material planning considerations which should be taken into account by the Council in reaching a decision.

Why is it Required? To demonstrate compliance with national and local planning policies.

14. Supporting Demolition Statement

When Required? In all cases for demolition in a Conservation Area

What is Required? A written justification as to why the demolition is required. It must be explained how proposals relate to the building's historical development and future maintenance.

Why is it Required? To demonstrate compliance with national and local planning policies.

15. Draft Section 106 Agreement

When Required? All applications which are likely to generate requirements for planning obligations.

Examples of planning obligations are:

- Affordable housing provision/contribution (please refer to Policy H04 of the Carlisle District Local Plan 2015-2030)
- Contribution/management of public open space provision (please refer to Policy GI4 of the Carlisle District Local Plan 2015-2030)
- Education/buildings contribution
- Highway works provision/contribution
- Public art provision
- Public realm provision/contribution

- Public transport contribution
- Landscape/Ecology
- Travel plans

What is Required?

- A Draft S106 heads of terms (available to download on the City Council's website)
- Contact details of your solicitor acting on your behalf

Please note that ALL parties with an interest in the application site must be party to any Section 106 including any mortgagees.

If no contributions are to be provided or a lesser amount than the thresholds indicated then a financial viability statement should be provided as per section 34 of this document.

Why it is Required? To avoid delays on the process of major applications. The complex nature of legal agreements means that it can lead to a lengthy process drafting them. It is therefore, a requirement that all such legal agreements and their contents should be discussed with the Council as fully as possible during pre-application discussions and a draft Heads of Terms submitted with an application.

16. Housing Need Statement

When Required? Where Local Plan policies require the provision of affordable housing (please refer to Policy HO4 of the Carlisle District Local Plan 2015-2030 for the relevant thresholds)

What is Required? A statement relating to both the provision of affordable housing and any market housing, (e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units) including plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. For further advice, contact the City Council's Housing Development Officer.

If no affordable housing is to be provided or a lesser amount than the thresholds indicated in Policy H04 then a financial viability statement should be provided as per section 34 of this document

Why is it Required? In compliance with Policy H04 of the Carlisle District Local Plan 2015-2030.

17. Transport Statement/Assessment

When Required? All applications which generate significant amount of movement should be supported by a Transport Assessment (see criteria and thresholds in appendix A)

What is Required? The scope and level of detail in a Transport Assessment or Statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment:

- information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport)
- information about neighbouring uses, amenity and character, existing functional classification of the nearby road network;
- data about existing public transport provision, including provision/ frequency of services and proposed public transport changes;
- a qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;
- an assessment of trips from all directly relevant committed development in the area (i.e. development that there is a reasonable degree of certainty will proceed within the next three years);
- data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network;
- an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent three-year period, or five-year period if the proposed site has been identified as within a high accident area;
- an assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas);
- measures to improve the accessibility of the location (such as provision/ enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms;

- a description of parking facilities in the area and the parking strategy of the development;
- ways of encouraging environmental sustainability by reducing the need to travel; and
- measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads).

In general, assessments should be based on normal traffic flow and usage conditions (e.g. non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the local planning authority in consultation with the relevant transport network operators and service providers. However, in circumstances where there will be an impact on a national transport network, this period will be set out in the relevant Government policy.

Why is it Required? To ensure the provision of adequate means of access and parking, and promote sustainable development in compliance with the National Planning Policy Framework (NPPF) and Policies SP1, IP1, IP2, IP3 of the Carlisle District Local Plan 2015-2030.

18. Retail Impact Assessment

When Required? As defined by National Planning Policy Framework and Policy EC6 of the Carlisle District Local Plan 2015-2030.

What is Required? As detailed within the National Planning Policy Framework and Planning Practice Guidance.

Why is it Required? In compliance with the National Planning Policy Framework, Policies EC3 and EC6 of the Carlisle District Local Plan 2015-2030.

19. Environmental Impact Assessment

When Required? As defined by The Town and Country Planning (Environmental Impact Assessment) Regulations 2015

What is Required? As detailed within The Town and Country Planning (Environmental Impact Assessment) Regulations 2015. The developer is required to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable Carlisle City Council to give proper consideration to the likely environmental effects of a proposed development. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

Why is it Required? In compliance with The Town and Country Planning (Environmental Impact Assessment) Regulations 2015.

20. Statement of Community Involvement

When Required? All major applications.

What is Required? A Statement of Community Involvement verifying consultation methods and provision of a summary of feedback received.

Why is it Required? In compliance with the Council's "Statement of Community Involvement" (September 2015).

21. Flood Risk Assessment

When Required? Proposals of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.

What is Required? A Flood Risk Assessment in accordance with the National Planning Policy Guidance on Flood Risk Assessments and the Environment Agency Standing Advice on flood risk

Why it is Required? In compliance with the National Planning Policy Framework (NPPF) and Policy CC4 of the Carlisle District Local Plan 2015-2030.

22. Assessment for the Treatment of Foul Sewage

When Required? In the event that either an existing or proposed non-mains system is to be used.

What is Required? In the event that a non-mains system is proposed a drainage specialist or surveyor with appropriate indemnity insurance should carry out an assessment (with reference to planning practice guidance). The submission of the assessment of the non-mains system is required in all cases prior to the validation of the application. Further advice can be obtained from the Council's Building Control Section.

Why it is Required? In compliance with Policy IP6 of the Carlisle District Local Plan 2015-2030.

23. Surface Water Drainage/Sustainable Drainage Scheme (SuDS)

When Required? All major new development including areas at risk of flooding or adjacent to areas at risk of flooding

What is Required?

- A metric scaled plan of the existing site
- A metric scaled topographical level survey of the area to metres above ordnance datum (MAOD).
- Metric scaled plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks)
- The existing and proposed controlled discharge rate for a 1 in 1 year event and a 1 in 100 year event (with an allowance for climate change), this should be based on the estimated green-field runoff rate.
- The proposed storage volume (attenuation)
- Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible
- Geological information including borehole logs, depth to water table and/or infiltration test results, Details of overland flows for exceedance events
- A management plan for future maintenance and adoption of drainage system for the lifetime of the development

Why is it Required? In compliance with Policy CC5 of the Carlisle District Local Plan 2015-2030.

24. Renewable Energy Statement

When Required? All major new development.

What is Required? The statement should show the predicted energy demands of the proposed development and the degree to which the development meets current energy efficient standards.

Why is it Required? In compliance with Policy CC3 of the Carlisle District Local Plan 2015-2030.

25. Nature Conservation and Ecological Assessment

When Required? Applications for development in the countryside that will affect ecologically sensitive areas.

What is Required? Applications must be accompanied by an ecological assessment and include proposals for long-term maintenance and management. This information might be incorporated into an Environmental Statement, if one is necessary. Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992. In the event that there are Bats or Owls present or potential for them to be present on the site, a detailed investigation and assessment is required. Details of the extent of the investigation can be obtained from Natural England.

Why it is Required? In compliance with Policies GI3 and SP6 of Carlisle District Local Plan 2015-2030.

26. Protected Species

When Required? See criteria and thresholds in Appendix B.

What is Required? A survey and assessment by a person holding a relevant certification. This should be undertaken during the relevant time of year.

Why it is Required? In compliance with The Conservation (Natural Habitats, etc) Regulations 1994, the National Planning Policy Framework (NPPF) and Policy GI3 of The Carlisle District Local Plan 2015-2030.

27. Arboricultural Survey

When Required? If there are trees or hedges on the proposed development site and/or on land adjacent to the development site that could influence the

development or might be important as part of the local landscape character.

What is Required? A Tree and Hedge Survey, Arboricultural Implication Assessment and a Tree Protection Plan in accordance with the current and most up to date British Standard BS: 5837. Please refer to the Councils adopted “Trees and Development” Supplementary Planning Document pages 13-15 (available on the City Council’s website www.carlisle.gov.uk) as to what information should typically be submitted.

Why it is Required? In compliance with the National Planning Policy Framework (NPPF), Policy GI6 of the Carlisle District Local Plan 2015-2030 and the Council’s adopted “Trees and Development” Supplementary Planning Document.

28. Landscaping Plan

When Required? All major new development.

What is Required? An indicative landscaping plan to show how and where landscaping will be accommodated within the development proposal.

Why is it Required? In compliance with Policies SP6 and GI6 of the Carlisle District Local Plan 2015-2030.

29. Contaminated Land Statement

When Required? Any proposals on brownfield land or involving the provision of residential units.

What is Required? See Contamination Guidance Note in Appendix D.

Why is it Required? In compliance with Policy CM5 of the Carlisle District Local Plan 2015-2030.

30. Noise Impact Assessment

When Required? Application proposals that raise issues of disturbance or are considered to be a noise sensitive development.

What is Required? A Noise Impact Assessment prepared by a suitably qualified acoustician. Advice on preparing the assessment can be obtained from the Council’s Environmental Health Department.

Why it is Required? In compliance with Policies SP6 and CM5 of the Carlisle District Local Plan 2015-2030.

31. Air Quality Assessment

When Required? Where the development is proposed inside, or adjacent to an air quality management area (AQMA); where the development could in itself result in the designation of an AQMA; or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan.

What is Required? Any report should be detailed enough to enable the planning authority to determine, with a reasonable degree of certainty, the significance of any air quality impacts, and there by the priority to be given to air quality concerns when deciding an application. The scope of an air quality assessment will depend on the nature of the proposed development and the likely impact.

Why is it Required? In compliance with Policy SP6 and CM5 of the Carlisle District Local Plan 2015-2030.

32. Heritage Statement

When required? If the application has the potential to affect a heritage asset or its setting

Note: Heritage assets are Conservation Areas, Listed Buildings, archaeological sites, Scheduled Monuments, Registered Parks/Gardens of Special Historic Interest, Registered Historic Battlefield Sites and undesignated heritage assets that are of local historic, architectural or cultural value.

What is required? A heritage statement which sets out the impact of the development on the significance of the historic asset affected. The statement should be in accordance with the Council's guidance on Heritage Statements (available in Appendix C).

Why is it Required? In compliance with the National Planning Policy Framework (NPPF), Policies HE1, HE2, HE3, HE4, HE5, HE6 and HE7 of the Carlisle District Local Plan 2015-2030 and the Council's "Heritage Statement Guidance".

Note: A heritage statement can form part of a Design and Access Statement

33. Structural Survey/Method Statement

When Required? Proposals involving the demolition or the structural alteration of heritage assets.

What is Required? A Statement of Significance and an Impact Assessment

together with a Structural Plan prepared by a CARE registered structural engineer which identifies the structural stability and condition of the asset together with a statement identifying how the structure is to be safely demolished or how the stability of the structure is to be safeguarded during development.

Why it is Required? In compliance with the National Planning Policy Framework (NPPF) and Policies HE1, HE2, HE3, HE4, HE5, HE6 and HE7 of the Carlisle District Local Plan 2015-2030.

34. Marketing and Viability Statements

When Required? Proposals for enabling development, loss of a community facility/service, development not complying with the Council's local affordable housing provision, removal of an occupancy condition on a dwelling in the countryside or developments that are not in general accordance with the objectives and policies of the Development Plan.

What is Required? Detailed statements demonstrating that the property/land has been advertised for sale or lease on the open market for uses appropriate to the use allocated in the Development Plan by a suitably qualified professional person including:

- Details of the valuation
- The length of time it has been advertised (minimum continuous period of 6 months)
- Where and how it has been promoted/marketed, press advertisements, estate agents, websites (including specialist agents e.g. public houses) and type of tenure sale/rent
- Details of any offers (including enquiries to take over property as a going concern)
- Evidence of viability

With regard to affordable housing viability statements or S106 contributions please refer to sections 15 and 16 of this document.

Why it is Required? In compliance with the National Planning Policy Framework

35. Archaeological Evaluation and Impact Statement

When Required? If an application affects a site of historical or archaeological importance.

What is Required? An appropriate desk based assessment and where necessary a field evaluation. Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. For advice regarding the extent and content of the investigation/report please contact the Historic Environment Officer.

Why it is Required? In compliance with the National Planning Policy Framework (NPPF) and Policies HE1, HE2, HE3, HE4, HE5, HE6 and HE7 of the Carlisle District Local Plan 2015-2030.

36. Appraisal for Rural Based Worker

When Required? Any proposal for a temporary or permanent residential unit for a rural based worker

What is Required? A statement demonstrating compliance with paragraph 55 of the National Planning Policy Framework and Policy HO6 of the Carlisle District Local Plan 2015-2030

Why is it Required? In compliance with the National Planning Policy Framework and Policy HO6 of the Carlisle District Local Plan 2015-2030

37. Public Right of Way Statement

When Required? Any proposal involving the diversion or closure of a public right of way.

What is Required? Statement to indicate what measures are proposed to protect the interests of users of any public right of way which crosses or is near to the site, both while the development is taking place and in the longer term.

Why it is Required? In compliance with Policy GI5 of the Carlisle District Local Plan 2015-2030.

38. Conformity Statement/Evidence For Telecommunication Applications

When Required? All telecommunication proposals.

What is required? Any telecommunication application (including prior approval) should be supported by the necessary evidence to justify the proposed development, which should include:

- Outcomes of consultations with organisations with an interest in the

- proposed development, in particular with the relevant body where a mast is to be installed near a school or college within a statutory safeguarding zone surrounding an aerodrome or technical site; and
- For an addition to an existing mast or base station, a statement that self certifies that the cumulative exposure, where operational, will not exceed International Commission on non-ionising radiation guidelines; or
 - For a new mast or base station, evidence that the application has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self certifies that, where operational International Commission guidelines will be met
 - If site is within 3km of aerodrome, evidence that Civil Aviation Authority/Ministry of Defence/ Aerodrome Operator has been consulted.

Prior Notification Applications should also include:

- Evidence that all notices have been served to any person who is an owner/tenant on the land to which the development relates in accordance with Schedule 2, Part 16 Paragraph A.3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Why it is required? In compliance with the National Planning Policy Framework and Schedule 2, Part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

39. Mining Risk Assessment

When Required? Development relating to areas of potential risk from past mining.

What is Required? A Mining Risk Assessment prepared by a suitably qualified and competent person.

Why is it Required? In compliance with National Planning Policy Framework

Appendix A

TABLE 1 - Transport Statement Thresholds

Land Use Type	Land Use Description	No assessment	TS	TA & TP
A1 Food retail	Retail sale of food goods to the public- food superstores, supermarkets, convenience food stores	<250 sq. m	>250<800sq. m	> 800 sq. m GFA
A1 Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés	<800 sq. m	>800<1500 sq. m	> 1500sq. m GFA
A2 Financial and Professional Services	Financial services – banks, building societies and bureaux de change, professional services (other than health and medical services) – estate agents and employment agencies, other services – betting shops.	<1000 sq. m	>1000<2500sq. m	>2500 sq. m GFA
A3 Restaurants and cafés	Restaurants and cafés – use for the sale of food for the consumption on the premises, excludes internet cafés.	<300 sq. m	>300<2500 sq. m	>2500 sq. m GFA
A4 Drinking Establishments	Use as a public house, wine-bar or other drinking establishment	<300 sq. m	>300<600sq. m	>600 sqm
A5 Hot food takeaway	Use for the sale of hot food for the consumption on or off the premises	<250 sq. m	>250<500sq. m	>500sqm
B1 Business	a. Offices other than in use within Class A2 (financial and professional services) b. Research and development – laboratories, studios c. Light industry	<1500 sq. m	>1500<2500sq. m	>2500 sq. m GFA
B2 General Industrial	General industry (other than classified as in B1). The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class	<2500 sq. m	>2500<4000sq. m	>4000sq. m GFA
B8 Storage or Distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories	<3000 sq. m	>3000 <5000sq. m	>5000sq. m GFA

C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
C2 Residential institutions – hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care	<30 beds	>30 <50 beds	>50 beds
C2 Residential institutions – residential education	Boarding schools and training centres	<50 beds	>50 <150 students	> 150 Students
C2 Residential institutions – institutional hostels	Homeless shelters accommodation for people with learning difficulties and people on probation	<250 residents	>250 <400 residents	>400 residents
C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community	<50 units	>50<80 units	>80 units
D1 Non- residential institutions	Medical and health services- clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	<500 sq.m	>500<1000 sq. m	> 1000 sq. m GFA
D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	<500 sq.m	>500<1500 sq. m	>1500sq. m GFA

Others	For example: Stadium, retail warehouse, clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.		To be determined on case by case basis by Cumbria County Council	
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OTHER CONSIDERATIONS		TS	TA	TA/TP
Any development that is not in conformity with the adopted local plan/ local development framework				✓
Any development generating 30 or more two- way vehicle movements in any hour			✓	
Any development generating 100 or more two-way vehicle movements per day			✓	
Any development proposing 100 or more parking spaces			✓	
Any development that is likely to increase accidents or conflicts among motorised users and non motorised users, particularly vulnerable road users such as children, disabled and elderly people.				✓
Any development generating significant freight or HGV movements per day, or significant abnormal loads per year			✓	
Any development proposed in a location where the local transport infrastructure is inadequate for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.			✓	
Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA)			✓	

Appendix B

TABLE 2 - Local Requirement for Protected Species: Criteria & Indicative Thresholds (Trigger List) for when a Survey & Assessment is Required (From ALGE Pilot draft guidance June 2007) – Adapted for Cumbria

Column 1	Species Likely To Be Affected And For Which A Survey Will Be Required											
	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dormouse	Red Squirrel	Water Vole	Badger	Reptiles	Amphibians	Plants
Proposals for Development That Will Trigger a Protected Species Survey												
Proposed development which includes the modification conversion, demolition or removal of buildings & structures (especially roof voids) involving the following:												
<ul style="list-style-type: none"> All agricultural buildings (e.g. farmhouses & barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick 	✓	✓	✓									
<ul style="list-style-type: none"> All buildings that are within 200m of woodland and/or water; 	✓											
<ul style="list-style-type: none"> Pre-1914 buildings within 400m of woodland and/or water; 	✓											
<ul style="list-style-type: none"> Pre-1914 buildings with gable ends or slate roofs, regardless of location; 	✓											
<ul style="list-style-type: none"> All tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars & similar underground ducts & structures; 	✓											
<ul style="list-style-type: none"> All bridge structures, aqueducts & viaducts (especially over water & wet ground) 	✓											
Proposals involving lighting of churches & listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water	✓	✓	✓									
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies	✓		✓			✓	✓		✓			✓

	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dormouse	Red Squirrel	Water Vole	Badger	Reptiles	Amphibians	Plants
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> • Old & veteran trees that are older than 100 years; • Trees with obvious holes, cracks or cavities, • Trees with a girth greater than 1m at chest height 	✓ ✓ ✓	✓ ✓ ✓										
Proposals affecting gravel pits or quarries & natural cliff faces & rock outcrops with crevices, caves or swallets	✓		✓							✓		
Major proposals within 500*m of a Pond or Minor proposals within 100*m of Pond (Note: A major proposal is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 100m2 floor area or more than 1 hectare)				✓								
Proposals affecting or within 200*m of rivers, streams, canals, lakes or other aquatic habitats	✓		✓		✓			✓			✓	✓
Proposals affecting 'derelict' land (brownfield sites), allotments & railway land			✓	✓					✓	✓	✓	
Proposed development affecting any buildings, structures, feature or locations where <u>protected</u> species are known to be present**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Other potential												

*Distances may be amended to suit local circumstance on the advice of the Local Natural England team and/or Local Biodiversity Partnership

**Confirmed as present because known to the owner or occupier, by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or Natural England, the Environment Agency or other nature conservation organisation

Exceptions for When a Full Species Survey and Assessment may not be Required

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- c. If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

Appendix C



Heritage Statement Guidance

Information requirements for applications affecting Heritage Assets (*Listed Buildings, Conservation Areas, Scheduled Monuments, Parks & Gardens/Designed Landscapes, Battlefields and Maritime Wrecks*)

Heritage assets are defined in UK planning guidance as “A *building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)*”¹.

They include Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Historic Battlefield Sites, Registered Parks and Gardens and undesignated heritage assets that are of local historic, architectural or cultural value but which do not meet the criteria for national listing.

If your development proposal is likely to have an impact on one or more of these assets, you will be required to produce a Heritage Statement. This might be if your application directly affects an asset, or if its location means that it affects the setting of an asset.

A Heritage Statement should set out the impact of your proposal on the significance of the historic asset which it affects. The scale of the statement should be proportionate to the scheme.

Heritage assets are an irreplaceable and finite resource which should be preserved in a manner appropriate to their significance. This significance is taken into account by Planning Authorities when assessing proposals for development which may have an impact on an asset. The National Planning Policy Framework states at paragraph 128 that:

‘In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance’.

In order to meet this requirement, Carlisle City Council’s Planning Department requires a Heritage Statement to be prepared to inform and accompany proposals affecting heritage assets.

Larger developments, for example, those involving demolition and new

Your Statement may include:

GENERAL INFORMATION

- Which conservation area does the asset form part of?
- The age and history of the asset.
- What is the surrounding development like?
- Details of internal or external features affected by the proposal including chimney breasts, fireplaces, decorative plasterwork, etc
- an explanation of how the proposal responds to the historic character of the asset.

HISTORICAL SIGNIFICANCE

- The layout of the site.
- Plan form of the building.
- Internal features of special character including chimney breasts, fireplaces, decorative plasterwork, etc
- Age & history of the asset, its development over time.
- The strength of its tie to a particular architectural period.

STATEMENT OF JUSTIFICATION

- explaining why the works are necessary or desirable, including any benefits which justify any resulting harm

MITIGATION STRATEGY

- explaining what steps have been taken to avoid, minimise or mitigate harm to the asset.

¹ Annex 2: Glossary, National Planning Policy Framework, Department for Communities and Local Government, 2012

building within a conservation area, will require a proportionate in-depth approach than less substantial proposals, such as alterations to a boundary wall. The statement will help officers, councillors and the public understand your proposal more fully.

When are Heritage Statements needed?

To ensure the requirements of the NPPF are met, we will require that a Heritage Statement is submitted at validation stage for the following types of application:

- Applications for listed building consent or affecting the setting of a listed building
- Applications within the curtilage of a listed building
- Applications in Conservation Areas or affecting the setting of a Conservation Area
- Applications affecting Scheduled Ancient Monuments
- Applications affecting a Registered Park or Garden of Special Historic Interest;
- Applications affecting an archaeological site.
- Applications affecting unlisted buildings or structures which are considered to be undesignated heritage assets

You are advised to discuss proposals with a Planning Officer or the 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.

What should a Heritage Statement contain?

In straightforward cases you may be able to provide the statement, having discussed what might be needed with the Council's Conservation Officer. In more complex proposals, the services of an appropriately qualified and experienced historic environment professional will be needed.

A Heritage Statement should set out details of the:

- **history and development** of the asset, using photographic, map, archival and fabric evidence. It should be accompanied by a **photographic record**, showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to the **survey drawings** in your application.
- **archaeological, architectural, historical or other significance** of the asset. It will also be necessary to include an assessment of the **impact** of the proposed works on the significance of the asset, and a statement of **justification** for those works, together with details of any **mitigation** measures proposed.

Heritage Statements as part of a Design and Access Statement

Design and Access Statements are required for certain types of applications, in particular those in conservation areas.

Where this is the case the Heritage Statement can sometimes be combined with the Design and Access Statement – in particular for simpler schemes such as extensions and householder applications.

Guidance on the production of Design Statements is available on the City Council website.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application.

For applications for listed building consent:

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

For applications for planning permission within a conservation area:

a written statement that may include a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed development/demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets:

a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications adjacent to a conservation area:

an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works:

an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

Where to find out more

A wide variety of sources, national and local are available. This list is a short list of sources of information, there is much more available than can be listed here and not all sources may be relevant in every case.

- List Descriptions for statutory designated buildings i.e. Listed Building (these should form a starting point for understanding the asset – <https://www.historicengland.org.uk/listing/the-list>)
- Register of Scheduled Ancient Monuments, Historic Parks and Gardens and Historic Battlefields (Information available from Historic England <https://www.historicengland.org.uk/>).
- National amenity societies (Society for the Protection of Ancient Building, Georgian Group, Victorian Society, Twentieth Century Society - available on websites, books and journals).
- Conservation Area Appraisals (available on the Council's website).
- Local History and Conservation Societies.
- Historic Environment Records, historic mapping, OS maps, estate maps, and photographs (available at Cumbria Archives Centre).

- Old Carlisle Historic Research and Information Hub - website to collate the various online resources that are available on the history of Carlisle, its people and heritage (<http://www.oldcarlisle.co.uk>).
- Architectural & Historical Publications.

The **Heritage Officer** at Carlisle City Council can be contacted via telephone: 01228 817077 or email: edadmin@carlisle.gov.uk.

This document is available in large or other formats upon request.

Economic Development
Carlisle City Council
Civic Centre
Carlisle CA3 8QG
February 2017

Appendix D

Key Publications

- British Standards Institute, BS10175:2001 Investigation of potentially contaminated sites - Code of Practice, ISBN 0 580 33090 7
- Defra, 2006, Industrial Activities Which Have Used Materials Containing Radioactivity. Available from <http://www.defra.gov.uk>
- DoE, 1995, Industry Profiles 1 - 47 (Various titles). Available from <http://www.environment-agency.gov.uk>
- DoE, 1995, Prioritisation & Categorisation Procedure for Sites which may be Contaminated, CLR 6
- DoE, 1994, Guidance on Preliminary Site Inspection of Contaminated Land, CLR2 (2 volumes) Copies of DoE publications may be purchased from - Publications Sales Unit, Block 3, Spur 7 Government Buildings, Lime Grove, Ruislip, HA4 8
- Environment Agency/NHBC, 2000, Guidance for the Safe Development of Housing on Land affected by Contamination, R&D Publication 66 ISBN 0 11 310177 5. Available for purchase from The Stationery Office
- Environment Agency/ DEFRA, 2004, Model Procedures for the Management of Land Contamination, CLR 11, ISBN 1844322955. Available online at <http://www.environment-agency.gov.uk>
- Environment Agency/DEFRA, 2002, Priority Contaminants for the Assessment of Land, CLR 8, ISBN 1 857 05733 3. Available online at <http://www.environment-agency.gov.uk>
- Office of the Deputy Prime Minister, 2004, Planning Policy Statement 23, Annex 2, Development on Land Affected by Contamination, ISBN 0 11 753927 9. Available online at <http://www.odpm.gov.uk>

Useful Contacts

Allerdale: Environmental Health Unit, Tel: 01900 702580, Email: environmental.health@allerdale.gov.uk

Barrow: Environmental Health, Tel: 01229 876366, Email: envhealth@barrowbc.gov.uk

Carlisle: Environmental Quality, Tel: 01228 817329, Email: eps@carlisle.gov.uk

Copeland: Thomas Greer, Tel: 01946 598336, Email: thomasgreer@copelandbc.gov.uk

Eden: Cathy Reynolds, Environmental Protection, Tel: 01768 212333, Email: pollution@eden.gov.uk

South Lakeland: Environmental Protection, Tel: 0845 050 4434, Email: deh@southlakeland.gov.uk



An Essential Guide for Developers



Local Authorities within Cumbria are receiving an increasing number of planning applications for developments on or adjacent to previously used land, often referred to as 'brownfield' sites. These sites have generally been affected by the presence of contamination due to past industrial or waste disposal processes.

Government guidance (Planning Policy Statement 23) advises that potential contamination is a material planning consideration. This means that where contamination is known or suspected the developer should provide sufficient information to enable the Local Authority to determine whether the proposed development can proceed.

The onus is on the developer to disclose all relevant information when submitting planning applications or complying with planning conditions.

Assessing the Risks

The investigation and risk assessment of contaminated land is divided in to three stages:

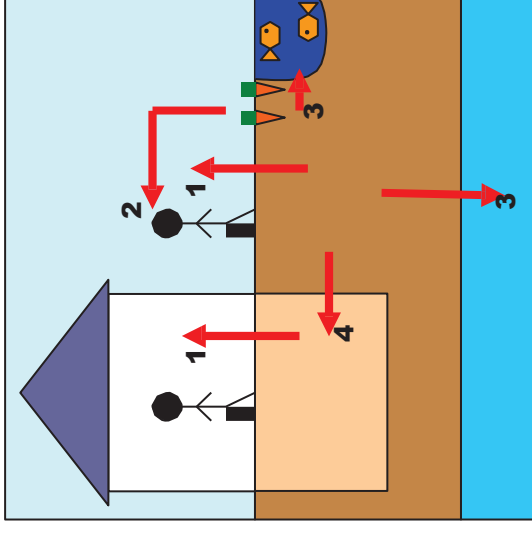
Stage One – Desk Study, Site Walk over and Preliminary Risk Assessment
Stage Two – Intrusive Site Investigation and Detailed Risk Assessment
Stage Three – Remediation Strategy , Risk Management, Validation Report and Monitoring

Not all sites will require all three stages to be carried out. It is therefore imperative that the developer consults the Local Authority Development Control and Environmental Health at each stage.

This leaflet provides advice on the Stage One Assessment

Checklist: Stage One	✓
1.1 Aims and objectives of study	
1.2 Credentials of person or organisation undertaking the study	
1.3 Site location and current layout plans including NGR and service plans	
1.4 Appraisal of site and vicinity of development and land-use history: <ul style="list-style-type: none"> Review historical maps, trade directories, deeds and planning records 	
1.5 Walkover survey to include: <ul style="list-style-type: none"> Observations of actual site layout Condition of soil and vegetation Condition of structures Location and use of buildings Description of surface material e.g. concrete, tarmac, gravel Identification of likely areas of contamination Photographs of the site Consideration of design of future intrusive investigations Proximity to surface water, including culverts, surface waters and drains 	
1.6 Assessment of environmental setting, to include: <ul style="list-style-type: none"> Geology, hydrogeology and hydrology Information on coal workings and other mining or quarrying activity (if appropriate) Information from Environment Agency e.g. licensed abstractions, pollution incidents, water quality classification, landfill sites within 250m Information from Local Authority on former landfill sites, private water supplies, historic land-uses, pollution incidents etc within 250m Information on any ecological and archaeological features 	
1.7 Provide details of any previous site contamination studies (desk based or intrusive), remediation works and civil engineering assessments	
1.8 Preliminary (qualitative) assessment of risks, to include: <ul style="list-style-type: none"> An appraisal of potential contaminant sources, pathways and receptors (pollutant linkages) An initial 'conceptual site model' Health and safety issues 	
1.9 Recommendations for intrusive contamination investigation, if necessary, detailing rationale behind proposed design of investigation	

Example of a Conceptual Model



See below factors to include in model (this is not an exhaustive list).

- 1 Ingestion/inhalation of dust and vapours
- 2 Ingestion of food
- 3 Migration of contamination to surface water/groundwater
- 4 Migration of contamination to buildings

Things to Remember

- Early consultation with LA and EA will ensure that any site investigation takes into account the requirements of all interested parties.
- All plans must be appropriately scaled, to show site details and location, include a North point and clearly show the site boundary.
- Fulfilling the requirements within this leaflet will enable planning officers to make informed decisions on proposed developments.
- Reports should be prepared by appropriately qualified professionals
- Three copies of the report should be delivered to the Planning Department who will pass information on to the relevant consultees.
- The size and complexity of the site must be reflected in the level of investigation and subsequent report.
- Reports must include details of site ownership.
- Failure to submit the correct information may result in refusal or delays in your application.