

## **APPENDIX B**

# **GLOSSARY OF TERMS**

### **Affordable housing statement**

For residential applications meeting the thresholds / criteria contained in policies HSG3, 4 & 5 of the local plan (or as amended), the Council will require a statement specifying the details of both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.

Further advice is available in the Local Plan, the council's Affordable Housing & Lifetime Homes SPD and circular 6/98: Planning and Affordable Housing.

### **Air quality assessment**

The Council may require an applicant to submit an Air Quality Assessment for proposals that would:

- Include housing and is within or adjoining an Air Quality Management Area;
- Require an Environmental Impact Assessment;
- Require a Transport Assessment;
- Result in increased traffic congestion, or create a change in traffic volumes or vehicle speed;
- Significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc);
- Include proposals for new car parking (>300 spaces) or coach/ lorry parks; or
- Have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality (including Air Quality Management Areas).

Further advice may be obtained from the Council's Environmental Health Services department.

### **Agricultural holding certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the

application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

### **Appropriate fee**

Most applications attract a fee, set by Central Government. Your application must be accompanied by the correct fee; it will not be considered valid if a fee is not submitted with the forms and plans. Please refer to the separate fee sheet for details. If you wish to clarify the fee please contact Development Control before submitting your application.

### **Biodiversity survey and report**

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

The **East Herts Biodiversity checklist** should be consulted for a list of development likely to require a biodiversity survey and report. Applications submitted without the necessary survey and report (including any necessary mitigation measures) will not be validated. Furthermore, where it becomes clear during the determination of any application that a survey is required, the Council will not delay making a decision on the application and it is likely that planning permission will be refused on these grounds. You are strongly advised therefore to consult with the Herts Biological Records Centre prior to the submission of your application. They can be contacted on 01992 555220

Government planning policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005), PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning

system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

Further information can be found from the Association of Local Government Ecologists (ALGE) at <http://www.alge.org.uk> and from Natural England at [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

### **Completed form**

The original plus three copies of the completed planning application form are required

### **Daylight/Sunlight assessment**

Applicable for all applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and building(s).

Further guidance is provided in the Building Research Establishment's (BRE) guidelines on daylighting assessments.

### **Design and Access statement**

Most planning applications and applications for listed building consent submitted will need to be accompanied by a "Design and Access Statement".

The exceptions to the need to submit a Design and Access Statement are:

- changes of use of land or buildings;
- engineering or mining operations;
- householder applications unless they relate to dwellings in a conservation area.

The purpose of a Design and Access Statement is to explain how the applicant has considered the proposal and understands what is appropriate and feasible for the site in its local context. It must explain the principles that will be used to guide future details of the scheme. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. Statements must be proportionate to the complexity of the application, but need not be long.

In addition, all applications for 'Major' development proposals should include a crime prevention statement demonstrating how the proposal has considered crime prevention in the development.

Further information can be found from CABE. <http://www.cabe.org.uk/> and from the Constabulary at [www.securedbydesign.com](http://www.securedbydesign.com)

## **Drawings**

See:-

Quality of Plans and Drawings

Site Location Plan

Site layout plan and any other plans and drawings

## **Economic Statement**

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.

## **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 require developers to prepare an Environmental Statement to enable the Local Planning Authority to give proper consideration to the likely environmental effects of a proposed development. Developments that may require an Environmental Statement fall under developments listed under Schedule 1, and those Schedule 2 applications defined under the Regulations, that are likely to have significant effect on the environment by virtue its nature, size and location.

## **Flood risk assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

*Planning Policy Statement 25: Development and Flood Risk (December 2006)* and its associated *Practice Guide* provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

### **Foul sewage and utilities assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers<sup>1</sup>

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in *DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297*.

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

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies,

---

<sup>1</sup> It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.

telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- (a) 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;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

### **Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)**

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

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

For applications for **conservation area** consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/ structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

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

For all applications involving the disturbance of ground within an **Area of Archaeological Significance** as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice is provided in *Planning Policy Statement 5: Planning for the Historic Environment*

### **Land contamination assessment**

Where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination, the developer should provide sufficient information to enable the Local Planning Authority to properly determine whether the development can proceed. The report should examine the existence of contaminated land, its nature and risk upon the proposed development, and what remedial measures are feasible to reduce the contamination to an acceptable level.

In accordance with Environment Agency good practice, an initial risk assessment should be conducted, by carrying out a desktop study and site walk. This assessment should provide the basis of any further detailed assessment that may be required.

Prior to the submission of a planning application for a brownfield redevelopment, applicants are advised to contact the Council's Environment Health Service to discuss what may be required to accompany the application.

### **Landscaping details**

All major applications will, and all other types of applications may be required to be accompanied by a detailed scheme for landscaping, including the planting of trees and/or shrubs, the use of surface materials and boundary screen walls and fences. The scheme shall specify materials, species, tree

and plant sizes, numbers and planting densities, and any earthworks required together with the timing of the implementation of the scheme. It should also include proposals for long-term maintenance and landscape management.

### **Lighting assessment**

Major applications and applications including floodlighting must be accompanied by details of all external lighting proposed together with an assessment of its impact on the environment both within and outside the application site. Schemes involving floodlighting will provide an assessment that will cover such matters as:

- Light spillage;
- Hours of illumination;
- Light levels;
- Column heights;
- Specification and colour treatment for lamps and luminaires;
- The need for full horizontal cut-off;
- No distraction to the highway;
- Levels of impact on nearby dwellings;
- Use of demountable columns;
- Retention of screening vegetation;
- Use of planting and bunding to contain lighting effects.

### **Major applications**

The Government definition of a major planning application is an application for:

- 10 or more dwellings, or the site area for residential development is 0.5 hectares or more; or,
- 1000 square metres or more of floor space; or
- Development carried out on a site having an area of 1 hectare or more.

### **Noise assessment**

Application proposals that raise issues of disturbance, or are considered to be a noise sensitive development, should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues.

Where noise is likely to be an issue, applicants are advised to contact the Council's Environmental Health Service prior to the submission of a planning application.



Further advice may also be found in Planning Policy Guidance 24: Noise.

### **Open space assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

Any open space assessment should include waterways which are forms of open space

Any such evidence should accompany the planning application. National planning policy is set out in *Planning Policy Guidance note 17: Planning for open space, sport and recreation (July 2002)*.

### **Outline applications**

In making an outline application, even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, therefore, information on the following must be included:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified
- **Amount of development** – the amount of development proposed for each use
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated

### **Ownership certificate**

The Local Planning Authority is unable to entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications except for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement must include the appropriate certificate of ownership.

An ownership certificate must be completed stating the ownership of the property. Certificates A, B, C and D are listed. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

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

### **Parking provision**

Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.

### **Photographs/photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs must be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building. They should also be provided for Advertisement applications.

### **Planning obligation(s)/Draft Head(s) of Terms**

This could include brief draft heads of terms for a section 106 agreement or unilateral undertaking. Applicants should clarify the Local Planning Authority's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms.

Further advice is available in Circular 05/05: Planning Obligations and in the Councils Planning Obligations SPD.

### **Planning statement**

A planning statement should include how the proposed development accords with policies in the development plan, government guidance/policy statements/circulars, supplementary planning documents and any development briefs. It should also include details of consultations with local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

Further guidance can be found in:  
Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12.

## Plans

See:-

Quality of Plans and Drawings

Site Location Plan

Site layout plan and any other plans and drawings

## QUALITY OF PLANS AND DRAWINGS

Detailed drawings are the most important part of the planning application. It is essential therefore that drawings are of a suitable standard and include all of the information necessary to describe the proposal in detail.

All plans and drawings must be accurately drawn, to a suitable standard using a conventional metric scale and include a bar scale (either horizontally or vertically)

Plans / drawings containing disclaimers such as **“not to scale”** and **“do not scale”** **will not be accepted** by the Council (with the exception of perspectives) and drawings must be true to the stated scale

The clearest way to present the proposals is to group “existing” and “proposed” drawings side by side using the same scale for both

Each plan / drawing should have a title box stating:

- The address and proposal
- The title of the drawing (e.g. “rear elevation”)
- The date, scale of drawing, drawing number with revisions clearly identified

Please fully annotate the plans and drawings to make them completely understandable, e.g. if a line is shown on the plan between two properties, annotate by stating “boundary fence”

Every plan (including all copies) based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice

Applications for “Major” development will also require the submission of the application on a CD, in PDF format.

## Refuse disposal details

All applications for new residential and commercial development should be accompanied by details of refuse bin storage and proximity to the point of collection.

## **Retail impact assessment**

Government guidance is contained in Planning Policy Statement 4: Planning for Sustainable Economic Growth.

An assessment should include the need for development, whether it is of an appropriate scale, whether there are any sites closer to a centre for the development, whether there are any unacceptable impacts on existing centres and whether the location is accessible.

## **Site location plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDMO 2010 requires the original plus three copies (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. Any rivers, canals, reservoirs and culverts should also be shown.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

## **Site layout plan and any other plans and drawings**

Four copies (three plus the original) of a site layout plan should be provided. This should be drawn at a scale of at 1:500 or 1:200 with a bar scale, either horizontally or vertically, and should accurately show:

- The direction of North;
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- The species, position and spread of all trees within 12 metres of any proposed building works;
- The extent and type of any hard surfacing; and,
- Boundary treatment including walls or fencing where this is proposed.

The original plus three copies of all existing and proposed floor plans should be submitted. These should be drawn to a scale of 1:50 or 1:100 with a bar

scale, either horizontally or vertically, and should explain the proposal in detail. Where existing buildings, roofs or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). Finished floor levels should be indicated on the proposed plans.

The original plus three copies of all existing and proposed elevations should be submitted. These should be drawn to a scale of 1:50 or 1:100 with a bar scale, either horizontally or vertically, and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. In addition, four copies of a street elevation should be submitted to enable assessment of the impact of the proposal on the street scene in the context of its surroundings.

The original plus three copies of plans drawn at a scale of 1:50 or 1:100 with a bar scale (horizontally or vertically) showing a cross section(s) through the proposed building(s) should be submitted where the site or proposal includes or involves a change in ground levels. Drawings should be submitted to show both existing levels and finished floor levels. Full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

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

Roof plans (e.g. at a scale of 1:50 or 1:100 with a bar scale, either horizontally or vertically) - A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

See also:-  
Quality of Plans and Drawings  
Site Location Plan

## **Site Waste Management Plan**

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform ***Site Waste Management Plans: guidance for construction contractors and clients***. 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 of waste will be minimised and managed.

### **Statement of Community Involvement**

Applicants for larger developments should consult with the local community prior to making a planning application, and to provide details of this consultation.

Further information can be found in:  
Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12.

### **Structural survey**

When required a structural survey should be carried out by a suitably qualified surveyor and should be submitted for any proposal involving:

- The demolition, conversion or substantial alteration of listed buildings or buildings in a conservation area.
- Conversion of buildings in the countryside to residential use, to demonstrate that they are capable of conversion without major alterations or rebuilding.
- All barn conversions

### **Sustainability statement**

All applicants should demonstrate that their development accords with the principles of sustainable development by submitting a statement with their application assessing their proposals against the criteria

### **Sworn affidavit(s)**

A sworn affidavit is a written document in which the signer swears under oath before a Solicitor or someone authorised to take oaths that the statements in the document are true. A sworn affidavit is required in support of applications for Certificates of Lawfulness of an Existing Use or Development.

## **Telecommunications Development – supplementary information**

The following information will be required in connection with all applications for prior approval or planning permission for mobile phone masts and associated equipment:

- a) The frequency characteristics of the emitter;
- b) The maximum power of the emitter (in watts);
- c) The orientation of the central axis of the beam, both relative to the horizontal and relative to the ground;
- d) The maximum power intensity (in watts per square metre) at points on the central axis of the beam, at distances of 50 metres, 100 metres and 200 metres from the emitter; and,
- e) The angular spreads of the surface of half-maximum intensity of the beam in the vertical and lateral directions

ICNIRP statement - All applications for prior approval of telecommunications permitted development and planning applications for telecommunications development should be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines.

## **Town Centre Uses**

Planning Policy Statement 4: Planning for Sustainable Economic Growth, sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

## **Transport assessment**

Guidance on the size of developments which will require a transport assessment, and their content, is clearly set out in the Hertfordshire Technical Chief Officers Association guidance on 'Developing a Green Travel Plan'.

Information required in the assessment will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

Further advice can be found in Department for Transport/Communities and Local Government document Guidance on Transport Assessment (March 2007).

## **Travel plan**

See section above for guidance on developments which will require a travel plan.

A travel plan should outline the way in which the transport implications of new development will be managed in order to ensure that there is the least environmental, social or economic impact. Developers should state how new occupiers of or customers to the development will use alternative means of travel that do not involve private vehicle use.

## **Tree survey/Arboricultural statement**

Where the application involves a site where there are trees, the species, spread, roots and position of trees should be illustrated accurately on the site plan. This must indicate any trees that are to be felled or affected by the proposed development. The location of any trees within adjacent properties that may be affected by the application should also be shown. A statement of the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings will also be necessary.

Further guidance is also provided in BS5837: 2004 A guide for trees in relation to construction.

## **Ventilation/extraction equipment**

All applications relating to the sale or preparation of cooked food will be required to provide details of the method and appearance of measures to deal with ventilation and extraction, including sound power levels of machinery. This requirement will also extend to other uses where air conditioning or extraction equipment is required, such as shops or launderettes. Due to the potential disturbance and loss of amenity to residents within the vicinity, prior to determining the suitability of the equipment and whether any further attenuation works are required, a British Standard 4142 assessment must be carried out. This assessment is designed to evaluate the likelihood of complaints that may arise from the introduction of an industrial type of noise to an area. A suitably competent person must complete this assessment.

## **Viability Assessment**

All applications where an exception to policy is proposed on financial grounds or where enabling development is proposed under PPS5. The assessment should be carried out by a professional valuer and submitted with the application. The Council will arrange for an independent professional review of the assessment for which the developer will be required to meet the full cost.