

Cabinet – Supplementary agenda No. 1

A meeting of the Cabinet will be held on:

Date: 29 March 2011

Time: 3.00pm

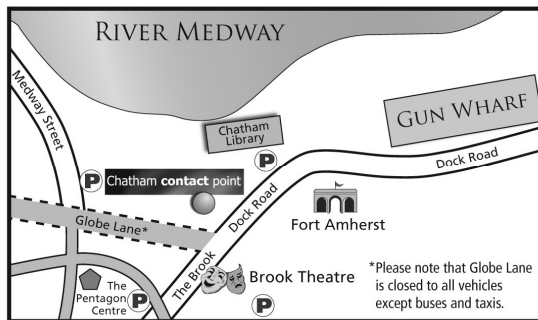
Venue: Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4 4TR

Items

7. **Information Requirements and Validation for Planning Applications – Appendix 1** (Pages 1 - 408)

For further information please contact Wayne Hemingway/Anthony Law, Cabinet Coordinators on Telephone: 01634 332509/332008 or Email: democratic.services@medway.gov.uk

Date: 21 March 2011



This agenda and reports are available on our website
www.medway.gov.uk

A summary of this information can be made available in other formats from **01634 333333**

If you have any questions about this meeting and you want to speak to someone in your own language please ring **01634 335577**

বাংলা	331780	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	اردو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	ଓଡ଼ିଆ	331786	فارسی	331840	Lietuviškai	332372



Validation of planning applications

How to make
sure that your
application
includes all the
required
information when
submitted

Contents page

Section 1

1	Introduction	3
2	Can we require so much information?	4
3	Common reasons why applications are invalid	4
4	Data protection and the internet	5
5	The validation process	5
6	What if further information or a fee is required?	5
7	Online and electronic submissions	6

Section 2

General requirements	7
National requirements listed on the standard application forms	8
Design and access statements	9
Further Information and Contacts	15
List of checklists	17
Endnotes	18

NOTE: All information contained in this document is correct at the date of publication. It is likely that some requirements may change over time. Changes will be incorporated when the document is revised.

**If you require this information in large print, Braille, on
audiotape or in any other format, please contact us on 01634
331700.**

1. Introduction

This advice note sets out general requirements for the submission of planning applications within Medway. It is based on the previous advice note dated January 2008 but has been updated in response to changes in advice and legislation.

It explains the procedure that the council uses for deciding whether applications made under the Town and Country Planning Acts are valid when received by us. It also includes information on the national requirements listed on planning application forms and other general information about the submission of applications.. In addition to this advice note, checklists listing local requirements are designed to help you submit the correct information with your applications.

The note seeks to

- assist you in ensuring that your applications are valid when submitted,
- explain the various validation checklists that should be used when completing an application,
- ensure that all applications can be dealt with effectively and efficiently,
- respond positively to the best practice advice issued by government, and
- ensure that the council can comply with recent changes in legislation.

The checklist for each type of standard application form details the local requirements. For example, if you are submitting an application for a new housing development you will complete an application for planning permission and would need to consider whether an affordable housing statement should be submitted. The checklist does not tell you how much affordable housing your scheme should include. Advice on the amount of affordable housing can be found in the council's policy documents and other advice notes. The checklist will list the relevant policy drivers and links to further assistance. These are not exhaustive lists and the applicant should check and review all policy documents when submitting an application.

With each application you make we will expect you to supply the information required on the standard application form and validation checklist. This is not necessarily every item listed. The detail of the supporting information should be proportionate to the scale of the development. You will need to check each requirement for each application, as every site and application is different. If the information required by the validation checklist is not submitted with the application then the application will not be valid and will not be progressed to a decision.

Please read the document carefully before completing the application form and submitting your application. If you were submitting a complex or large scale application it would be

advisable to discuss and agree the information to be submitted with the application during pre application discussions.

Don't forget that planning, listed building and advertisement consents may not be the only permissions or consents you may need from the council. Other consents include building regulations, licensing, and food safety. More information on these and other consents and services of the council are available on our website www.medway.gov.uk/.

2. Can we require so much information?

Law requires some information and a fee when an application is submitted. In addition, current national regulations give planning authorities the power to require applicants to provide additional information in the interests of good and efficient decision making.¹

Different types of applications will require different levels of information and supporting documentation to be submitted. The Department of Communities and Local Government has published guidance² recommending that local planning authorities specify the scope of information necessary to enable them to determine different types of applications. This is the purpose of this advice note and the validation checklists for each application type.

The validation checklists have been the subjects of public consultation in accordance with the above mentioned guidance.

3. Common reasons why applications are invalid

The most common reasons why applications are not valid when received are

- supporting documents that omitted information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning guidance;
- submitted drawings did not show sufficient details as specified in the guidance notes or were inconsistent;
- one or more plans missing;
- description of the development is wrong;
- design and access statement missing;
- different application addresses on the forms and drawings;
- building works encroaching on the neighbouring property;
- incorrectly signed or unsigned certificates;
- insufficient copies of plans and forms submitted;
- inconsistency between elevations and floor plans;
- incorrect fees enclosed or fee cheque not signed; and
- information still inadequate after one or more requests to the applicant for further details.

4. Data protection and the internet

The information you provide on the application form and in the supporting documents will be public information which will be made available on the Council's website. In view of this, if you supply personal information belonging to a third party, please ensure you have their permission to do so.

5. The validation process

The council will only consider applications that are valid.

"Valid" means that all the information specified by the council in order to determine the application is provided in full at the start of the process. If relevant information or the correct fee is missing the council will not be able to start determining the application and the planning process will be delayed.

There are different types of applications. Some types require more detailed information than others. All information needs to be accurate. Some information can be complex and technical. It is required so that council officers (not just in planning), technical consultees and council members can assess what the impacts of the development will be on neighbours, for example, regarding noise from air conditioning units, or the amount of traffic generated by a proposal. The information also helps the general public understand your proposals.

You might need to appoint an architect, surveyor or specialist consultant to prepare the information for you. This might seem like an additional expense. However, it could save time and money in the long run and mean that permission is granted more quickly.

We want to make the process as simple as possible. We have prepared checklists, which confirm what information is required for different types of applications.

You are encouraged to use these checklists to ensure that applications are complete when they are submitted to us. We will cross check the information submitted with your application against the national requirements on the standard application form and the relevant checklist, at the start of the planning process, to make sure that the application is valid.

6. What if further information or a fee is required?

We will notify you within five working days for small scale and minor applications and 10 working days for major applications,³ if the application is incomplete due to missing information or fee. We will specify what needs to be provided and give a timescale for the submission of the missing information or fee. If this is not submitted within the given timescale the application will be returned to you and no further action will be taken on it.

Extra copies of plans may sometimes be requested if the council needs to consult a wider than usual range of neighbours or expert advisers. The council also reserves the right to request any other information considered necessary to make a full planning assessment of your proposal.

Where an application is not accompanied by information required by this advice note and the standard application form, then applicants should provide written justification with the

application as to why it is not appropriate in the particular circumstances. In such cases, we will not declare the application invalid unless we can provide reasons to the applicant.

7. Online and electronic submissions

Medway Council is able to receive all applications electronically via the Planning Portal <http://www.planningportal.gov.uk/>.

The following notes are provided to assist you when submitting your application in this way. If you follow the guidelines it will enable us to process your application and publish it on the web more quickly.

Please structure your electronic submission in the following way:

- No individual file is greater than 5MB
- Large documents are broken down into manageable files e.g. in chapters and sections
- It is important that the naming structure explains the document and chapter in plain English
- All major dimensions must be specified on drawings. This is necessary for the assessment of drawings. Drawings should include a scale and calibration scale
- Drawings should be orientated so they appear correctly when viewed on screen (i.e. North at the top of the screen).

Section 2

GENERAL REQUIREMENTS

Drawings

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See the scale required for each drawing type in the checklist.
- Indicate the direction of north on layout and location plans.
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010).
- Have a unique drawing number that also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010).
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows.
- A scale bar.
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings.
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

NATIONAL REQUIREMENTS LISTED ON THE STANDARD APPLICATION FORMS

Site location plan

Such plans should show at least two named roads and surrounding buildings. They should be at an identifiable metric scale, usually of 1:1250 or 1:2500 for developments in rural areas. The properties shown should be numbered to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a **red** line, including 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, close to or adjoining the application site.

Ownership certificates

You must complete an ownership certificate for all applications except

- an application for reserved matters,
- works to trees protected by tree preservation orders,
- notification of works to trees in a conservation area or
- applications for express consent to display an advertisement.
- lawful development certificates
- prior notification
- hedgerow removal
- condition compliance

If the applicant is the only person who owns the application site fill in **certificate A**. The completed certificate A confirms this.

If the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders) fill in **certificate B**. You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is formally told them) that you were making the application. This is what the completed certificate B confirms.

If you know some owners but not all owners fill in **certificate C**. In this case you must also explain what reasonable steps you have taken to identify other owners. You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is formally told them) that you were making the application. You will also have to place a public notice in a newspaper circulating in area where the land lies.

If you do not know any of the owners fill in **certificate D**. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in area where the land lies.

For these purposes an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Agricultural holdings certificate

This certificate is required where there is an agricultural holding. An agricultural holding is where there is an **agricultural tenant(s)**, who must be notified prior to the submission of the application. If the application site does not include an agricultural holding then you should complete the statement to that effect on the Certificate, from the list above, which you issue with the application.

Part 1 notice

A notice to the owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed and some owners other than the applicant are known. A copy should be served on each of the individuals identified in the relevant Certificate.

It will be very helpful if a copy of each Notice served were to accompany the application.

The correct fee for your application may be found in the note Scale of Fees for Planning Applications <http://www.medway.gov.uk/>.

Design and access statements

All planning applications require a design and access statement but there are some exceptions and examples of these are listed below.

Is a design and access statement required? A list of exceptions	Within a conservation area	Outside a conservation area
Development Type		
Works or extension(s) to a dwelling including flats	✓	×
Extension to an existing building used for non-domestic purposes where the floor space created does not exceed 100 square metres	✓	×
Listed building consent	✓	✓
Alteration or construction of a means of enclosure up to 2 metres high or the height of the existing means of enclosure, whichever is the higher including within the cartilage of a listed building	✓	×
Construction of a building on operational land up to 100 cubic metres in volume and 15m in height	✓	×
Plant or machinery – the height would not exceed the greater of 15 metres above ground level or the height of the original plant or machinery	✓	×
Alterations to an existing building where no floor space is created	✓	×
Change of use – without building works	×	×
Development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990 – variation of condition	×	×
Reserved matters	×	×
Advertisement consent	×	×
Tree preservation order and conservation area tree works	×	×
Conservation area consent	×	×
Storage of hazardous substances	×	×
Prior notification – agriculture and forestry	×	×
Prior notification - telecoms	×	×
Non-material amendments	×	×
Engineering and mining operations	×	×
Application to replace an extant permission	×	×
Lawful Development Certificates	×	×
Variation/removal of condition(s)	×	×

Information required in a design and access statement

'Guidance on information and validation requirements'² gives details on the level of information to be included in a design and access statement (DAS). The statement does not need to be long but it is important to cover all the design and access issues. The following summary gives details of the areas to be covered and is broken down into three main sections, although if a Building For Life (or equivalent) assessment will need to be undertaken for the development it is recommended that the design and access statement includes a fourth element.

- The design component;
- The access component;
- Heritage Statement where required (additional information to be included with a DAS for listed building consent);

If your development is likely to be subject to a Building For Life (or equivalent) assessment please include;

- Sustainable Design and Construction Assessment.

The information supplied in this section of the advice note is based upon the 'Guidance on information and validation requirements' and you should refer to this for full details.

The design component

It should cover:

- the design principles and concepts that have been applied to the proposed development;
- how issues relating to access to the development have been dealt with;
- explain the design principles and concepts that have been applied to particular aspects of the proposal – amount, layout, scale, landscaping and appearance;
- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account in relation to its proposed use.
- demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places, The Planning System and Crime Prevention.

Amount
How much development is proposed? <ul style="list-style-type: none">• Number of proposed residential units.• All other forms of development, the proposed floor space for each proposed use forming part of the development.• What consideration is being given to ensure accessibility for users.

Layout
<p>Layout is the way in which buildings, routes and open spaces (both private and public) are provided, placed and orientated in relation to each other and buildings and spaces surrounding the development.</p> <p>Layout reserved at outline stage</p> <ul style="list-style-type: none">• Provide information on the approximate location of buildings, routes and open spaces proposed.• The use of illustrative diagrams is encouraged to assist in explaining this. <p>All other applications</p> <ul style="list-style-type: none">• Explain the proposed layout in terms of the relationship between buildings and public and private spaces within and around the site.• How these relationships will create safe, vibrant and successful places.• An indication of factors important to accessibility.
Scale
<p>Scale is height, width and length of a building or buildings in relation to its surroundings.</p> <p>Scale reserved at outline stage</p> <ul style="list-style-type: none">• Indication of parameters for the upper and lower limits of the height, width and length of each building. <p>All other applications</p> <ul style="list-style-type: none">• Explain the scale of proposed buildings and building parts.• Explain how these relate to the site's surroundings.
Landscaping
<p>Landscape Design considers the hard and soft landscape detailing of public and private spaces. It seeks to enhance and protect the amenities of the site and the area within which it is situated.</p> <p>Landscaping reserved at outline stage</p> <ul style="list-style-type: none">• In this case the principles that will inform any future landscape proposals should be fully explained. <p>All other applications</p> <ul style="list-style-type: none">• The proposed landscape treatment of public and private spaces within the site and its relationship with the area surrounding the site should be fully explained. <p>If the development contains no landscape component, the statement would simply need to say why landscaping is not relevant.</p>
Appearance
<p>Appearance is the aspect of a place or building that determines the visual impression it makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.</p> <p>Appearance reserved at outline stage</p> <ul style="list-style-type: none">• Explain the principles behind the intended appearance and how these will inform the final design of the development. <p>All other applications</p> <ul style="list-style-type: none">• Explain the appearance of the place or buildings proposed.• How this will relate to the appearance and character of the development's surroundings.• How decisions on appearance have considered accessibility.

Appraising context
<ul style="list-style-type: none">• Context should be discussed in relation to the scheme as a whole.• An explanation of how local context has influenced the design.• Demonstrate the steps taken to appraise the context of the proposed development.
Use
<p>The use is the use or mix of uses proposed for land and buildings.</p> <ul style="list-style-type: none">• Explain how this understanding or the context has been considered in relation to its proposed use.• Explain the proposed use(s), their distribution, appropriateness of accessibility and relationship to surrounding area.

The access component

Requirements for the access component of the statement relates only to “access to the development”⁴ and does not include internal aspects of individual buildings.

It should:

- Explain how users will have equal and convenient access to buildings and spaces and the public transport network.
- Address the need for flexibility of the development and how it may adapt to changing needs.
- Explain the policy adopted in relation to access and any consultation undertaken in relation to issues of access.
- Explain access for emergency services.
- **Access reserved at outline stage**, the application should still indicate the location of points of access to the site and explain the principles that will be used to inform the access arrangements for the final development.

Heritage Statements (additional information to be included with a DAS for listed building consent)

It is important to note that these are required for all applications involving a heritage asset or its setting – see relevant validation checklist. Where the application requires a Design and Access Statement, the Heritage Statement should be included in this. Where no Design and Access Statement is required, then it should be a stand-alone document.

Designated heritage assets are:

- Listed buildings (including buildings within the curtilage of listed buildings)
- Conservation Areas [and the buildings within them]
- Scheduled Ancient Monuments
- Registered Parks and Gardens
- Registered Battlefield
- World Heritage Sites
- Protected wreck sites

In addition to these there are undesignated heritage assets. These are buildings, monuments, sites, places, areas and landscapes positively identified as having a degree of significance meriting consideration in planning decisions. Undesignated heritage assets may be identified during pre-application stages or while the application is under consideration. Areas of archaeological importance will also need to be considered as potential heritage assets and applicants should consult with the Kent Historic Environment Record (<http://www.kent.gov.uk/ExploringKentsPast/>) to establish whether their site has any significance in this respect.

The Heritage Statement should provide:

- a description of the significance of the heritage assets affected by the development
- a description of the contribution of their setting to that significance.

- an assessment of the impact of the proposals on that significance
- an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance
- an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset.

Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:

- a desk-based assessment and,
- where necessary, the results of a field evaluation.

Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.

The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the assets themselves. Descriptions should be focussed on those areas of the heritage assets affected and covered those in sufficient detail. E.g., in an application for one room of a house for example, as well as a brief description of the significance of the building as a whole, the room where work is to be carried out should be looked at in sufficient detail to understand the impact of that work. What is not wanted are statements containing large amounts of irrelevant information on the history of the heritage asset that ignore the parts of the asset that are being affected.

While preparing the Heritage Statement, as a minimum, applicants should consult with the Historic Environment Record (<http://www.kent.gov.uk/ExploringKentsPast/>). Also, where necessary, appropriate expertise should be used to make these assessments. It should detail the sources that have been considered and the expertise that has been consulted.

Sustainable Design and Construction Assessment

If the proposed development will be the subject of a Building For Life (or equivalent) assessment. A Sustainable Design and Construction Assessment should be included as part of the DAS, this will be required for most major developments.

All major planning applications that include 20+ dwellings will be assessed against the Building for Life criteria. Building for Life is the national standard for well-designed homes and neighbourhoods. Applicants may choose to demonstrate how the proposed development addresses the the Building for Life criteria in the DAS. In such cases, the Sustainable Design and Construction Assessment will provide the evidence within the DAS that will allow the assessment of several Building for Life criteria and applicants should ensure that appropriate cross-referencing of this material is made clear within the DAS.

Where applicable, reference should also be made within the DAS to the Code for Sustainable Homes design stage assessment results and in most cases, this should be an integral part of the Sustainable Design and Construction Assessment. Where available, the full Code for Sustainable Homes design stage assessment results should be included as an appendix to the DAS.

All housing applications, regardless of number of units, will need to provide information to demonstrate that they comply with the Medway Housing Design Standards. The Medway Housing Design Standards will include a checklist of required material and an explanation of how Medway Council will use these and the Building for Life criteria in assessing planning applications for housing development in Medway.

FURTHER INFORMATION AND CONTACTS

Copies of this Note and the Validation Checklists can be viewed or downloaded from the Council's www.medway.gov.uk.

If you require further information please contact our Customer Contact Team:

Telephone: 01634 331700

Fax: 01634 331195

Email: planning.representations@medway.gov.uk

By Post: Development Management
 Civic Headquarters
 Gun Wharf
 Dock Road
 Chatham
 Kent
 ME4 4TR

Most of the references to national and local planning policies and other background documents are available on line. Useful web addresses are set out below.

Medway Council - <http://www.medway.gov.uk/>

Medway Council Local Plan, Local Development Framework, Guidance Notes and site planning histories

Department for Communities and Local Government - www.communities.gov.uk

For national policies and guidance (Planning Policy Guidance Notes or Statements, government circulars etc.)

Planning Portal - www.planningportal.gov.uk

For national and regional planning policies and guidance (Planning Policy Guidance Notes or Statements, government circulars etc.)

Kent County Council - www.kent.gov.uk

Kent Historic Environment Record and Kent County Council publications

Environment Agency – www.environment-agency.gov.uk

For information on standing advice regarding flood risk, the need for and scope of flood risk assessment.

Natural England – www.naturalengland.org.uk

For information on nature conservation and biodiversity.

Kent Wildlife Trust - <http://www.kentwildlifetrust.org.uk/>

For information on nature conservation and biodiversity.

Kent and Medway Biological Records Centre - www.kmbrc.org.uk

Search for habitat, species and site data.

Kent County Constabulary – Design and Access Statements How to use them to prevent crime

LIST OF CHECKLISTS

These are available via the Medway Council website

- V1 Householder application for planning permission for works or extension to a dwelling.
- V2 Householder application for planning permission for works or extension to a dwelling and consent for demolition in a Conservation Area.
- V3 Householder application for planning permission for works or extension to a dwelling and Listed Building Consent.
- V4 Application for planning permission.
- V5 Application for outline planning permission with some matters reserved.
- V6 Application for outline planning permission with all matters reserved.
- V7 Application for planning permission and Conservation Area Consent for demolition.
- V8 Application for planning permission and Listed Building Consent,
- V9 Application for planning permission and Advertisement Consent.
- V10 Conservation Area consent for demolition in a Conservation Area
- V11 Listed Building consent for alterations, extension or demolition of a listed building.
- V12 Application for Advertisement consent.
- V13 Listed Building consent for alterations, extension or demolition of a listed building and Conservation Consent
- V14 Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent
- V15 Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control.
- V16 Application for a Lawful Development Certificate for a proposed use or development.
- V17 Application for Prior Notification of proposed agricultural development – proposed building, road, fish tank or excavation/deposit of waste material from the farm
- V18 Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators
- V19 Application for Hedgerow Removal Notice
- V20 Application for Prior Notification – proposed demolition.
- V21 Application for Approval of Reserved Matters following outline approval.
- V22 Application for removal or variation of a condition following grant of planning permission.
- V23 Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in a Conservation Area (CA).
- V24 Application for approval of details reserved by condition.
- V25 Application for a new planning permission to replace an extant planning permission associated listed building and/or conservation area consents, in order to extend the time limit for implementation.
- V26 Application for a non-material amendment following a grant of planning permission.

¹ National legislation and regulations in relation to the registration and validation of applications currently includes:

- Town and Country Planning (Applications) Regulations 1988
- Town and Country Planning (Development Management Procedure)(England) Order 2010
- Town and Country Planning (General Permitted Development)(Amendment)(no2)(England) Order 2008
- The Town and Country Planning Act 1990
- The Planning and Compulsory Purchase Act 2004
- The Planning Act 2008
- Electronic Communications Order

Authorities have powers under regulation 4 of the Town and Country Planning (Applications) Regulations to direct applicants to:

(a) supply any further information, and except in the case of outline applications, plans and drawings necessary to enable them to determine the application or

(b) provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.

² The following is guidance relating the validation of planning applications:

- 1) Guidance on information requirements, Department for Communities and Local Government, March 2010
- 2) Development Management Policy Annex Information requirements and validation for planning applications, Department for Communities and Local Government, March 2010

³ The Town and Country Planning (Development Management Procedure)(England) Order 2010 defines 'major' development as any one or more of the following:

- a) the winning and working of minerals or the use of land for mineral-working deposits;
- b) waste development;
- c) the provision of dwellinghouses where –
 - i) the number of dwellinghouses to be provided is 10 or more; or
 - ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- e) development carried out on a site having an area of 1 hectare or more.

⁴ Section 62(5) of the Town and Country Planning Act 1990 as inserted by section 42(1) of the Planning and Compulsory Purchase Act 2004

Local validation checklist V1 – Householder Development Proposals requiring Planning Permission

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See the scale required for each drawing type in the checklist.
- Indicate the direction of north on layout and location plans.
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010).
- Have a unique drawing number that also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010).
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows.
- A scale bar.
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings.

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

N2

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications for works or extension(s) within the curtilage of a dwelling	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 2

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications for works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications for works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans	Any roof that would be created or altered by works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works or extension(s) within the curtilage of a dwelling that involves a change in ground levels or on sloping sites, in particular new vehicular accesses.	At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Contaminated land investigation	Proposals for large extensions, outbuildings or groundworks.	<ul style="list-style-type: none"> Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	http://www.medway.gov.uk/environmentalplanning/environmentalhealth/contaminatedland/guidefordvelopers.aspx Contact Environmental Health on 01634 333333
Heritage Statement	All applications relating to or affecting the setting of a heritage asset,	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> a description of the significance of the heritage assets affected by the development a description of the contribution of their setting to 	PPS5 Local Plan BNE12, BNE18,	Communities and Local Government PPS5 Kent Historic

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 4

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>	designated and undesignated	<p>that significance.</p> <ul style="list-style-type: none"> • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.</p>	BNE20, BNE21	Environment Record Institute for Archaeologists Medway Council Conservation Medway Council Listed Buildings

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. wind turbines.	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	http://www.medway.gov.uk/index/environment/9990/noise.htm Contact Environmental Health on 01634 333333

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Protected Species Survey	<p>Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.</p> <p>Any site where the proposed buildings to be demolished may contain protected species</p>	<p>A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.</p> <p>Most householder applications will not have adverse impacts on biodiversity but many older properties and properties in rural areas have features that are attractive to bats for roosting.</p>	<p>PPS9</p> <p>Circular 06/05</p> <p>Local Plan BNE39,</p>	<p>Kent Wildlife Trust</p> <p>Natural England</p> <p>Kent and Medway Biological Records Centre</p>
Tree Survey/Arboricultural assessment	<p>Where the proposed works are within 5 metres of the crown speed of any tree.</p>	<p>See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>	<p>PPS9</p> <p>Local Plan BNE41, BNE32, BEN43, BNE44</p>	<p>Medway Council Tree management</p> <p>APN1 – Driveways Close to Trees AAIS, 1996</p> <p>Natural England - Standing advice for protected species</p>



Local validation checklist V2– Householder Development Proposals requiring Planning Permission and Conservation Area Consent for Demolition

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See the scale required for each drawing type in the checklist.
- Indicate the direction of north on layout and location plans.
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010).
- Have a unique drawing number that also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010).
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows.
- A scale bar.

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings.
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications for works or extension(s) within the curtilage of a dwelling	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications for works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications for works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans	Any roof that would be created or altered by works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works or extension(s) within the curtilage of a dwelling that involves a change in ground levels or on sloping sites, in particular new vehicular accesses.	At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Contaminated land investigation	Proposals for large extensions, outbuildings or groundworks.	<ul style="list-style-type: none"> • Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. • The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	http://www.medway.gov.uk/environmentandplanning/environmentalhealth/contaminatedland/guideforddevelopers.aspx Contact Environmental Health on 01634 333333
Heritage Statement	All applications relating to or affecting the setting of a heritage asset,	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to 	PPS5 Local Plan BNE12, BNE18,	Communities and Local Government PPS5 Kent Historic

If you require this information in large print, Braille, on audiotape or in any other format, please contact 4 us on 01634 331700

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>	designated and undesignated	<p>that significance.</p> <ul style="list-style-type: none"> • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.</p>	BNE20, BNE21	Environment Record Institute for Archaeologists Medway Council Conservation Medway Council Listed Buildings

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. wind turbines.	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	http://www.medway.gov.uk/index/environment/9990/noise.htm Contact Environmental Health on 01634 333333

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Protected Species Survey	<p>Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.</p> <p>Any site where the proposed buildings to be demolished may contain protected species</p>	<p>A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.</p> <p>Most householder applications will not have adverse impacts on biodiversity but many older properties and properties in rural areas have features that are attractive to bats for roosting.</p>	<p>PPS9</p> <p>Circular 06/05</p> <p>Local Plan BNE39,</p>	<p>Kent Wildlife Trust</p> <p>Natural England</p> <p>Kent and Medway Biological Records Centre</p>
Tree Survey/Arboricultural assessment	<p>Where the proposed works are within 5 metres of the crown speed of any tree.</p>	<p>See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>	<p>PPS9</p> <p>Local Plan BNE41, BNE32, BEN43, BNE44</p>	<p>Medway Council Tree management</p> <p>APN1 – Driveways Close to Trees AAIS, 1996</p> <p>Natural England - Standing advice for protected species</p>

Local validation checklist V3– Householder Development Proposals requiring Planning Permission and Listed Building Consent

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See the scale required for each drawing type in the checklist.
- Indicate the direction of north on layout and location plans.
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010).
- Have a unique drawing number that also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010).
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows.

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- A scale bar.
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings.
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications for works or extension(s) within the curtilage of a dwelling	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications for works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications for works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans	Any roof that would be created or altered by works or extension(s) within the curtilage of a dwelling	At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works or extension(s) within the curtilage of a dwelling that involves a change in ground levels or on sloping sites, in particular new vehicular accesses.	At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Contaminated land investigation	Proposals for large extensions, outbuildings or groundworks.	<ul style="list-style-type: none"> • Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. • The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	http://www.medway.gov.uk/environmentandplanning/environmentalhealth/contaminatedland/guidefordvelopers.aspx Contact Environmental Health on 01634 333333
Heritage Statement	All applications relating to or affecting the setting of a heritage asset,	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to 	PPS5 Local Plan BNE12, BNE18,	Communities and Local Government PPS5 Kent Historic

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>	designated and undesignated	<p>that significance.</p> <ul style="list-style-type: none"> • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.</p>	BNE20, BNE21	Environment Record Institute for Archaeologists Medway Council Conservation Medway Council Listed Buildings

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. wind turbines.	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	http://www.medway.gov.uk/index/environment/9990/noise.htm Contact Environmental Health on 01634 333333

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Protected Species Survey	<p>Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.</p> <p>Any site where the proposed buildings to be demolished may contain protected species</p>	<p>A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.</p> <p>Most householder applications will not have adverse impacts on biodiversity but many older properties and properties in rural areas have features that are attractive to bats for roosting.</p>	<p>PPS9</p> <p>Circular 06/05</p> <p>Local Plan BNE39,</p>	<p>Kent Wildlife Trust</p> <p>Natural England</p> <p>Kent and Medway Biological Records Centre</p>
Tree Survey/Arboricultural assessment	<p>Where the proposed works are within 5 metres of the crown speed of any tree.</p>	<p>See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>	<p>PPS9</p> <p>Local Plan BNE41, BNE32, BEN43, BNE44</p>	<p>Medway Council Tree management</p> <p>APN1 – Driveways Close to Trees AAIS, 1996</p> <p>Natural England - Standing advice for protected species</p>

Local validation checklist V4 – Proposals for Planning Permission

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> The proposed development in relation to the site boundaries and other existing buildings or structures on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> All the buildings, roads and footpaths on land adjoining the site including access arrangements. All public rights of way crossing or adjoining the site. The species, position and spread of all trees within 5 metres of any proposed building works or structures. The extent and type of any hard surfacing. Boundary treatments including walls or fencing where this is proposed. The location, number and form of any vehicle or cycle parking. Visibility splays. The location and shape of any vehicle turning 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	<p>area.</p> <p>At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.</p>	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications		At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 	<p>PPS3</p> <p>Delivering Affordable Housing</p> <p>Local Plan H3</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Contact the Housing Strategy Team on 01634 333251.</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	<p>Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide.</p> <p>Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.</p>	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	<p>PPS 23: Planning and Pollution Control – Annex 1</p> <p>Part IV of the Environment Act 1995</p> <p>DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7</p> <p>Local Plan BNE24</p>	<p>Contact Environmental Health for advice on the need for and scope of the assessment</p> <p>Air quality guidance for developers</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCI's • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCI's RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.	BNE36 BNE37 BNE38 BNE39 BNE43 BNE44	Management
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute of Environmental Management and Assessment
Landscape and Visual Impact assessment	Development				

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	
Flood Risk Assessment	Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.)	For every application in Flood Zones 2 or 3 (with certain limited exceptions.)	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of</p>	<p>PPS25</p> <p>Development and Flood Risk: A Good Practice Guide Companion to</p>	<p>Contact the Environment Agency</p> <p>National Standing Advice to</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Flood Risk Assessment continued</i>	In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.	Site area greater than 1 hectare All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River.	Flood Risk Assessment that will be required.	PPS25 Local Plan CF13	Local Planning authorities for planning applications – Development and Flood Risk – England – User Guidance Note 2004
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	The Heritage Statement should provide: <ul style="list-style-type: none"> a description of the significance of the heritage assets affected by the development a description of the contribution of their setting to that significance. an assessment of the impact of the proposals 	PPS5 Local Plan BNE12, BNE18, BNE20, BNE21	Communities and Local Government PPS5 Kent Historic Environment

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement continued			<p>on that significance</p> <ul style="list-style-type: none"> an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> a desk-based assessment and, where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.</p>		<p>Record Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings. Where non-mains drainage is proposed full details of that drainage shall be submitted.	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of the site itself and/or its surrounding area	All areas of the borough	<p>Landscape proposals should include:</p> <p>a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration;</p> <p>b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency);</p> <p>c) details of means of enclosure e.g. boundary walls, fences and hedges</p> <p>d) extent and provision for all construction operations including site compounds, haul roads, temporary access points</p> <p>e) car parking layouts; other vehicle and pedestrian</p>	<p>PPS1</p> <p>PPS7</p> <p>Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47</p>	<p>Communities and Local Government PPS1 & PPS7</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>access routes and circulation areas;</p> <p>hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc);</p> <p>alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc);</p> <p>plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed;</p> <p>schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures;</p> <p>tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this document);</p> <p>Specification details for imported topsoils, mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and ecological objectives may be required depending on the sensitivity of the site location and context (please note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section); mechanisms for implementation, monitoring and provision for financing;</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200); Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme have yet to be resolved		
Lighting Assessment/Details of Lighting Scheme	All commercial and residential development, which includes the installation	All areas of the borough	Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for	Manual for Street – CLG 2007 Lighting in the	Communities and Local Government PPS1 & PPS7

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Lighting Assessment/ Details of Lighting Scheme continued</i>	of external lighting.		sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans	Countryside – CLG 2007 PPS1 PPS7 Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34	DCLG Planning Factsheet 2: External Lighting The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Noise impact assessment continued	<p>disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment.</p> <p>Noise sensitive developments, such as housing, that are near to major sources of noise, for example, major roads, railway lines or major industrial developments.</p>				<p>333333</p> <p>Environmental Noise</p> <p>Communities and Local Government PPG24</p>
Open Space Assessment	Proposals to develop open space, sports	All areas of the borough	Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country	PPG17 Assessing	Medway Council Guide to

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Open Space Assessment continued	and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.		<p>Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.</p> <p>When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines for that area as identified within the Medway Landscape Character Assessment</p>	Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7	Developer Contributions Medway Landscape Character Assessment Communities and Local Government PPG17
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Planning Statement	All developments	All areas of the borough	<p>Planning statements should include;</p> <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; • Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. <p>Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.</p>	Local and national planning policy	<p>Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106) agreement – CLG 15/08/2006 PPS1 Local Plan S3, H3, L4, CF2, CF3, CF4 Medway Council Guide	Medway Council Guide to Developer Contributions Communities and Local Government

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Refuse Collection	All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments	All areas of the borough	To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.	to Developer Contributions Manual for Streets – CLG 2007 Safer Places – The Planning System and Crime Prevention – CLG 2004	Medway Council Waste Management Strategy STG Building Control
Renewable Energy Assessment	Buildings with a floorspace of 1000sqm or more. Residential developments providing 10 or more residential units.	All areas of the borough	A Renewable Energy Assessment should include: <ul style="list-style-type: none"> • Calculate the predicted CO2 emissions per annum; • Assess the technical feasibility of renewable energy technologies for the application site; • Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; • Show how a saving of at least 10% has been achieved. 	PPS1 Annex to PPS1 PPS22 Local Plan BNE4	Kent Design Guide 2006 Communities and Local Government policy statements
Retail and town centre uses –	Retail developments	Retail proposals	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider	PPS4	Communities and Local

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
need, sequential approach and impact assessments	over 2,500sqm gross floorspace.	located outside the main centres of Chatham, Strood, Gillingham and Rainham	the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	Local Plan R11	Government policy statements
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.		Medway Council Development Plans SCI
Structural Survey	Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government PPS5

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i>	conversion rather than reconstruction. Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building				
Surface Water Drainage Assessment	For operational developments of less than 1 hectare site size falling within Flood Zone 1. If a known drainage problem exists	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as	PPS1 Annex to PPS1 PPS25 Local plan paragraphs 9.5.34 – 9.5.37	STG Building Control Development and Flood Risk: A Practice Guide Companion to PPS25

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Surface Water Drainage Assessment continued			<p>quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDS details with Landscape drawings, particularly on major schemes.</p> <p>If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.</p>		<p>'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim Code of Practice for Sustainable Drainage Systems.</p>
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast and antenna development	All areas of the borough	<p>Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: -</p> <p>“Commitment Ten of the operators’ Commitments to best siting practice is to</p>	PPG8 Part 24 of Schedule 2 of the Town and Country Planning	<p>Medway Council Telecommunications development Communities and Local</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued			<p>develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.”</p> <p>You need to submit the information as required by the above mentioned checklist.</p> <p>Policy Driver Continued; Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006) Stewart Report 2000</p>	<p>(General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p> <p>Medway technical guide for the installation of telecommunications equipment, 2006</p> <p>Continued...</p>	<p>Government PPG8</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	<p>Subject to discussion with the Local Planning Authority, however as a general guide:</p> <p>Residential: over 50 households</p> <p>Non-residential: Over 1,000sqm</p>		<p>Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain:</p> <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis • Parking assessment • Walking, cycling and public transport assessment • Measures to mitigate the transport impact of the development • Road Safety Audit • Travel Plan 	PPG13 Local Plan T11-7, T9, T12-14, T16, T17, T22	<p>Guidance on Transport Assessment (DfT 2007)</p> <p>Using the Planning Process to Secure Travel Plans: Best Practice Guide, ODPM and Dft 2002</p> <p>Medway Council Adopted Parking Standards</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Tree Survey/Arboric ultural assessment	Where the proposed works are within 5 metres of the crown speed of any tree.	All areas of the borough	<p>See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.</p> <p>In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	<p>Medway Council Tree management</p> <p>APN1 – Driveways Close to Trees AAIS, 1996</p> <p>Natural England - Standing advice for protected species</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. 		
Ventilation/extr action details	All application for hot food takeaways, bars/pubs, restaurant uses and laundrettes.	All areas of the borough	Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Ventilation/extraction details continued</i>	Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.				
Waste Management Plans	All applications involving the demolition of buildings or structures and/or excavation.	All areas of the borough	Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans continued					code of practice. Medway Councils Waste Management Strategy Communities and Local Government PPS10

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Local validation checklist V5 – Application for outline planning permission with some matters reserved

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Details of layout – Block plan/site plan	Layout – reserved	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map showing an indicative layout with the separate development zones proposed within the site boundary where appropriate together with gross floorspace for each proposed use.</p>	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
	Layout – under consideration		<p>Site plans should be at a scale of 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • the position of all new buildings on the site; • routes and open spaces within the development; • the relationship of buildings, routes and open spaces to buildings and spaces outside the development; • provision for the parking of vehicles and cycles and the turning of vehicles. 		
Details of access	Access – reserved	All areas of the borough	<p>Indicative access points The applicant shall state the area or areas where access points to the proposed development will be situated.</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Details of access	Access – under consideration	All areas of the borough	<p>Site plans should be at a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • accessibility to and within the site for vehicles, pedestrians and cyclists; • the position and treatment of the proposed/new accesses, and/or; • the position and treatment of circulation routes within the site, including facilities for cyclists and pedestrians; • the position and details of any accessed to be closed; • how access and circulation routes fit into the surrounding area. 		
Details of scale	Scale - reserved	All areas of the borough	<p>Details of scale parameters The applicant shall state, either in writing or on the submitted plans, the upper and lower limit for the height, width and length of each building included in the proposed development.</p>		
	Scale – under consideration		<ul style="list-style-type: none"> • Drawing showing the height, width and length of each building proposed in relation to its surroundings at a scale of 1:100 or 1:200. • Street scene drawing showing the relationship between buildings both within and adjacent to the development. 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	Appearance under consideration	All areas of the borough	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.		
Existing and proposed floor plans			At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans			At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
External finishes			The types of external finishes to be used including colour, texture and profile.		
Amount of development	All applications	All areas of the borough	Details of the amount of development proposed for each use		
Proposed uses	All applications	All areas of the borough	Details of the use or uses proposed for the development and any distinct development zones within the site to be identified.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 	<p>PPS3</p> <p>Delivering Affordable Housing</p> <p>Local Plan H3</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Contact the Housing Strategy Team on 01634 333251.</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide. Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	PPS 23: Planning and Pollution Control – Annex 1 Part IV of the Environment Act 1995 DEFRA Policy Guidance LAQM.PG(03) , 2003 – Chapter 7 Local Plan BNE24	Contact Environmental Health for advice on the need for and scope of the assessment Air quality guidance for developers Medway Council Guide to Developer Contributions

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCI's • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCI's RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.	BNE36 BNE37 BNE38 BNE39 BNE43 BNE44	Management
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> • Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. • The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute and The Institute of Environmental Management and Assessment
Landscape and Visual Impact assessment	Development				

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Flood Risk Assessment	<p>Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.) In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.</p>	<ul style="list-style-type: none"> For every application in Flood Zones 2 or 3 (with certain limited exceptions.) Site area greater than 1 hectare All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River. 	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of Flood Risk Assessment that will be required.</p>	<p>PPS25 Development and Flood Risk: A Good Practice Guide Companion to PPS25 Local Plan CF13</p>	<p>Contact the Environment Agency National Standing Advice to Local Planning authorities for planning applications – Development and Flood Risk – England – User Guidance Note 2004</p>
<p>If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700</p>					

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. 	<p>PPS5</p> <p>Local Plan BNE12, BNE18, BNE20, BNE21</p>	<p>Communities and Local Government PPS5</p> <p>Kent Historic Environment Record</p> <p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.		
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings. Where non-mains drainage is proposed full details of that drainage shall be submitted.	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of	All areas of the borough	Landscape proposals should include: a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration; b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency);	PPS1 PPS7 Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47	Communities and Local Government PPS1 & PPS7

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>	the site itself and/or its surrounding area		<ul style="list-style-type: none"> c) details of means of enclosure e.g. boundary walls, fences and hedges d) extent and provision for all construction operations including site compounds, haul roads, temporary access points e) car parking layouts; other vehicle and pedestrian access routes and circulation areas; f) hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc); g) alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc); h) plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed; i) schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures; j) tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this 		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>document);</p> <p>k) Specification details for imported topsoils, mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p> <p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscape Strategies continued</i>			<p>ecological objectives may be required depending on the sensitivity of the site location and context (please note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section);mechanisms for implementation, monitoring and provision for financing;</p> <p>Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200);</p> <p>Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).</p>		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Lighting Assessment/Details of Lighting Scheme	All commercial and residential development, which includes the installation of external lighting.	All areas of the borough	<p>have yet to be resolved</p> <p>Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans</p>	<p>Manual for Street – CLG 2007</p> <p>Lighting in the Countryside – CLG 2007</p> <p>PPS1</p> <p>PPS7</p> <p>Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34</p>	<p>Communities and Local Government PPS1 & PPS7</p> <p>DCLG Planning Factsheet 2: External Lighting</p> <p>The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment. Noise sensitive developments, such as housing, that are near to	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634 333333 Environmental Health Noise Communities and Local Government PPG24

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Noise impact assessment continued</i>	major sources of noise, for example, major roads, railway lines or major industrial developments.				
Open Space Assessment	Proposals to develop open space, sports and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.	All areas of the borough	Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity. When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines for that area as identified within the Medway Landscape Character Assessment	PPG17 Assessing Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7	Medway Council Guide to Developer Contributions Medway Landscape Character Assessment Communities and Local Government PPG17

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13
Planning Statement	All developments	All areas of the borough	<p>Planning statements should include;</p> <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; • Details of any consultations with Medway Council as the Local Planning Authority and wider 	Local and national planning policy	Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions Communities and Local Government can provide

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			community/statutory consultees undertaken prior to submission of the application. Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.		information on national planning policy Communities and Local Government policy statements
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106) agreement – CLG	Medway Council Guide to Developer Contributions Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Obligation(s)/Draft Terms continued</i>				15/08/2006 PPS1 Local Plan S3, H3, L4, CF2, CF3, CF4 Medway Council Guide to Developer Contributions	
Refuse Collection	All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments	All areas of the borough	To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.	Manual for Streets – CLG 2007 Safer Places – The Planning System and Crime Prevention – CLG 2004	Medway Council Waste Management Strategy STG Building Control
Renewable Energy	Buildings with a floorspace of		A Renewable Energy Assessment should include: <ul style="list-style-type: none"> Calculate the predicted CO2 emissions per 	PPS1	Kent Design

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Assessment	1000sqm or more. Residential developments providing 10 or more residential units.		<p>annum;</p> <ul style="list-style-type: none"> Assess the technical feasibility of renewable energy technologies for the application site; Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; Show how a saving of at least 10% has been achieved. 	<p>Annex to PPS1 PPS22 Local Plan BNE4</p>	<p>Guide 2006 Communities and Local Government policy statements</p>
Retail and town centre uses – need, sequential approach and impact assessments	Retail developments over 2,500sqm gross floorspace.	Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	<p>PPS4 Local Plan R11</p>	<p>Communities and Local Government policy statements</p>
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or more of commercial	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.		<p>Medway Council Development Plans SCJ</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Structural Survey	<p>floorspace</p> <p>Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction.</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building</p>	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government PPS5

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Surface Water Drainage Assessment	For operational developments of less than 1 hectare site size falling within Flood Zone 1. If a known drainage problem exists	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDs details with Landscape drawings, particularly on major schemes. If a known drainage problem exists and the Local Planning Authority would like assurance from the	PPS1 Annex to PPS1 PPS25 Local plan paragraphs 9.5.34 – 9.5.37	STG Building Control Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim Code of Practice for Sustainable

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Surface Water Drainage Assessment continued			developer that flood risk has been addressed.		Drainage Systems.
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast and antenna development		Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: - “Commitment Ten of the operators’ Commitments to best siting practice is to develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.” You need to submit the information as required by the above mentioned checklist.	PPG8 Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) Local Plan CF14, BNE1, BNE2, BNE43 Medway technical guide for the installation of telecommunic	Medway Council Telecommunications development Communities and Local Government PPG8

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued				ations equipment, 2006 Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006) Stewart Report 2000	
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	Subject to discussion with the Local Planning Authority, however as a general guide: Residential: over 50		Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain: <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis • Parking assessment • Walking, cycling and public transport assessment 	PPG13 Local Plan T1-7, T9, T12- 14, T16, T17, T22	Guidance on Transport Assessment (DfT 2007) Using the Planning Process to Secure Travel Plans:

If you require this information in large print, Braille, on audiotape or in any other format, please contact us
on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
	households Non-residential: Over 1,000sqm		<ul style="list-style-type: none"> Measures to mitigate the transport impact of the development Road Safety Audit Travel Plan 		Best Practice Guide, ODPM and Dft 2002 Medway Council Adopted Parking Standards
Tree Survey/Arboricultural assessment Tree Survey/Arboricultural assessment continued	Where the proposed works are within 5 metres of the crown speed of any tree.		See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Medway Council Tree management APN1 – Driveways Close to Trees AAIS, 1996

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>		Natural England - Standing advice for protected species
			<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; that service routes have been planned to avoid as far as possible the potential for damage to trees 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ventilation/extraction details	All application for hot food takeaways, bars/pubs, restaurant uses and laundrettes. Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.		<ul style="list-style-type: none"> and archaeological remains; where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. <p>Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.</p>	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans <i>Waste Management Plans continued</i>	All applications involving the demolition of buildings or structures and/or excavation.		Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice. Medway Councils Waste Management Strategy Communities and Local Government

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
					PPS10

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700



Local validation checklist V6 – Application for outline planning permission with all matters reserved

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map showing an indicative layout with the separate development zones proposed within the site boundary where appropriate together with gross floorspace for each proposed use.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Proposed uses			Details of the use or uses proposed for the development and any distinct development zones within the site to be identified.		
Amount of development			Details of the amount of development proposed for each use		
Details of scale parameters			The applicant shall state, either in writing or on the submitted plans, the upper and lower limit for the height, width and length of each building included in the proposed development.		
Details of access points		All areas of	The applicant shall state the area or areas where access points to the proposed development will be situated.	Guidance on	Communities

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.	the borough	At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.	information requirements and validation	and Local Government Guidance on information requirements and validation

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 	<p>PPS3</p> <p>Delivering Affordable Housing</p> <p>Local Plan H3</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Contact the Housing Strategy Team on 01634 333251.</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	<p>Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide.</p> <p>Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.</p>	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	<p>PPS 23: Planning and Pollution Control – Annex 1</p> <p>Part IV of the Environment Act 1995</p> <p>DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7</p> <p>Local Plan BNE24</p>	<p>Contact Environmental Health for advice on the need for and scope of the assessment</p> <p>Air quality guidance for developers</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCI's • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCI's RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.	BNE36 BNE37 BNE38 BNE39 BNE43 BNE44	Management
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute and The Institute of Environmental Management and Assessment

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Flood Risk Assessment	<p>Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.)</p> <p>In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.</p>	<p>For every application in Flood Zones 2 or 3 (with certain limited exceptions.)</p> <p>Site area greater than 1 hectare</p> <p>All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River.</p>	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of Flood Risk Assessment that will be required.</p>	<p>PPS25</p> <p>Development and Flood Risk: A Good Practice Guide Companion to PPS25</p> <p>Local Plan CF13</p>	<p>Contact the Environment Agency</p> <p>National Standing Advice to Local Planning authorities for planning applications</p> <p>– Development and Flood Risk – England – User Guidance Note 2004</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. 	<p>PPS5</p> <p>Local Plan BNE12, BNE18, BNE20, BNE21</p>	<p>Communities and Local Government PPS5</p> <p>Kent Historic Environment Record</p> <p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.		
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings. Where non-mains drainage is proposed full details of that drainage shall be submitted.	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of	All areas of the borough	<p>Landscape proposals should include:</p> <p>a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration;</p> <p>b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency);</p>	<p>PPS1</p> <p>PPS7</p> <p>Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47</p>	<p>Communities and Local Government PPS1 & PPS7</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>	the site itself and/or its surrounding area		<ul style="list-style-type: none"> c) details of means of enclosure e.g. boundary walls, fences and hedges d) extent and provision for all construction operations including site compounds, haul roads, temporary access points e) car parking layouts; other vehicle and pedestrian access routes and circulation areas; f) hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc); g) alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc); h) plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed; i) schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures; j) tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this 		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>document);</p> <p>k) Specification details for imported topsoils, mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p> <p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscape continued</i>			<p>ecological objectives may be required depending on the sensitivity of the site location and context (please note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section); mechanisms for implementation, monitoring and provision for financing;</p> <p>Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200);</p> <p>Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).</p>		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Lighting Assessment/Details of Lighting Scheme	All commercial and residential development, which includes the installation of external lighting.	All areas of the borough	<p>have yet to be resolved</p> <p>Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans</p>	<p>Manual for Street – CLG 2007</p> <p>Lighting in the Countryside – CLG 2007</p> <p>PPS1</p> <p>PPS7</p> <p>Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34</p>	<p>Communities and Local Government PPS1 & PPS7</p> <p>DCLG Planning Factsheet 2: External Lighting</p> <p>The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment. Noise sensitive developments, such as housing, that	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634 333333 Environmental Health Noise Communities and Local Government PPG24

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Noise impact assessment continued	are near to major sources of noise, for example, major roads, railway lines or major industrial developments.				
Open Space Assessment	Proposals to develop open space, sports and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.	All areas of the borough	<p>Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.</p> <p>When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines</p>	<p>PPG17 Assessing Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Medway Landscape Character Assessment</p> <p>Communities and Local Government PPG17</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	for that area as identified within the Medway Landscape Character Assessment A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13
Planning Statement	All developments	All areas of the borough	Planning statements should include; <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; 	Local and national planning policy	Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions Communities and Local

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<ul style="list-style-type: none"> Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved. 		<p>Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106)	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Planning Obligation(s)/Draft Heads of Terms continued</i></p>				<p>agreement – CLG 15/08/2006</p> <p>PPS1</p> <p>Local Plan S3, H3, L4, CF2, CF3, CF4</p> <p>Medway Council Guide to Developer Contributions</p>	
<p>Refuse Collection</p>	<p>All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments</p>	<p>All areas of the borough</p>	<p>To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.</p>	<p>Manual for Streets – CLG 2007</p> <p>Safer Places – The Planning System and Crime Prevention – CLG 2004</p>	<p>Medway Council Waste Management Strategy</p> <p>STG Building Control</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Renewable Energy Assessment	Buildings with a floorspace of 1000sqm or more. Residential developments providing 10 or more residential units.		A Renewable Energy Assessment should include: <ul style="list-style-type: none"> • Calculate the predicted CO2 emissions per annum; • Assess the technical feasibility of renewable energy technologies for the application site; • Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; • Show how a saving of at least 10% has been achieved. 	PPS1 Annex to PPS1 PPS22 Local Plan BNE4	Kent Design Guide 2006 Communities and Local Government policy statements
Retail and town centre uses – need, sequential approach and impact assessments	Retail developments over 2,500sqm gross floorspace.	Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	PPS4 Local Plan R11	Communities and Local Government policy statements
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community		Medway Council Development Plans SCI

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Structural Survey	<p>more of commercial floorspace</p> <p>Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction.</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural</p>	All areas of the borough	<p>have been sought and taken into account in the formulation of development proposals.</p> <p>The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.</p>	PPS5 Local Plan BNE16, BNE17	<p>STG Building Control</p> <p>Communities and Local Government PPS5</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i>	integrity of the building				
Surface Water Drainage Assessment	For operational developments of less than 1 hectare site size falling within Flood Zone 1. If a known drainage problem exists	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDs details with Landscape drawings, particularly on major schemes.	PPS1 Annex to PPS1 PPS25 Local plan paragraphs 9.5.34 – 9.5.37	STG Building Control Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Surface Water Drainage Assessment continued</i>			If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.		Code of Practice for Sustainable Drainage Systems.
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast and antenna development		<p>Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: -</p> <p>“Commitment Ten of the operators’ Commitments to best siting practice is to develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.”</p> <p>You need to submit the information as required by the above mentioned checklist.</p>	<p>PPG8</p> <p>Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p> <p>Medway technical guide for the</p>	<p>Medway Council Telecommunications development Communities and Local Government PPG8</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued				installation of telecommunications equipment, 2006 Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006) Stewart Report 2000	
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	Subject to discussion with the Local Planning Authority, however as a general guide:		Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain: <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis 	PPG13 Local Plan T1-7, T9, T12-14, T16, T17, T22	Guidance on Transport Assessment (DfT 2007) Using the Planning Process to

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
	Residential: over 50 households Non-residential: Over 1,000sqm		<ul style="list-style-type: none"> • Parking assessment • Walking, cycling and public transport assessment • Measures to mitigate the transport impact of the development • Road Safety Audit • Travel Plan 		Secure Travel Plans: Best Practice Guide, ODPM and Dft 2002 Medway Council Adopted Parking Standards
Tree Survey/Arboricultural assessment	Where the proposed works are within 5 metres of the crown speed of any tree.		See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Medway Council Tree management APN1 – Driveways Close to Trees AAIS,

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Tree Survey/Arboric ultiural assessment continued			<p>importance.</p> <p>In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>		<p>1996</p> <p>Natural England - Standing advice for protected species</p>
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ventilation/extraction details	All application for hot food takeaways, bars/pubs, restaurant uses and laundrettes. Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is		<ul style="list-style-type: none"> that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. <p>Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.</p>	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans Waste Management Plans continued	proposed to be installed. All applications involving the demolition of buildings or structures and/or excavation.		Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice. Medway Councils Waste Management Strategy Communities and Local

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
					Government PPS10

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700



Local validation checklist V7 – Proposals for Planning Permission and Conservation Area Consent for Demolition

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings or structures on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works or structures. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	<p>area.</p> <p>At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.</p>	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications		<p>At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.</p>		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		<p>At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 	<p>PPS3</p> <p>Delivering Affordable Housing</p> <p>Local Plan H3</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Contact the Housing Strategy Team on 01634 333251.</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide. Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	PPS 23: Planning and Pollution Control – Annex 1 Part IV of the Environment Act 1995 DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7 Local Plan BNE24	Contact Environmental Health for advice on the need for and scope of the assessment Air quality guidance for developers Medway Council Guide to Developer Contributions

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNClS • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNClS RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCl's.	BNE36 BNE37 BNE38 BNE39 BNE43 BNE44	Management
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> • Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. • The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute and The Institute of Environmental Management and Assessment

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Flood Risk Assessment	<p>Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.)</p> <p>In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.</p>	<p>For every application in Flood Zones 2 or 3 (with certain limited exceptions.)</p> <p>Site area greater than 1 hectare.</p> <p>All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River.</p>	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of Flood Risk Assessment that will be required.</p>	<p>PPS25</p> <p>Development and Flood Risk: A Good Practice Guide Companion to PPS25</p> <p>Local Plan CF13</p>	<p>Contact the Environment Agency</p> <p>National Standing Advice to Local Planning authorities for planning applications</p> <p>– Development and Flood Risk – England – User Guidance Note 2004</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. 	<p>PPS5</p> <p>Local Plan BNE12, BNE18, BNE20, BNE21</p>	<p>Communities and Local Government PPS5</p> <p>Kent Historic Environment Record</p> <p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.		
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings. Where non-mains drainage is proposed full details of that drainage shall be submitted.	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of the site itself and/or its	All areas of the borough	<p>Landscape proposals should include:</p> <p>a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration;</p> <p>b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency);</p> <p>c) details of means of enclosure e.g. boundary walls, fences and hedges</p>	<p>PPS1</p> <p>PPS7</p> <p>Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47</p>	<p>Communities and Local Government PPS1 & PPS7</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>	surrounding area		<p>d) extent and provision for all construction operations including site compounds, haul roads, temporary access points</p> <p>e) car parking layouts; other vehicle and pedestrian access routes and circulation areas;</p> <p>f) hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc);</p> <p>g) alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc);</p> <p>h) plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed;</p> <p>i) schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures;</p> <p>j) tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this document);</p> <p>k) Specification details for imported topsoils,</p>		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p> <p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and ecological objectives may be required depending on the sensitivity of the site location and context (please</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section); mechanisms for implementation, monitoring and provision for financing;</p> <p>Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200);</p> <p>Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).</p>		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	<p>Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme have yet to be resolved</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Lighting Assessment/ Details of Lighting Scheme	All commercial and residential development, which includes the installation of external lighting.	All areas of the borough	Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans	Manual for Street – CLG 2007 Lighting in the Countryside – CLG 2007 PPS1 PPS7 Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34	Communities and Local Government PPS1 & PPS7 DCLG Planning Factsheet 2: External Lighting The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment. Noise sensitive developments, such as	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634 333333 Environmental Health Noise Communities and Local Government PPG24

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Noise impact assessment continued	housing, that are near to major sources of noise, for example, major roads, railway lines or major industrial developments.				
Open Space Assessment	Proposals to develop open space, sports and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.	All areas of the borough	<p>Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.</p> <p>When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines</p>	<p>PPG17 Assessing Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Medway Landscape Character Assessment</p> <p>Communities and Local Government PPG17</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	for that area as identified within the Medway Landscape Character Assessment A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13
Planning Statement	All developments	All areas of the borough	Planning statements should include; <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; 	Local and national planning policy	Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions Communities and Local

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<ul style="list-style-type: none"> Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved. 		<p>Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106)	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Planning Obligation(s)/Draft Heads of Terms continued</i></p>				<p>agreement – CLG 15/08/2006</p> <p>PPS1</p> <p>Local Plan S3, H3, L4, CF2, CF3, CF4</p> <p>Medway Council Guide to Developer Contributions</p>	
<p>Refuse Collection</p>	<p>All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments</p>	<p>All areas of the borough</p>	<p>To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.</p>	<p>Manual for Streets – CLG 2007</p> <p>Safer Places – The Planning System and Crime Prevention – CLG 2004</p>	<p>Medway Council Waste Management Strategy</p> <p>STG Building Control</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Renewable Energy Assessment	Buildings with a floorspace of 1000sqm or more. Residential developments providing 10 or more residential units.		A Renewable Energy Assessment should include: <ul style="list-style-type: none"> • Calculate the predicted CO2 emissions per annum; • Assess the technical feasibility of renewable energy technologies for the application site; • Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; • Show how a saving of at least 10% has been achieved. 	PPS1 Annex to PPS1 PPS22 Local Plan BNE4	Kent Design Guide 2006 Communities and Local Government policy statements
Retail and town centre uses – need, sequential approach and impact assessments	Retail developments over 2,500sqm gross floorspace.	Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	PPS4 Local Plan R11	Communities and Local Government policy statements
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community		Medway Council Development Plans SCI

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Structural Survey	<p>more of commercial floorspace</p> <p>Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction.</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural</p>	All areas of the borough	<p>have been sought and taken into account in the formulation of development proposals.</p> <p>The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.</p>	PPS5 Local Plan BNE16, BNE17	<p>STG Building Control</p> <p>Communities and Local Government PPS5</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i> Surface Water Drainage Assessment	integrity of the building For operational developments of less than 1 hectare site size falling within Flood Zone 1. If a known drainage problem exists	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDS details with Landscape drawings, particularly on major schemes.	PPS1 Annex to PPS1 PPS25 Local plan paragraphs 9.5.34 – 9.5.37	STG Building Control Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Surface Water Drainage Assessment continued</i>			If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.		Code of Practice for Sustainable Drainage Systems.
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast and antenna development		<p>Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: -</p> <p>“Commitment Ten of the operators’ Commitments to best siting practice is to develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.”</p> <p>You need to submit the information as required by the above mentioned checklist.</p>	<p>PPG8</p> <p>Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p> <p>Medway technical guide for the</p>	<p>Medway Council Telecommunications development Communities and Local Government PPG8</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued				installation of telecommunications equipment, 2006 Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006) Stewart Report 2000	
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	Subject to discussion with the Local Planning Authority, however as a general guide:		Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain: <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis 	PPG13 Local Plan T1-7, T9, T12-14, T16, T17, T22	Guidance on Transport Assessment (DfT 2007) Using the Planning Process to

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
	Residential: over 50 households Non-residential: Over 1,000sqm		<ul style="list-style-type: none"> • Parking assessment • Walking, cycling and public transport assessment • Measures to mitigate the transport impact of the development • Road Safety Audit • Travel Plan 		Secure Travel Plans: Best Practice Guide, ODPM and Dft 2002 Medway Council Adopted Parking Standards
Tree Survey/Arboricultural assessment	Where the proposed works are within 5 metres of the crown speed of any tree.		See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Medway Council Tree management APN1 – Driveways Close to Trees AAIS, 1996

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Tree Survey/Arboricultural assessment continued			<p>In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>		Natural England - Standing advice for protected species
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; that service routes have been planned to avoid as far as possible the potential for damage to trees 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ventilation/extraction details	All application for hot food takeaways, bars/pubs, restaurant uses and laundrettes. Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.		<ul style="list-style-type: none"> and archaeological remains; where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. <p>Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.</p>	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans <i>Waste Management Plans continued</i>	All applications involving the demolition of buildings or structures and/or excavation.		Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice. Medway Councils Waste Management Strategy Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
					PPS10

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Local validation checklist V8– Proposals for Planning Permission and Listed Building Consent

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> The proposed development in relation to the site boundaries and other existing buildings or structures on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> All the buildings, roads and footpaths on land adjoining the site including access arrangements. All public rights of way crossing or adjoining the site. The species, position and spread of all trees within 5 metres of any proposed building works or structures. The extent and type of any hard surfacing. Boundary treatments including walls or fencing where this is proposed. The location, number and form of any vehicle or cycle parking. Visibility splays. The location and shape of any vehicle turning 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	<p>area.</p> <p>At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.</p>	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications		<p>At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.</p>		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		<p>At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 	<p>PPS3</p> <p>Delivering Affordable Housing</p> <p>Local Plan H3</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Contact the Housing Strategy Team on 01634 333251.</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide. Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	PPS 23: Planning and Pollution Control – Annex 1 Part IV of the Environment Act 1995 DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7 Local Plan BNE24	Contact Environmental Health for advice on the need for and scope of the assessment Air quality guidance for developers Medway Council Guide to Developer Contributions

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCI's • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCI's RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.	BNE36 BNE37 BNE38 BNE39 BNE43 BNE44	Management
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> • Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. • The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute and The Institute of Environmental Management and Assessment
Landscape and Visual Impact assessment	Development				

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Flood Risk Assessment	<p>Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.) In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.</p>	<ul style="list-style-type: none"> For every application in Flood Zones 2 or 3 (with certain limited exceptions.) Site area greater than 1 hectare All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River. 	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of Flood Risk Assessment that will be required.</p>	<p>PPS25 Development and Flood Risk: A Good Practice Guide Companion to PPS25 Local Plan CF13</p>	<p>Contact the Environment Agency National Standing Advice to Local Planning authorities for planning applications – Development and Flood Risk – England – User Guidance Note 2004</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. 	<p>PPS5</p> <p>Local Plan BNE12, BNE18, BNE20, BNE21</p>	<p>Communities and Local Government PPS5</p> <p>Kent Historic Environment Record</p> <p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement included</i>			Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.		
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings. Where non-mains drainage is proposed full details of that drainage shall be submitted.	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of the site itself and/or its	All areas of the borough	Landscape proposals should include: a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration; b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency); c) details of means of enclosure e.g. boundary walls, fences and hedges	PPS1 PPS7 Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47	Communities and Local Government PPS1 & PPS7

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>	surrounding area		<p>d) extent and provision for all construction operations including site compounds, haul roads, temporary access points</p> <p>e) car parking layouts; other vehicle and pedestrian access routes and circulation areas;</p> <p>f) hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc);</p> <p>g) alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc);</p> <p>h) plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed;</p> <p>i) schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures;</p> <p>j) tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this document);</p> <p>k) Specification details for imported topsoils,</p>		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p> <p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and ecological objectives may be required depending on the sensitivity of the site location and context (please</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section); mechanisms for implementation, monitoring and provision for financing;</p> <p>Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200);</p> <p>Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).</p>		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	<p>Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme have yet to be resolved</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Lighting Assessment/ Details of Lighting Scheme	All commercial and residential development, which includes the installation of external lighting.	All areas of the borough	Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans	Manual for Street – CLG 2007 Lighting in the Countryside – CLG 2007 PPS1 PPS7 Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34	Communities and Local Government PPS1 & PPS7 DCLG Planning Factsheet 2: External Lighting The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment. Noise sensitive developments, such as housing, that	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634 333333 Environmental Health Noise Communities and Local Government PPG24

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Noise impact assessment continued	are near to major sources of noise, for example, major roads, railway lines or major industrial developments.				
Open Space Assessment	Proposals to develop open space, sports and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.	All areas of the borough	<p>Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.</p> <p>When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines for that area as identified within the Medway</p>	<p>PPG17 Assessing Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Medway Landscape Character Assessment</p> <p>Communities and Local Government PPG17</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	Landscape Character Assessment A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13
Planning Statement	All developments	All areas of the borough	Planning statements should include; <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; 	Local and national planning policy	Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<ul style="list-style-type: none"> Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved. 		<p>can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106) agreement –	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Planning Obligation(s)/Draft Heads of Terms continued</i></p>				<p>CLG 15/08/2006</p> <p>PPS1</p> <p>Local Plan S3, H3, L4, CF2, CF3, CF4</p> <p>Medway Council Guide to Developer Contributions</p>	
<p>Refuse Collection</p>	<p>All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments</p>	<p>All areas of the borough</p>	<p>To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.</p>	<p>Manual for Streets – CLG 2007</p> <p>Safer Places – The Planning System and Crime Prevention – CLG 2004</p>	<p>Medway Council Waste Management Strategy</p> <p>STG Building Control</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Renewable Energy Assessment	Buildings with a floorspace of 1000sqm or more. Residential developments providing 10 or more residential units.		A Renewable Energy Assessment should include: <ul style="list-style-type: none"> • Calculate the predicted CO2 emissions per annum; • Assess the technical feasibility of renewable energy technologies for the application site; • Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; • Show how a saving of at least 10% has been achieved. 	PPS1 Annex to PPS1 PPS22 Local Plan BNE4	Kent Design Guide 2006 Communities and Local Government policy statements
Retail and town centre uses – need, sequential approach and impact assessments	Retail developments over 2,500sqm gross floorspace.	Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	PPS4 Local Plan R11	Communities and Local Government policy statements
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community		Medway Council Development Plans SCI

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Structural Survey	<p>more of commercial floorspace</p> <p>Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction.</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural</p>	All areas of the borough	<p>have been sought and taken into account in the formulation of development proposals.</p> <p>The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.</p>	PPS5 Local Plan BNE16, BNE17	<p>STG Building Control</p> <p>Communities and Local Government PPS5</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i>	integrity of the building				
Surface Water Drainage Assessment	For operational developments of less than 1 hectare site size falling within Flood Zone 1. If a known drainage problem exists	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDs details with Landscape drawings, particularly on major schemes.	PPS1 Annex to PPS1 PPS25 Local plan paragraphs 9.5.34 – 9.5.37	STG Building Control Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Surface Water Drainage Assessment continued</i>			If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.		Code of Practice for Sustainable Drainage Systems.
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast and antenna development		<p>Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: -</p> <p>“Commitment Ten of the operators’ Commitments to best siting practice is to develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.”</p> <p>You need to submit the information as required by the above mentioned checklist.</p>	<p>PPG8</p> <p>Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p> <p>Medway technical guide for the</p>	<p>Medway Council Telecommunications development Communities and Local Government PPG8</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued				installation of telecommunications equipment, 2006 Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006) Stewart Report 2000	

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued					
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	Subject to discussion with the Local Planning Authority, however as a general guide: Residential: over 50 households Non-residential: Over 1,000sqm		Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain: <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis • Parking assessment • Walking, cycling and public transport assessment • Measures to mitigate the transport impact of the development • Road Safety Audit • Travel Plan 	PPG13 Local Plan T11-7, T9, T12-14, T16, T17, T22	Guidance on Transport Assessment (DfT 2007) Using the Planning Process to Secure Travel Plans: Best Practice Guide, ODPM and Dft 2002 Medway Council Adopted Parking

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
					Standards
Tree Survey/Arboric ultural assessment	Where the proposed works are within 5 metres of the crown speed of any tree.		<p>See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.</p> <p>In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Medway Council Tree management APN1 – Driveways Close to Trees AAIS, 1996 Natural England - Standing advice for protected species
Tree Survey/Arboric assessment continued					

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. 		
Ventilation/extr action details <i>Ventilation/extr action details continued</i>	All application for hot food takeaways, bars/pubs, restaurant uses and laundrerettes.		Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
	Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.				
Waste Management Plans Waste Management Plans continued	All applications involving the demolition of buildings or structures and/or excavation.		Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
					code of practice. Medway Councils Waste Management Strategy Communities and Local Government PPS10

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700



Local validation checklist V9 – Proposals for Planning Permission and Advertisement Consent

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings or structures on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works or structures. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	<p>area.</p> <p>At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.</p>	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications		<p>At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.</p>		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		<p>At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		
Section through the structure on which the sign is to be fixed	All advertisement applications	All areas of the borough	At a scale of 1:20 or 1:50 showing the relationship of the sign and any lighting structures to the building.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Advertisement drawings	All advertisement applications		At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground and extent of projection.		
Details of illumination	All advertisement applications that include an element of illumination		At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground, extent of projection, design of lighting elements and levels of luminance.		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide. Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	PPS 23: Planning and Pollution Control – Annex 1 Part IV of the Environment Act 1995 DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7 Local Plan BNE24	Contact Environmental Health for advice on the need for and scope of the assessment Air quality guidance for developers Medway Council Guide to Developer Contributions

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCI's • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCI's RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.	BNE36 BNE37 BNE38 BNE39 BNE43 BNE44	Management
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute and The Institute of Environmental Management and Assessment

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Flood Risk Assessment	<p>Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.) In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.</p>	<ul style="list-style-type: none"> For every application in Flood Zones 2 or 3 (with certain limited exceptions.) Site area greater than 1 hectare All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River. 	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of Flood Risk Assessment that will be required.</p>	<p>PPS25 Development and Flood Risk: A Good Practice Guide Companion to PPS25 Local Plan CF13</p>	<p>Contact the Environment Agency National Standing Advice to Local Planning authorities for planning applications – Development and Flood Risk – England – User Guidance Note 2004</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. 	<p>PPS5</p> <p>Local Plan BNE12, BNE18, BNE20, BNE21</p>	<p>Communities and Local Government PPS5</p> <p>Kent Historic Environment Record</p> <p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.		
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings. Where non-mains drainage is proposed full details of that drainage shall be submitted.	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of	All areas of the borough	<p>Landscape proposals should include:</p> <p>a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration;</p> <p>b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency);</p>	<p>PPS1</p> <p>PPS7</p> <p>Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47</p>	<p>Communities and Local Government PPS1 & PPS7</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>	the site itself and/or its surrounding area		<ul style="list-style-type: none"> c) details of means of enclosure e.g. boundary walls, fences and hedges d) extent and provision for all construction operations including site compounds, haul roads, temporary access points e) car parking layouts; other vehicle and pedestrian access routes and circulation areas; f) hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc); g) alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc); h) plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed; i) schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures; j) tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>document);</p> <p>k) Specification details for imported topsoils, mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p> <p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscape continued</i>			<p>ecological objectives may be required depending on the sensitivity of the site location and context (please note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section);mechanisms for implementation, monitoring and provision for financing;</p> <p>Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200);</p> <p>Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).</p>		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Lighting Assessment/ Details of Lighting Scheme	All commercial and residential development, which includes the installation of external lighting.	All areas of the borough	<p>have yet to be resolved</p> <p>Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans</p>	<p>Manual for Street – CLG 2007</p> <p>Lighting in the Countryside – CLG 2007</p> <p>PPS1</p> <p>PPS7</p> <p>Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34</p>	<p>Communities and Local Government PPS1 & PPS7</p> <p>DCLG Planning Factsheet 2: External Lighting</p> <p>The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment. Noise sensitive developments, such as housing, that	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634 333333 Environmental Health Noise Communities and Local Government PPG24

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Noise impact assessment continued	are near to major sources of noise, for example, major roads, railway lines or major industrial developments.				
Open Space Assessment	Proposals to develop open space, sports and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.	All areas of the borough	Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity. When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines for that area as identified within the Medway	PPG17 Assessing Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7	Medway Council Guide to Developer Contributions Medway Landscape Character Assessment Communities and Local Government PPG17

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	Landscape Character Assessment A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13
Planning Statement	All developments	All areas of the borough	Planning statements should include; <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; 	Local and national planning policy	Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<ul style="list-style-type: none"> Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved. 		<p>can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106) agreement –	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Planning Obligation(s)/Draft Heads of Terms continued</i></p>				<p>CLG 15/08/2006</p> <p>PPS1</p> <p>Local Plan S3, H3, L4, CF2, CF3, CF4</p> <p>Medway Council Guide to Developer Contributions</p>	
<p>Refuse Collection</p>	<p>All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments</p>	<p>All areas of the borough</p>	<p>To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.</p>	<p>Manual for Streets – CLG 2007</p> <p>Safer Places – The Planning System and Crime Prevention – CLG 2004</p>	<p>Medway Council Waste Management Strategy</p> <p>STG Building Control</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Renewable Energy Assessment	Buildings with a floorspace of 1000sqm or more. Residential developments providing 10 or more residential units.		A Renewable Energy Assessment should include: <ul style="list-style-type: none"> • Calculate the predicted CO2 emissions per annum; • Assess the technical feasibility of renewable energy technologies for the application site; • Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; • Show how a saving of at least 10% has been achieved. 	PPS1 Annex to PPS1 PPS22 Local Plan BNE4	Kent Design Guide 2006 Communities and Local Government policy statements
Retail and town centre uses – need, sequential approach and impact assessments	Retail developments over 2,500sqm gross floorspace.	Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	PPS4 Local Plan R11	Communities and Local Government policy statements
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community		Medway Council Development Plans SCI

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Structural Survey	<p>more of commercial floorspace</p> <p>Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction.</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural</p>	All areas of the borough	<p>have been sought and taken into account in the formulation of development proposals.</p> <p>The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.</p>	PPS5 Local Plan BNE16, BNE17	<p>STG Building Control</p> <p>Communities and Local Government PPS5</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i> Surface Water Drainage Assessment	integrity of the building For operational developments of less than 1 hectare site size falling within Flood Zone 1. If a known drainage problem exists	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDS details with Landscape drawings, particularly on major schemes.	PPS1 Annex to PPS1 PPS25 Local plan paragraphs 9.5.34 – 9.5.37	STG Building Control Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Surface Water Drainage Assessment continued</i>			If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.		Code of Practice for Sustainable Drainage Systems.
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast and antenna development		<p>Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: -</p> <p>“Commitment Ten of the operators’ Commitments to best siting practice is to develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.”</p> <p>You need to submit the information as required by the above mentioned checklist.</p>	<p>PPG8</p> <p>Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p> <p>Medway technical guide for the</p>	<p>Medway Council Telecommunications development Communities and Local Government PPG8</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued				installation of telecommunications equipment, 2006 Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006) Stewart Report 2000	
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	Subject to discussion with the Local Planning Authority, however as a general guide:		Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain: <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis 	PPG13 Local Plan T1-7, T9, T12-14, T16, T17, T22	Guidance on Transport Assessment (DfT 2007) Using the Planning Process to

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
	Residential: over 50 households Non-residential: Over 1,000sqm		<ul style="list-style-type: none"> • Parking assessment • Walking, cycling and public transport assessment • Measures to mitigate the transport impact of the development • Road Safety Audit • Travel Plan 		Secure Travel Plans: Best Practice Guide, ODPM and Dft 2002 Medway Council Adopted Parking Standards
Tree Survey/Arboricultural assessment	Where the proposed works are within 5 metres of the crown speed of any tree.		See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Medway Council Tree management APN1 – Driveways Close to Trees AAIS, 1996

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Tree Survey/Arboric ultural assessment continued</i>			<p>In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>		Natural England - Standing advice for protected species
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; that service routes have been planned to avoid as far as possible the potential for damage to trees 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ventilation/extraction details	All application for hot food takeaways, bars/pubs, restaurant uses and laundrettes. Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.		<ul style="list-style-type: none"> and archaeological remains; where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. <p>Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.</p>	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans <i>Waste Management Plans continued</i>	All applications involving the demolition of buildings or structures and/or excavation.		Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice. Medway Councils Waste Management Strategy Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
					PPS10

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Local validation checklist V10 – Conservation Area consent for demolition in a Conservation Area

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1
us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications.		At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable. Each floor where works are proposed.		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		
Photomontage s/photographs	All applications for conservation area consent	All areas of the borough	Showing the buildings to be demolished		
Heritage	All applications	All areas of the	The Heritage Statement should provide:	PPS5	Communities

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Statement	relating to or affecting the setting of a heritage asset, designated and undesignated	borough	<ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of</p>	Local Plan BNE12, BNE18, BNE20, BNE21	and Local Government PPS5 Kent Historic Environment Record Institute for Archaeologists Medway Council Conservation Medway Council Listed Buildings
<i>Heritage Statement</i>					

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 5

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>continued</i>			the proposals on the character of the conservation area.		
Protected Species Survey	Possibility the site may contain protected species, such as bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.	PPS9 Circular 06/05 Local Plan BNE39,	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre
Structural Survey	Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction. Any application	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government PPS5
<i>Structural Survey continued</i>					

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Tree survey/arboricultural assessment	relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building	All areas of the borough	See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contributory street scene, visual amenity and ecological importance. An assessment of the implications for the work on the trees. Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Medway Council Tree management APN1 – Driveways Close to Trees AAIS, 1996 Natural England - Standing advice for protected species

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans	All applications	All areas of the borough	Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice. Medway Councils Waste Management Strategy Communities and Local Government PPS10

Local validation checklist V11 – Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications.		At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable. Each floor where works are proposed.		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Plans and sections of decorative details and joinery	All applications	All areas of the borough	At a scale not less than 1:20 to show all new and existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed, altered or added.		
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should</p>	PPS5 Local Plan BNE12, BNE18, BNE20, BNE21	Communities and Local Government PPS5 Kent Historic Environment Record Institute for Archaeologists Medway Council Conservation Medway Council Listed Buildings

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			<p>include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.</p>		
Planning Statement	All developments	All areas of the borough	<p>Planning statements should include;</p> <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; • Details of any consultations with Medway Council 	Local and national planning policy	<p>Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 6

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<p>as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application.</p> <p>Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.</p>		<p>can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>
Protected Species Survey	Possibility the site may contain protected species, such as bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.	PPS9 Circular 06/05 Local Plan BNE39,	<p>Kent Wildlife Trust</p> <p>Natural England</p> <p>Kent and Medway Biological Records Centre</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Structural Survey	<p>Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction.</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building</p>	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government PPS5

Local validation checklist V12– Advertisement Consent

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed elevations	All applications	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.		
Section through the structure on which the sign is to be fixed	All applications	At a scale of 1:20 or 1:50 showing the relationship of the sign and any lighting structures to the building.		
Advertisement drawings	All applications	At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground and extent of projection.		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 2

Details of illumination	All applications that include an element of illumination	At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground, extent of projection, design of lighting elements and levels of luminance.		
-------------------------	--	---	--	--



Local validation checklist V13 – Listed Building Consent for Alterations, Extension or Demolition of a Listed Building and Conservation Area Consent

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 3

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications.		At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable. Each floor where works are proposed.		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Plans and sections of decorative details and joinery	All applications	All areas of the borough	At a scale not less than 1:20 to show all new and existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed, altered or added.		
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should</p>	PPS5 Local Plan BNE12, BNE18, BNE20, BNE21	Communities and Local Government PPS5 Kent Historic Environment Record Institute for Archaeologists Medway Council Conservation Medway Council Listed Buildings

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			<p>include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.</p>		
Photomontages/photographs	All applications		Showing the buildings to be demolished		
Planning Statement	All developments	All areas of the borough	<p>Planning statements should include;</p> <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing 	Local and national planning policy	<p>Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions</p> <p>Communities</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<p>the proposals;</p> <ul style="list-style-type: none"> Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. <p>Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.</p>		<p>and Local Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Protected Species Survey	Possibility the site may contain protected species, such as bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.	PPS9 Circular 06/05 Local Plan BNE39,	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre
Structural Survey	Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction. Any application	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government PPS5

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i>	relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building				

Local validation checklist V14 – Listed Building Consent for Alterations, Extension or Demolition of a Listed Building and Advertisement Consent

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications.		At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable. Each floor where works are proposed.		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Plans and sections of decorative details and joinery	All applications	All areas of the borough	At a scale not less than 1:20 to show all new and existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed, altered or added.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Section through the structure on which the sign is to be fixed	All applications – advertisement element	All areas of the borough	At a scale of 1:20 or 1:50 showing the relationship of the sign and any lighting structures to the building.		
Advertisement drawings	All applications – advertisement element	All areas of the borough	At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground and extent of projection.		
Details of illumination	All applications that include an element of illumination	All areas of the borough	At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground, extent of projection, design of lighting elements and levels of luminance.		
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	The Heritage Statement should provide: <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been 	PPS5 Local Plan BNE12, BNE18, BNE20, BNE21	Communities and Local Government PPS5 Kent Historic Environment Record

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			<p>designed in a way that will minimise any negative impacts and to preserve and enhance the significance</p> <ul style="list-style-type: none"> an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> a desk-based assessment and, where necessary, the results of a field evaluation. <p>Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.</p>		<p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>
Planning Statement	All developments	All areas of the borough	<p>Planning statements should include;</p> <ul style="list-style-type: none"> A description of the site, its location and its surroundings; 	Local and national planning	Contact Development Plans on

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 6

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<ul style="list-style-type: none"> • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; • Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. <p>Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.</p>	policy	<p>01634 331629 or Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Protected Species Survey	Possibility the site may contain protected species, such as bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.	PPS9 Circular 06/05 Local Plan BNE39,	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre
Structural Survey	Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction. Any application	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government PPS5

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural survey continued</i>	relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building				



Local validation checklist V15 – Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

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

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1

us on 01634 331700

- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan – existing	All applications within the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • For an existing building or structure, the development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. • If the application is for a proposed use then you will need to include a plan that indicates the current uses. • If there are to be other uses on the site then you will need to provide a full list and identify these on the plan. 		
Existing and proposed elevations	All applications for an existing development that is a building or structure	<p>At a scale of 1:50 or 1:100, showing clearly the works in relation to what is already there, for any elevations that would be created or altered by the development. Where an elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property and whether there will be any encroachment onto neighbouring land.</p>		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing floor plans	All applications for an existing development that is a building or structure and all applications for an existing use of a building	At a scale of 1:50 or 1:100, showing the use/s of each floor.		
Existing and proposed roof plans	All applications for an existing development that is a building or structure which involved works to a roof or creation of a roof	At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
Evidence	All applications within the borough	Such evidence, as you consider sufficient to verify the information included in the application. This may include sworn affidavit(s) from people with personal knowledge of the existing use or operation, dated photography, invoices etc.		
Supporting information	All applications within the borough	Other information as you consider to be relevant to the application to support your submission.		
Other operations	All applications All applications within the borough	Provide full details of the operations that are taking place at the site. You may need to indicate the different operations and uses on the land on a site layout plan, see above.		

Local validation checklist V16 – Application for a Lawful Development Certificate for a proposed use or development

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

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

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan – existing and proposed	All applications	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. • If the application is for a proposed use then you will need to include a plan that indicates the current uses. • If there are to be other uses on the site then you will need to provide a full list and identify these on the plan. 		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 2

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications for proposed building works	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property and whether there will be any encroachment onto neighbouring land.		
Existing and proposed floor plans	All applications within the borough	At a scale of 1:50 or 1:100, showing the use/s of each floor.		
Existing and proposed roof plans	Any roof that would be created or altered by works	At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
Other operations	All applications within the borough	Provide full details of the operations that are taking place at the site. You may need to indicate the different operations and uses on the land on a site layout plan, see above.		
Evidence	All applications within the borough	Such evidence, as you consider sufficient, to verify the information included in the application.		
Supporting information	All applications within the borough	Other information as you consider to be relevant to the application to support your submission.		



Local validation checklist V17 – Application for Prior Notification of proposed agricultural development – proposed building, road, fish tank or excavation/deposit of waste material from the farm

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan – existing and proposed	All applications within the borough	Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show: <ul style="list-style-type: none"> • showing the area of the proposed works, the new buildings/roads and any other existing buildings/structures within the site. 		

It may be determined that prior approval will be required to the siting, design and external appearance of the building, the siting and means of construction of the private way, the siting of the excavation or deposit or the siting and appearance of the tank. This being the case you will be required to submit the information below for prior approval. It would be preferable and would assist with efficient determination of prior approval if this were submitted with your prior notification application.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications for proposed building works	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property and whether there will be any encroachment onto neighbouring land.		
Existing and proposed floor plans	All applications for proposed building works	At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans	Any roof that would be created or altered by works	At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites, especially construction of new roads	At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where applicable. For roads sections detailing the width, depth, materials and method of construction.		
Planning Statement	Applications for fish tanks or excavation/deposit of waste material from the farm	<p>Planning statements should include;</p> <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; • Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. 	National and local planning policy	<p>Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>



Local validation checklist V18 – Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan – existing and proposed	All applications within the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> The proposed development in relation to the site boundaries and other existing buildings or structures on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> All the buildings, roads and footpaths on land adjoining the site including access arrangements. All public rights of way crossing or adjoining the site. The species, position and spread of all trees within 5 metres of any proposed building works or structures. The extent and type of any hard surfacing. Boundary treatments including walls or fencing where this is proposed. Any landscaping proposals. The location, number and form of any vehicle or cycle parking. Visibility splays. The location and shape of any vehicle turning area. 	<p>PPG8</p> <p>Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p>	<p>Communities and Local Government PPG8</p> <p>http://www.legislation.gov.uk/uk/si/1995/418/contents/made</p>

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications within the borough	<p>At a scale of 1:50 or 1:100 to include:</p> <ul style="list-style-type: none"> • Details of height, width, materials and external appearance of the equipment and any radio housing. Also any colour proposals; • Elevations of any structure and /or buildings to which the equipment will be attached with details of height, width, materials and external appearance of the equipment and any radio housing; • Details of any equipment that is to be removed; • Any adjacent buildings, trees, safety/security fencing or other telecommunications equipment. 	<p>Medway technical guide for the installation of telecommunications equipment, 2006</p> <p>Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006)</p> <p>Stewart Report 2000</p>	<p>http://www.medway.gov.uk/pdf/medway-telecommunications-technical-guide_oct2006.pdf</p> <p>Medway Technical Guide for the Installation of Telecommunications Equipment</p> <p>Stewart Report</p> <p>Medway Council Telecommunication development</p>
Existing and proposed roof plans	All applications within the borough where a roof is altered or created	<p>At a scale of 1:50 or 1:100 to include:</p> <ul style="list-style-type: none"> • The whole roof of the building; • Details of existing and proposed equipment including all antennas, radio equipment housing, access platforms and air conditioning plant. 		
Existing and proposed cross sections	All applications within the borough	<p>At a scale of 1:20 or 1:50 where the proposed equipment is partially hidden in the elevations by other existing equipment or roof structures.</p>		
Developer's notice	All applications within the borough	<p>Evidence that you have given notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended).</p>		
Statement of Community Involvement	All applications within the borough	<p>Details of all consultation carried out and copies of all written comments. The consultation should be carried out as detailed in the Code of Best Practice.</p>		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
ICNIRP requirements	All applications within the borough	Signed declaration that the equipment and installation fully complies with ICNIRP requirements.		
Supplementary information	All applications within the borough	<p>The supporting information should include:</p> <ul style="list-style-type: none"> • a written description of the proposed works; • site details – name, reference and location of proposal with reference to address and National Grid Reference; • site type (macro or micro); • details of the height, frequency and the modulation characteristics, and details of power output; • details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of the equipment housing and materials; • information detailing the need and purpose of the particular development; • a statement explaining the reason for the choice of design; • evidence that the Council's mast register and /or the industry site database has been checked for suitable sites and the reasons for their rejection. If no alternative sites have been considered, please state the reasons for this; 		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Supplementary information - <i>continued</i>	All applications within the borough	<ul style="list-style-type: none"> • details of alternative sites rejected with a justification for rejecting them including existing masts, structures and other buildings within the search area; • an explanation if no alternatives considered; • details of annual-rollout and pre-application discussions with Medway Council; • rating of site under Traffic Light Model (Green, Amber or Red); • details of consultation carried out under the Ten Commitments (if relevant); • details of consultation carried out with the particular school or further education college (if relevant); • details of consultation carried out with CAA/Secretary of State for Defence/Aerodrome operator (if relevant); • area of Search; • existing and proposed coverage maps; • map showing the relationship of the application site to schools and other telecommunications equipment in the area; • completed Supplementary Information Template (Annex F of the Code of Best Practice on Mobile Phone Network Development.) 		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Visual Impact Assessment	Proposals affecting the setting of a listed building, conservation area, area of outstanding natural beauty or green belt. Other sites may be sensitive and therefore check each site with Medway Council	This should consist of a before or after photomontage of the radio base station, fencing, landscaping and access.		
Acoustic report	Where proposed installation involves equipment that may generate noise, e.g. air conditioning equipment, and is situated close to residential buildings	The report should assess the likely noise and disturbance to nearby occupiers and any mitigation measures that will be put in place, where necessary. A specification report from the equipment manufacturers may be sufficient.		

Local validation checklist V19 – Application for Hedgerow Removal

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1
us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan – existing and proposed	All applications within the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • clearly showing the location and length of the hedgerows to be removed. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 		

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700 2

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Evidence	All applications within the borough	Evidence of the date of planting		
Arboricultural assessment	All applications within the borough	An assessment of the affect of the hedgerow removal and any mitigation measures. If the hedge is within a SSSI the applicant should seek Natural England's advice.		
Assessment on local biodiversity	All applications within the borough	Hedgerows are valuable habitat corridors for many protected species i.e. Dormice, Reptiles. Consideration should be given on the effect of removal on biodiversity. This can be mitigated by restoring/creating hedges elsewhere.		Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre

Local validation checklist V20 – Application for prior notification of proposed demolition

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan – existing and proposed	All applications within the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning area. 		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Details of site notice	All applications within the borough	A statement that a site notice has been displayed at the appropriate location and for the appropriate length of time in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (as amended).		
Structural Survey	Part demolition of a building and/or the area to be demolished is attached to any other building	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPG15 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government policy statements
Protected Species Survey	Possibility the site may contain protected species, such as bats, badgers or great crested newts.	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.	PPS9 Circular 06/05 Local Plan BNE39,	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Communities and Local Government policy statements
Photographs/photomontages	All applications within the borough	Photographs and/or photomontages of the buildings to be demolished.		

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Planning Statement	All applications	<p>Planning statements should include;</p> <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; • Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. <p>Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.</p>	Local and national planning policy	<p>Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Tree Survey/Arboricultural assessment	Where the proposed works are within 5 metres of the crown speed of any tree.	<p>See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance. An assessment of the implications for the work on the trees.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>	<p>PPS9</p> <p>Local Plan</p> <p>BNE41, BNE32, BEN43, BNE44</p>	<p>Medway Council Tree management</p> <p>APN1 – Driveways Close to Trees AAIS, 1996</p> <p>Natural England - Standing advice for protected species</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans	All applications involving the demolition of buildings or structures and/or excavation.	Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice. Medway Councils Waste Management Strategy Communities and Local Government policy statements



Local validation checklist V21 – Application for approval of reserved matters

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has it's own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Details of layout – Block plan/site plan	Layout – reserved	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map showing an indicative layout with the separate development zones proposed within the site boundary where appropriate together with gross floorspace for each proposed use.</p>	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
	Layout – under consideration		<p>Site plans should be at a scale of 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • the position of all new buildings on the site; • routes and open spaces within the development; • the relationship of buildings, routes and open spaces to buildings and spaces outside the development; • provision for the parking of vehicles and cycles and the turning of vehicles. 		
Details of access	Access – reserved	All areas of the borough	<p>Indicative access points The applicant shall state the area or areas where access points to the proposed development will be situated.</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Details of access	Access – under consideration	All areas of the borough	<p>Site plans should be at a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • accessibility to and within the site for vehicles, pedestrians and cyclists; • the position and treatment of the proposed/new accesses, and/or; • the position and treatment of circulation routes within the site, including facilities for cyclists and pedestrians; • the position and details of any accessed to be closed; • how access and circulation routes fit into the surrounding area. 		
Details of scale	Scale - reserved	All areas of the borough	<p>Details of scale parameters The applicant shall state, either in writing or on the submitted plans, the upper and lower limit for the height, width and length of each building included in the proposed development.</p> <ul style="list-style-type: none"> • Drawing showing the height, width and length of each building proposed in relation to its surroundings at a scale of 1:100 or 1:200. • Street scene drawing showing the relationship between buildings both within and adjacent to the development. 		
	Scale – under consideration				

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	Appearance under consideration	All areas of the borough	At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.		
Existing and proposed floor plans			At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans			At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		
External finishes			The types of external finishes to be used including colour, texture and profile.		
Amount of development	All applications	All areas of the borough	Details of the amount of development proposed for each use		
Proposed uses	All applications	All areas of the borough	Details of the use or uses proposed for the development and any distinct development zones within the site to be identified.	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 	<p>PPS3</p> <p>Delivering Affordable Housing</p> <p>Local Plan H3</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Contact the Housing Strategy Team on 01634 333251.</p> <p>Medway Council Guide to Developer Contributions</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide. Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	PPS 23: Planning and Pollution Control – Annex 1 Part IV of the Environment Act 1995 DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7 Local Plan BNE24	Contact Environmental Health for advice on the need for and scope of the assessment Air quality guidance for developers Medway Council Guide to Developer Contributions

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35 BNE36 BNE37 BNE38 BNE39	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental Management

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCI's • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCI's RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.	BNE43 BNE44	
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute and The Environment Management and Assessment
Landscape and Visual Impact assessment	Development				

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Flood Risk Assessment	<p>Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.) In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.</p>	<ul style="list-style-type: none"> For every application in Flood Zones 2 or 3 (with certain limited exceptions.) Site area greater than 1 hectare All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River. 	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of Flood Risk Assessment that will be required.</p>	<p>PPS25 Development and Flood Risk: A Good Practice Guide Companion to PPS25 Local Plan CF13</p>	<p>Contact the Environment Agency National Standing Advice to Local Planning authorities for planning applications – Development and Flood Risk – England – User Guidance Note 2004</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> a description of the significance of the heritage assets affected by the development a description of the contribution of their setting to that significance. an assessment of the impact of the proposals on that significance an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> a desk-based assessment and, where necessary, the results of a field evaluation. 	<p>PPS5</p> <p>Local Plan BNE12, BNE18, BNE20, BNE21</p>	<p>Communities and Local Government PPS5</p> <p>Kent Historic Environment Record</p> <p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>
If you require this information in large print format, please contact us			<p>Where sites or buildings are in conservation areas the Heritage Statement should assess the impact of the proposed works on any other conservation areas.</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	<p>If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings.</p> <p>Where non-mains drainage is proposed full details of that drainage shall be submitted.</p>	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of the site itself and/or its surrounding area	All areas of the borough	<p>Landscape proposals should include:</p> <p>a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration;</p> <p>b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency);</p> <p>c) details of means of enclosure e.g. boundary walls, fences and hedges</p> <p>d) extent and provision for all construction operations including site compounds, haul roads, temporary access points</p> <p>e) car parking layouts; other vehicle and pedestrian</p>	<p>PPS1</p> <p>PPS7</p> <p>Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47</p>	<p>Communities and Local Government PPS1 & PPS7</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>access routes and circulation areas;</p> <p>hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc);</p> <p>alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc);</p> <p>plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed;</p> <p>schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures;</p> <p>tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this document);</p> <p>Specification details for imported topsoils, mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and ecological objectives may be required depending on the sensitivity of the site location and context (please note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section);mechanisms for implementation, monitoring and provision for financing;</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200); Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme have yet to be resolved	Manual for Street – CLG 2007 Lighting in the	Communities and Local Government PPS1 & PPS7
Lighting Assessment/Details of Lighting Scheme	All commercial and residential development, which includes the installation	All areas of the borough	Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Lighting Assessment/ Details of Lighting Scheme continued</i>	of external lighting.		sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans	Countryside – CLG 2007 PPS1 PPS7 Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34	DCLG Planning Factsheet 2: External Lighting The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Noise impact assessment continued	<p>disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment.</p> <p>Noise sensitive developments, such as housing, that are near to major sources of noise, for example, major roads, railway lines or major industrial developments.</p>				<p>333333</p> <p>Environmental Noise</p> <p>Communities and Local Government PPG24</p>
Open Space Assessment	Proposals to develop open space, sports	All areas of the borough	Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country	PPG17 Assessing	Medway Council Guide to

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Open Space Assessment continued	and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.		<p>Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.</p> <p>When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines for that area as identified within the Medway Landscape Character Assessment</p>	Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7	Developer Contributions Medway Landscape Character Assessment Communities and Local Government PPG17
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Planning Statement	All developments	All areas of the borough	<p>Planning statements should include;</p> <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; • Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. <p>Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.</p>	Local and national planning policy	<p>Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106) agreement – CLG 15/08/2006 PPS1 Local Plan S3, H3, L4, CF2, CF3, CF4 Medway Council Guide	Medway Council Guide to Developer Contributions Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Obligation(s)/Draft Terms continued</i>				to Developer Contributions	
Refuse Collection	All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments	All areas of the borough	To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.	Manual for Streets – CLG 2007 Safer Places – The Planning System and Crime Prevention – CLG 2004	Medway Council Waste Management Strategy STG Building Control
Renewable Energy Assessment	Buildings with a floorspace of 1000sqm or more. Residential developments providing 10 or more residential		A Renewable Energy Assessment should include: <ul style="list-style-type: none"> • Calculate the predicted CO2 emissions per annum; • Assess the technical feasibility of renewable energy technologies for the application site; • Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; • Show how a saving of at least 10% has been achieved. 	PPS1 Annex to PPS1 PPS22 Local Plan BNE4	Kent Design Guide 2006 Communities and Local Government policy statements

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Retail and town centre uses – need, sequential approach and impact assessments	units. Retail developments over 2,500sqm gross floorspace.	Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	PPS4 Local Plan R11	Communities and Local Government policy statements
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.		Medway Council Development Plans SCI
Structural Survey	Any application where part of the policy consideration in the Development Plan is whether	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i>	<p>or not the building(s) are capable of conversion rather than reconstruction.</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building</p>				PPS5
Surface Water Drainage Assessment	For operational developments of less than 1 hectare site size falling within Flood Zone 1.	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to	<p>PPS1</p> <p>Annex to PPS1</p> <p>PPS25</p> <p>Local plan</p>	<p>STG Building Control</p> <p>Development and Flood Risk: A Practice Guide</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Surface Water Drainage Assessment continued	If a known drainage problem exists		mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDs details with Landscape drawings, particularly on major schemes. If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.	paragraphs 9.5.34 – 9.5.37	Companion to PPS25 'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim Code of Practice for Sustainable Drainage Systems.
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast		Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: -	PPG8 Part 24 of Schedule 2 of the Town and	Medway Council Telecommunications development

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information <i>continued</i>	and antenna development		<p>“Commitment Ten of the operators’ Commitments to best siting practice is to develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.”</p> <p>You need to submit the information as required by the above mentioned checklist.</p>	<p>Country Planning (General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p> <p>Medway technical guide for the installation of telecommunications equipment, 2006</p> <p>Code of Best Practice on Mobile Phone Network Development</p>	<p>Communities and Local Government PPG8</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued				2002 (reviewed 2006) Stewart Report 2000	
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	Subject to discussion with the Local Planning Authority, however as a general guide: Residential: over 50 households Non-residential: Over 1,000sqm		Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain: <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis • Parking assessment • Walking, cycling and public transport assessment • Measures to mitigate the transport impact of the development • Road Safety Audit • Travel Plan 	PPG13 Local Plan T11-7, T9, T12- 14, T16, T17, T22	Guidance on Transport Assessment (DfT 2007) Using the Planning Process to Secure Travel Plans: Best Practice Guide, ODPM and Dft 2002 Medway Council Adopted Parking

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
					Standards
Tree Survey/Arboricultural assessment	Where the proposed works are within 5 metres of the crown speed of any tree.		<p>See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.</p> <p>In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Medway Council Tree management APN1 – Driveways Close to Trees AAIS, 1996 Natural England - Standing advice for protected species

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. 		
Ventilation/extr action details	All application for hot food takeaways, bars/pubs, restaurant uses and laundrettes.		Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Ventilation/extraction details continued</i>	Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.				
Waste Management Plans	All applications involving the demolition of buildings or structures and/or excavation.		Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	PPS10 Kent Waste Local Plan	Department of Trade and Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Waste Management Plans continued					code of practice. Medway Councils Waste Management Strategy Communities and Local Government PPS10

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700



Local validation checklist V22 – Application for removal or variation of condition following grant of planning permission

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Block plan/site plan	All applications	All areas of the borough	<p>Site plans should be at an identifiable metric scale, usually 1:500 or 1:200, should be on or based on an up to date Ordnance Survey map and should accurately show:</p> <ul style="list-style-type: none"> • The proposed development in relation to the site boundaries and other existing buildings or structures on the site, with written dimensions including those to the boundaries. <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The species, position and spread of all trees within 5 metres of any proposed building works or structures. • The extent and type of any hard surfacing. • Boundary treatments including walls or fencing where this is proposed. • The location, number and form of any vehicle or cycle parking. • Visibility splays. • The location and shape of any vehicle turning 	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed elevations	All applications	All areas of the borough	<p>area.</p> <p>At a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.</p>	Guidance on information requirements and validation	Communities and Local Government Guidance on information requirements and validation
Existing and proposed floor plans	All applications		At a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.		
Existing and proposed roof plans	Any roof that would be created or altered by the proposal		At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Existing and proposed site sections and finished floor and site levels	Proposals for works that involves a change in ground levels or on sloping sites.		At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Affordable Housing Statement	Applications for new dwellings. 15 or more in rural settlements or 25 or more in urban areas, as detailed in next column.	Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more.	<p>The statement should include:</p> <ul style="list-style-type: none"> information about both the affordable housing and market housing; the levels or types of affordability or tenure proposed for different units should be clearly and fully explained; the statement should also include details of any Registered Social Landlords acting as partners in the development; the proposed timing of the provision; draft heads of terms for a planning obligation; or accompanied by a Unilateral Undertaking. 	<p>PPS3</p> <p>Delivering Affordable Housing</p> <p>Local Plan H3</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Contact the Housing Strategy Team on 01634 333251.</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Air Quality Assessment	<p>Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide.</p> <p>Significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA.</p>	Within or adjacent to an Air Quality Management Area (AQMA.)	The assessment should provide information to enable the Council to assess the likely impact on local air quality.	<p>PPS 23: Planning and Pollution Control – Annex 1</p> <p>Part IV of the Environment Act 1995</p> <p>DEFRA Policy Guidance LAQM.PG(03), 2003 – Chapter 7</p> <p>Local Plan BNE24</p>	<p>Contact Environmental Health for advice on the need for and scope of the assessment</p> <p>Air quality guidance for developers</p> <p>Medway Council Guide to Developer Contributions</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
BIODIVERSITY & ECOLOGY					
Ecological Site Assessment	Proposals affecting <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs • natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCIs. Natural or semi-natural vegetation/habitat	An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to habitats off site, species present or likely to be present, records search (available from Kent and Medway Biological Records Centre) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.	PPS9 Planning for Biodiversity and Geographical Conservation: A Guide to Good Practice, 2006 Circular 06/05 Local Plan BNE35	Kent Wildlife Trust Natural England Kent and Medway Biological Records Centre Institute of Ecology and Environmental

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ecology Survey	Where your proposals directly or indirectly affect <ul style="list-style-type: none"> • SSSIs, LNRs, and/or LWS, SLNVs and/or SNCI's • RAMSAR wetlands sites 	Sites designated as SSSIs, LNRs and /or LWS, SLNVs and SNCI's RAMSAR wetland sites	You should consult Natural England And Kent Wildlife Trust respectively. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.	BNE36 BNE37 BNE38 BNE39 BNE43 BNE44	Management
Protected Species Survey	Possibility the site may contain protected species, e.g. bats, badgers or great crested newts.	Any site where the proposed buildings to be demolished may contain protected species	A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.		
Ecological management plan	Ecologically sensitive sites	All areas of the borough	Please refer to Landscape section – item n – the potential need for this item may be identified where individual sites and their surrounding areas are considered to be ecologically sensitive		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Contaminated Land Investigation	Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination	All areas of the borough	<ul style="list-style-type: none"> Results of investigations indicating whether or not contamination is present or likely and if so how the contamination is to be dealt with. The former uses of the site, collect physical data and undertake a walk-over survey, and consult the regulatory authorities. 	PPS23 Local Plan BNE23	Contact Environmental Protection team on 01634 333333 Contaminated land guide for developers
Daylight/sunlight assessment	All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings	All areas of the borough	A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'	PPS1	British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.' (ref C1SfB(N11)(A3))

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
VISUAL IMPACT AND OTHER ASSESSMENTS RELATING TO TALL BUILDINGS					
Accurate visual representations	Tall building proposals (6 storeys or over 20m in height, whichever is lower)	All areas of the borough	Showing the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. It may be included in an Environmental Statement, if required. A daylight, sunlight and wind indicator test	CABE English Heritage Guidance on tall buildings Medway Building Heights Policy 2006	Contact Design and Conservation team Medway Building Heights Policy 2006
Microclimate assessment					
Landscape / Townscape Character Assessment	Developments that are within or would be visible from the countryside, such as on the edge of settlements, and are likely to affect the natural beauty or character of the rural landscape.	Within or visible from the countryside. Within or close to designated sites including conservation areas, World Heritage sites, Listed buildings, Historic Parks or Gardens	To demonstrate the possible effect of medium and larger scale developments on the character, appearance and local distinctiveness of the landscape and/or townscape. The assessment should consider the characteristics of the landscape/townscape that forms the context for the site. Reference should be made to any landscape or conservation area assessments or any landscape designations, as well as relevant local character areas. Key public viewpoints of the site from the surrounding area should be identified. The assessment should include illustrative material in the form of photomontages, sketches or perspectives that would assist with understanding the likely impact of the proposal and any requirements for mitigation	PPS1 PPS5 PPS7 Local Plan SD4, BNE1, BNE6, BNE12, BNE18, BNE32, BNE33, BNE34, BNE47 Medway Council	Guidelines for Landscape and Visual Impact Assessment – The Landscape Institute of Environmental Management and Assessment
Landscape and Visual Impact assessment					

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Landscape / Townscape Character Assessment</i></p> <p><i>Landscape and Visual Impact assessment</i></p> <p><i>continued</i></p>	<p>visible from within or close to designated sites, including conservation areas, listed buildings, historic parks or gardens or other important amenities with high landscape or townscape value.</p>		<p>The level of detail required should be proportional to the scale, sensitivity and impact of the development. Landscape Character and Landscape & Visual Impact Assessments (LVIA) should be undertaken by professionals skilled in this area of work. Significant schemes may be judged to require a full LVIA as part of an Environmental Impact Assessment (see EIA section).</p> <p>If the proposal affects an Historic Park or Garden or the curtilage of a Listed Building or historic landscape the assessment should include an historical analysis of the evolution of the landscape/townscape. It may also be necessary to produce a Heritage Statement.</p>	<p>Building Height Policy</p> <p>Medway Landscape Character Assessment Guidelines on Landscape & Visual Impact Assessment</p>	<p>Medway Building Heights Policy 2006</p> <p>Communities and Local Government policy statements</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Development Contributions Viability Statement	Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.	All areas of the borough	<p>A development viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.</p> <p>The viability statement should be in the form of a fully details land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.</p>	<p>PPS1</p> <p>Local Plan S6, H3, L4, CF2, CF3, CF6</p> <p>Medway Council Guide to Developer Contributions</p>	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government PPS1</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Economic Statement	Development resulting in regeneration benefits.	All areas of the borough	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.		
Employment Land Study	Development that would result in the redevelopment of an existing employment site for another non-employment generating use.	All areas of the borough	The Council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.	PPS4 Local Plan ED1, ED2, ED3, ED4	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England Wales) Regulations 1999.	All areas of the borough	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Flood Risk Assessment	<p>Proposal meets the criteria as set out in Environment Agency Flood Risk Standing Advice (FRSA.) In particular, all new buildings and significant extensions and changes of use adjacent to a Main River or within the floodplain or engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems.</p>	<ul style="list-style-type: none"> For every application in Flood Zones 2 or 3 (with certain limited exceptions.) Site area greater than 1 hectare All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River. 	<p>Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers.</p> <p>The Environment Agency's Standing Advice gives considerable information on the need for and type of Flood Risk Assessment that will be required.</p>	<p>PPS25 Development and Flood Risk: A Good Practice Guide Companion to PPS25 Local Plan CF13</p>	<p>Contact the Environment Agency National Standing Advice to Local Planning authorities for planning applications – Development and Flood Risk – England – User Guidance Note 2004</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Heritage Statement	All applications relating to or affecting the setting of a heritage asset, designated and undesignated	All areas of the borough	<p>The Heritage Statement should provide:</p> <ul style="list-style-type: none"> • a description of the significance of the heritage assets affected by the development • a description of the contribution of their setting to that significance. • an assessment of the impact of the proposals on that significance • an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance • an explanation of how requirements relating to other legislations such as the building regulations or the Discrimination Act have been balanced against the need to respect the significance of the heritage asset. <p>Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:</p> <ul style="list-style-type: none"> • a desk-based assessment and, • where necessary, the results of a field evaluation. 	<p>PPS5</p> <p>Local Plan BNE12, BNE18, BNE20, BNE21</p>	<p>Communities and Local Government PPS5</p> <p>Kent Historic Environment Record</p> <p>Institute for Archaeologists</p> <p>Medway Council Conservation</p> <p>Medway Council Listed Buildings</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Heritage Statement continued</i>			Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area.		
Information relating to foul and surface water drainage	Development which connects to the foul sewage system or requires septic tanks or cess pits	All areas of the borough	If you are proposing to connect to the existing drainage system you need to include the details of the existing system on the application drawings. Where non-mains drainage is proposed full details of that drainage shall be submitted.	Circular 03/99	STG Building Control
Landscaping	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of the site itself and/or its	All areas of the borough	Landscaping proposals should include: a) details of existing and proposed finished ground levels; sections where relevant in order to fully explain the design proposals; all provided at a scale and level of detail appropriate to the particular scheme under consideration; b) for schemes that include significant earthworks a soil management strategy may be required; land restoration and contaminated land schemes may additionally require a soil resource survey (full requirements to be agreed through consultation with Landscape Officer, Environmental Health and Environment Agency); c) details of means of enclosure e.g. boundary walls, fences and hedges	PPS1 PPS7 Local Plan S4, BNE6, BNE32, BNE33, BNE34, BNE47	Communities and Local Government PPS1 & PPS7
<i>Landscaping</i>					

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>continued</i>	surrounding area		<ul style="list-style-type: none"> d) extent and provision for all construction operations including site compounds, haul roads, temporary access points e) car parking layouts; other vehicle and pedestrian access routes and circulation areas; f) hard surfacing materials; structures and minor artefacts (eg. signs, lighting, bollards, , refuse and other storage units, seating, play equipment etc); g) alignment of proposed and existing functional services above and below ground (eg. drainage, power, communications cables, pipelines etc); h) plans showing the location of existing shrubs and trees, indicating which are to be retained and which are to be removed; i) schedule and plans of new planting showing species, locations, sizes at time of planting, planting densities and plant numbers; plant protection and staking measures; j) tree planting proposals should additionally include tree sizes (measured as girth in cm); tree staking or guying and tree protection measures; all details should be cross referenced to retained trees information (as covered under Tree Survey/Arboricultural assessment section of this document); k) Specification details for imported topsoils, 		
<i>Landscaping</i>					

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>continued</i>			<p>mulching, cultivation, soil improvement, pre and post planting treatment and other measures – all to be in accordance with current British Standards;</p> <p>l) Retained historic landscape features</p> <p>m) A five year management/maintenance plan in the form of a performance or more detailed specification identifying key operations (e.g. grass cutting, weeding, watering, litter collection etc.), detailed specifications should identify the recommended number and timing of site visits by Contractor. Approved planting plans should be bound into the rear of the Maintenance Plan (at a reduced scale if necessary) for the purpose of information and clarity;</p> <p>n) for larger and more complex schemes - short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities;</p> <p>o) an implementation programme identifying when and at what stage of the development the planting will be carried out;</p> <p>an ecological management plan with landscape and ecological objectives may be required depending on the sensitivity of the site location and context (please</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Landscaping continued</i>			<p>note close inter-relationship between biodiversity and landscape (see Biodiversity & Ecology section); mechanisms for implementation, monitoring and provision for financing;</p> <p>Detailed proposals for larger and more complex schemes (e.g., major new housing developments and business parks) are likely to require hard and soft landscape proposals to be submitted on separate but cross referenced plans (to same scale and size) at an appropriate scale (typically 1:200);</p> <p>Drainage - Surface water drainage proposals (especially where SUDs schemes are proposed), are likely to relate closely to landscape proposals. Cross-referenced information should be provided between drainage and landscape drawings (see Surface Water drainage section for further details).</p>		
Landscape Strategies	Larger and more complex schemes with significant landscape component	All areas of the borough	<p>Landscape Strategies provide a framework for more detailed landscape proposals; raising key landscape related issues including existing site conditions, areas to be protected and enhanced, relationships of open spaces to built form; proposed plant and hard materials palettes etc. This level of detail may be appropriate as accompaniment to outline applications where the final details of the scheme have yet to be resolved</p>		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Lighting Assessment/ Details of Lighting Scheme	All commercial and residential development, which includes the installation of external lighting.	All areas of the borough	Details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans	Manual for Street – CLG 2007 Lighting in the Countryside – CLG 2007 PPS1 PPS7 Local Plan BNE1, BNE5, BNE25, BNE30, BNE32, BNE33, BNE34	Communities and Local Government PPS1 & PPS7 DCLG Planning Factsheet 2: External Lighting The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light 2005

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Manufacturer's specification	Where the proposed works include a wind turbine(s) and/or solar panel(s)	All areas of the borough	The manufacturer's specification including noise levels measured in decibels for wind turbines.		
Noise impact assessment	Proposals that could cause significant noise disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment. Noise sensitive developments, such as housing, that	All areas of the borough	It should provide information on noise levels and any proposed mitigation measures.	PPG24 Local Plan BNE3	Contact Environmental Health on 01634 333333 Environmental Health Noise Communities and Local Government PPG24

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Noise impact assessment continued	are near to major sources of noise, for example, major roads, railway lines or major industrial developments.				
Open Space Assessment	Proposals to develop open space, sports and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.	All areas of the borough	<p>Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 s land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals., lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.</p> <p>When considering any proposed open space development within the countryside or urban-rural fringe areas of Medway, it is important to note the characteristics, recommended actions and guidelines for that area as identified within the Medway</p>	<p>PPG17 Assessing Needs and Opportunities: A Companion Guide to PPG17 Local plan L3, L4, L5, L6, L7</p>	<p>Medway Council Guide to Developer Contributions Medway Landscape Character Assessment Communities and Local Government PPG17</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Parking/Service Details	Any development of 5 or more dwellings or 1000sqm of commercial floorspace.	All areas of the borough	Landscape Character Assessment A statement about how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.	PS1 PPG13 Local Plan T13 Medway Council Parking standards	Communities and Local Government PPS1 and PPG13
Planning Statement	All developments	All areas of the borough	Planning statements should include; <ul style="list-style-type: none"> • A description of the site, its location and its surroundings; • A description of the development proposals; • An explanation of the circumstances surrounding the proposals; • Identification and assessment of the relevant planning policies and guidance; • Identification and assessment of any other material considerations; • Summarise the findings of any other material submitted with the application and show how those findings have been taken into account in designing the proposals; 	Local and national planning policy	Contact Development Plans on 01634 331629 or Medway Council Guide to Developer Contributions Communities and Local Government

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Planning Statement continued</i>			<ul style="list-style-type: none"> Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application. Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved. 		<p>can provide information on national planning policy</p> <p>Communities and Local Government policy statements</p>
Planning Obligation(s)/Draft Heads of Terms	See Medway Council Guide to Developer Contributions	All areas of the borough	Refer to the Medway Council Guide to Developer Contributions. The website includes Section 106 and Unilateral Undertaking templates.	Circular 05/05 Planning Obligations: Practice Guidance – CLG 01/08/2006 Model planning obligation (section 106) agreement –	<p>Medway Council Guide to Developer Contributions</p> <p>Communities and Local Government</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<p><i>Planning Obligation(s)/Draft Heads of Terms continued</i></p>				<p>CLG 15/08/2006</p> <p>PPS1</p> <p>Local Plan S3, H3, L4, CF2, CF3, CF4</p> <p>Medway Council Guide to Developer Contributions</p>	
<p>Refuse Collection</p>	<p>All proposals for the creation of new dwellings or new retail business, industrial or leisure or other similar developments</p>	<p>All areas of the borough</p>	<p>To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.</p>	<p>Manual for Streets – CLG 2007</p> <p>Safer Places – The Planning System and Crime Prevention – CLG 2004</p>	<p>Medway Council Waste Management Strategy</p> <p>STG Building Control</p>

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Renewable Energy Assessment	Buildings with a floorspace of 1000sqm or more. Residential developments providing 10 or more residential units.	All areas of the borough	A Renewable Energy Assessment should include: <ul style="list-style-type: none"> • Calculate the predicted CO2 emissions per annum; • Assess the technical feasibility of renewable energy technologies for the application site; • Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and; • Show how a saving of at least 10% has been achieved. 	PPS1 Annex to PPS1 PPS22 Local Plan BNE4	Kent Design Guide 2006 Communities and Local Government policy statements
Retail and town centre uses – need, sequential approach and impact assessments	Retail developments over 2,500sqm gross floorspace.	Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham	Retail Assessments should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.	PPS4 Local Plan R11	Communities and Local Government policy statements
Statement of Community Involvement (SCI)	Residential development of 50 units or more. 1000sqm or	All areas of the borough	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community		Medway Council Development Plans SCI

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
	more of commercial floorspace		have been sought and taken into account in the formulation of development proposals.		
Structural Survey	Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction. Any application relating to a listed building where works are proposed that involve demolition or affect the structural	All areas of the borough	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	PPS5 Local Plan BNE16, BNE17	STG Building Control Communities and Local Government PPS5

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Structural Survey continued</i>	integrity of the building				
Surface Water Drainage Assessment	For operational developments of less than 1 hectare site size falling within Flood Zone 1. If a known drainage problem exists	All areas of the borough	A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity. Please note requirement identified within Landscape section to cross-reference SUDS details with Landscape drawings, particularly on major schemes.	PPS1 Annex to PPS1 PPS25 Local plan paragraphs 9.5.34 – 9.5.37	STG Building Control Development and Flood Risk: A Practice Guide Companion to PPS25 'Living Draft' CIRIA C522 document Sustainable Urban Drainage Systems-Design Manual for England and Wales and the Interim

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
<i>Surface Water Drainage Assessment continued</i>			If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.		Code of Practice for Sustainable Drainage Systems.
Telecommunications Development – Supplementary Information	Any telecommunications development, including mast and antenna development	All areas of the borough	<p>Refer to validation checklist 18 - Application for Prior Notification of proposed development in respect of permitted development by electronic communications code operators. The Code of Best Practice states: -</p> <p>“Commitment Ten of the operators’ Commitments to best siting practice is to develop standard supporting documentation for all planning submissions whether for planning permission or prior approval.”</p> <p>You need to submit the information as required by the above mentioned checklist.</p>	<p>PPG8</p> <p>Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)</p> <p>Local Plan CF14, BNE1, BNE2, BNE43</p> <p>Medway technical guide for the</p>	<p>Medway Council Telecommunications development Communities and Local Government PPG8</p>

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Telecommunications Development – Supplementary Information continued				installation of telecommunications equipment, 2006 Code of Best Practice on Mobile Phone Network Development 2002 (reviewed 2006) Stewart Report 2000	
TRANSPORT AND TRAVEL					
Transport Assessment/ Transport Statement & Travel Plan	Subject to discussion with the Local Planning Authority, however as a general guide:		Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain: <ul style="list-style-type: none"> • Baseline and future year traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis 	PPG13 Local Plan T1-7, T9, T12-14, T16, T17, T22	Guidance on Transport Assessment (DfT 2007) Using the Planning Process to

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Tree Survey/Arboricultural assessment	Residential: over 50 households Non-residential: Over 1,000sqm	All areas of the borough	See 'block plan/site plan' above. Layout plans should identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance. In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape	PPS9 Local Plan BNE41, BNE32, BEN43, BNE44	Secure Travel Plans: Best Practice Guide, ODPM and Dft 2002 Medway Council Adopted Parking Standards Medway Council Tree management APN1 – Driveways Close to Trees AAIS, 1996 Natural England - Standing

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Tree Survey/Arboric ultural assessment continued			<p>section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.</p> <p>Trees with Tree Preservation Orders are often older trees that have features that are used by bats, i.e., cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats.</p>		advice for protected species
Utilities Statement	Residential development of 50 units or more. 1000sqm or more of commercial floorspace	All areas of the borough	<p>An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:</p> <ul style="list-style-type: none"> • that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; • that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; • that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; • where the development impinges on existing infrastructure the provisions for relocating or 		

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Ventilation/extraction details	All application for hot food takeaways, bars/pubs, restaurant uses and laundrettes. Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.	All areas of the borough	protecting that infrastructure have been agreed with the service provider. Full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.	PPS1 Local Plan BNE2, R18	Communities and Local Government PPS1
Waste Management	All applications involving the	All areas of the borough	Proposed new development should be supported by site waste managements plans of the type	PPS10	Department of Trade and

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Information item	Types of application that require this information	Geographic location where information is required	What information is required?	Policy driver	Where to look for further assistance?
Plans Waste Management Plans <i>continued</i>	demolition of buildings or structures and/or excavation.		encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.	Kent Waste Local Plan	Industry (2004) Site Waste Management Plans: guidance for construction contractors and clients, voluntary code of practice. Medway Councils Waste Management Strategy Communities and Local Government PPS10



Local validation checklist V23 – Application for tree works – works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See information required for each drawing type in the checklist;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- A scale bar;

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a drawing contains different elements of the proposal they should be clearly grouped under headings;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Sketch plan	All applications within the borough	Showing the location of the trees		
Photographs	All applications within the borough	Photographs of the trees that are the subject of the application.		
Arboricultural assessment	Applications for works that relate to the health and/or safety of the tree/s	A report, written by a tree professional, detailing the reasons for the proposed works. If the works relate to subsidence an engineer or surveyor may write your report.		
Details of advice from Medway Council	All application within the borough	Provide details of any assistance sought from an officer of Medway Council prior to submitting this application.		



Local validation checklist V24 – Application for Approval of Details Reserved by Condition

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See the scale required for each drawing type in the checklist.
- Indicate the direction of north on layout and location plans.
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010).
- Have a unique drawing number that also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010).
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows.
- A scale bar.
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings.

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1 us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Plans, drawings, details and other information	All applications within the borough	To describe the subject of the application and meet the requirements of the condition.		Contact Development Management on 01634 331700



**Local validation checklist V25 – Application for a new planning permission to replace an extant planning permission, in order to extend the time limit for implementation.
Application for replacement of associated listed building and/or conservation area consents in order to extend the time limit for implementation.**

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings MUST include the following information:

- The scale of the drawing. This should be a recognised metric scale. See the scale required for each drawing type in the checklist.
- Indicate the direction of north on layout and location plans.
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010).
- Have a unique drawing number that also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010).
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

- A scale bar.
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings.
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Refer to validation checklist relevant to original application type.	All applications within the borough	It may be necessary to provide some updated information if there has been a change in policy or material consideration which post-dates the original application.	Greater flexibility for planning permissions,	Contact Development Management on 01634 331700
Planning statement	All applications with the borough	Supporting information setting out why you are seeking an extension, or addressing any changes in policy or other material considerations, which may have occurred since the previous grant of permission.	Guidance, DCLG November 2009	Validation checklists Communities and Local Government - Greater flexibility for planning permissions

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Environmental Statement	As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment)(England and Wales) Regulations 1999.	<p>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 environmental and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.</p>	<p>Town and Country Planning (Environmental Impact Assessment) England Regulations 1999</p> <p>Town and Country (Environmental Impact Assessment) (England) (Amendment) Regulations 2007</p>	



Local validation checklist V26 – Application for a non-material amendment following a grant of planning permission

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all the information on the application form and some of the information on this checklist. Each application has its own requirements and some proposals may need more information than others. Please read the accompanying [Validation Advice Note](#) for more information on the national requirements and links to further information.

GENERAL REQUIREMENTS

The original and 3 copies of all documentation relating to the application should be submitted, except if the application is submitted electronically.

DRAWINGS

All drawings **MUST** include the following information:

- The scale of the drawing. This should be a recognised metric scale. See the scale required for each drawing type in the checklist.
- Indicate the direction of north on layout and location plans.
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2010).
- Have a unique drawing number that also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2010).
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows.
- A scale bar.
- Where a drawing contains different elements of the proposal they should be clearly grouped under headings.

If you require this information in large print, Braille, on audiotape or in any other format, please contact 1

us on 01634 331700

- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Information item	Types of application that require this information	What information is required?	Policy driver	Where to look for further assistance?
Plans, drawings, details and other information	All applications within the borough	Information to describe the non-material amendment. This may be just the information on the application form. However, you may need to include drawings or other information to demonstrate the non-material amendment.		Contact Development Management on 01634 331700

This page is intentionally left blank