



Planning Application Requirements Local List –1 August 2013

Table 1 – Local List of Planning Application Requirements		
Local List Item ¹	Justification & details of the policy driver i.e. national or adopted local policy NB In all cases the relevant national policy is the National Planning Policy Framework March 2012	Types of application or development that require this information
1. Affordable Housing Statement	Core Strategy - BCS17 Affordable Housing Provision	Residential or mixed use development providing 15 or more dwellings
2. Air Quality Assessment	1997 Adopted Local Plan (BLP) – Policy ME2 Core Strategy - BCS10 Transport and Access Improvements & BCS23 Pollution	All developments that meet the criteria outlined in Bristol City Councils Air Quality and Land Use Planning Guide (see Related documents)
3. Biodiversity Survey and Report	06/2005 ODPM Circular Wildlife and Countryside Act 1981 BLP Policies NE5, NE6, & NE11 Core Strategy - BCS9 Green Infrastructure & BCS15 Sustainable Design and Construction.	All major developments in or adjacent to : <ul style="list-style-type: none"> • European Site (ie SAC/SPA/Ramsar) • Special Site of Scientific Interest (SSSI) • In or adjacent to National Nature reserve (NNR) • Site of Nature Conservation Interest (SNCI) • Regionally Important Geological Sites (RIGS) • Local Nature Reserve (LNR) • Wildlife Corridors
4. Coal Mining Risk Assessment (CMRA)		All development in Development High Risk Areas excluding those on the ‘Exemptions List’ eg :- <ul style="list-style-type: none"> • Householder development • Changes of use • variation of conditions (unless it relates to the CMRA) • advert applications

¹ More information on all the local list items and other report studies that might be required before determination are found in Part 2 of this document – just follow the link

5. Community Infrastructure Levy (CIL) – Question Form	CIL Charging Schedule approved by full council 18 September 2012.	All planning applications that comprise any of the following: <ul style="list-style-type: none"> • New development of in excess of 100 square metres of new / additional floor space • The creation of a new dwelling • The conversion of a building no longer in use
6. Community Involvement Statement	As set out in the council's Statement of Community Involvement	All major development NB including mixed applications where e.g. a combination of housing and another use would meet the Major threshold.
7. Economic Statement	BLP Policies EC4, EC5, & EC6 Core Strategy - BCS8 Delivering a Thriving Economy	All applications where it is proposed to develop existing employment land/buildings within Use Classes B1, B2 or B8 for an alternative use outside these use classes.
8. Environmental Impact Assessment (EIA)	Town and Country Planning (Environmental Impact Assessment) Regulations 2011	In accordance with the 1999 Regulations (Schedules 1 and 2 type development)
9. Flood Risk Assessment Flood Risk Sequential Test Evidence	Core Strategy - BCS16 Flood Risk and Water Management	FRA for all development of 1 hectare or over in Flood Zone 1, and any development ² in Flood Zones 2 and 3. ³ FRSTE for all applications (except for minor ⁴ applications or change of use only- NB excluding change of use to a caravan, camping or chalet site) within flood zones 2, 3a and 3b.
10. Foul Sewerage and Utilities Assessment	Core Strategy - BCS16 Flood Risk and Water Management	<ul style="list-style-type: none"> • all super major⁵ applications; • all applications where non-mains sewerage is proposed.
11. Heritage Statement (including Historical, Archaeological features and Scheduled Ancient	BLP Policies B15, B16, B17, B18, B21 and B22 Core Strategy - BSC22 Conservation and the Historic Environment	<ul style="list-style-type: none"> • applications for planning permission affecting a nationally or locally listed building or its curtilage; • applications for Listed Building Consent; • planning applications affecting a conservation area or its setting; • application for Conservation Area Consent;

² Including 'minor development and changes of use' (Footnote to Para 103 NPPF)

³ In line with matrix issued by Environment Agency

⁴ 'Minor' development defined in Footnote¹⁰ to para 10 of the Technical Guidance to the National Planning Policy Framework.

⁵ Development in excess of 100 dwellings or 10,000m2 of new commercial or industrial floorspace

Monuments)		<ul style="list-style-type: none"> • planning application affecting nationally and locally designated parks and gardens; • planning application affecting an ancient monument or its setting; • planning application affecting undesignated heritage assets that are recorded on the Historic Environment Record including: <ul style="list-style-type: none"> ○ known archaeological sites; ○ known historic buildings.
12. Land Contamination Assessment	BLP Policy ME6 Core Strategy - BCS23 Pollution	All applications where there is known or suspected previously contaminating land uses and/or where the proposed end use is sensitive to contamination.
13. Lighting Assessment	Core Strategy -BCS23 Pollution	All applications including or for floodlighting
14. Noise Impact Assessment	Core Strategy -BCS23 Pollution	<ul style="list-style-type: none"> • Applications for noise sensitive development (e.g. includes residential, schools and hospitals) adjacent to major road/transport infrastructure and other significant sources of noise; • Applications for development that involve activities that may generate significant levels of noise, e.g new commercial development in Use Classes B2 or B8 adjacent to existing residential development.
15. Open Space Assessment	BLP Policy L1 Core Strategy - BCS9 Green Infrastructure	All major residential or mixed use development, which involve a loss of open space, including playing fields.
16. Planning Obligations (s106) Statement	BLP Policies M1, M15, CC7, & CC8. Planning Obligations Supplementary Planning Document (adopted 27/09/12) Core Strategy - BCS11 Infrastructure and Developer Contributions	All major development

<p>17. Sustainability Statement and Energy Strategy</p>	<p>Core Strategy - BCS13 Climate Change, BCS14 Sustainable Energy & BCS15 Sustainable Design and Construction, BCS16 Flood Risk and Water Management</p>	<p>All planning applications for new residential, mixed use, commercial, retail, community or leisure uses with the following exceptions:</p> <ol style="list-style-type: none"> 1. “Householder” applications for alterations and extensions to dwelling houses. 2. Alterations and extensions to existing non-residential buildings, including: <ul style="list-style-type: none"> ▪ Extensions of up to 10% additional gross internal floorspace, to a maximum of 250m². ▪ External works where no additional floorspace is being created, such as: <ul style="list-style-type: none"> ▪ New air-conditioning units ▪ New shopfronts ▪ New windows 3. Applications for planning permission proposing a “change of use” only (unless over 1,000m² floorspace). <p>The exemption for changes of use is only offered to proposals that involve no increase in floorspace or subdivision of units. For example:</p> <ul style="list-style-type: none"> ▪ An application that sought only to change the use of a retail unit from a shop to a building society, potentially including some external works e.g. a new shopfront. would be exempt. ▪ An application that sought both to change the use of a retail unit from a shop to a building society and also to extend the premises would not be exempt. ▪ An application that proposed the conversion of a house to two flats or the conversion of an office block to multiple units of student housing would not be exempt.
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		4. Applications that are themselves solely for the installation of energy efficiency measures or renewables.
18. Telecommunication information	BLP Policy ME14	Telecoms development
19. Town Centre Uses – impact assessment	Core Strategy –BCS7 Centres and Retailing	All retail, leisure and office development comprising 2500 m ² of floor space or above, and not proposed in a town centre and not in accordance with an up-to-date plan. If the development is less than 2500 m ² then where this is likely to have a significant effect upon a town centre.
20. Transport Statement/Assessment	Core Strategy -BCS10 Transport and Access Improvements	All developments that generate significant amounts of movement
21. Travel Plan	BLP Policy M1 Core Strategy -BCS10 Transport and Access Improvements	All developments that generate significant amounts of movement
22. Tree Survey and/or Arboricultural Statement	BLP Policy NE3 Core Strategy -BCS9 Green Infrastructure	<p>An arboricultural report (see Table 2) must be submitted where there are trees within a proposed planning application site, or on land adjacent to an application site (including trees in neighbouring gardens and street trees), that could influence or be affected by the development (including works such as site access, service routes and site compounds).</p> <p>Information will be required on which trees are to be removed and retained, the means of protecting those to be retained during demolition and construction works and compensatory planting for removed trees.</p>

25. Ventilation and Extraction Statement	Core Strategy - BCS21 Quality Urban Design & BCS23 Pollution	All applications where extraction equipment for the preparation of cooked food is to be installed.(excluding alterations to existing dwellings and proposals for new dwellings)
26. Wildlife Survey and Report	Core Strategy – BCS9 Green Infrastructure	All applications involving new building works and/or the demolition of existing buildings, including conversions of roof spaces, where the application proposals will affect a nationally or internationally protected species or their habitat (listed in national, regional or local biodiversity action plans)

NB - This local list does not limit the council’s ability to request additional information in the event that further issues arise during the determination period, and are considered to be a material consideration in the determination of the application. For example it may be necessary to request a [Geotechnical Survey and design](#) or a [Daylight/Sunlight Assessment](#).

Table 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance (if applicable)
<p>Affordable Housing Statement</p> <p>All proposals for 15 or more dwellings require an element of affordable housing to be provided. Therefore, we will require information concerning provisions to be made for both the affordable housing and any open market housing. The Statement should include:</p> <ul style="list-style-type: none"> • 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; • design quality standards (HCA compliant); • Lifetime Homes / Accessibility standards. 	<p>BCC Policy Advice Note 12 which is on our supplementary planning documents and guidance web page</p>
<p>Air Quality Assessment</p> <p>Report indicating the change in air quality resulting from the proposed development and/or assessment of impacts on receptors introduced into an area of existing poor air quality, outlining appropriate mitigation measures as necessary.</p>	<p>Information on Air Quality Management Areas and local and national planning guidance relating to air quality can be found at our website (Air quality and planning).</p> <p>The most recent reports on air quality in Bristol can be found on our website (Air quality in Bristol).</p>

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<p>Biodiversity Survey and Report</p> <p>Undertaken by a qualified ecological consultant at an appropriate time of year, information should be provided on existing nature conservation interest of the site and adjacent land and the possible impacts on the habitats and species present, in order 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.</p> <p>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, rough grassland or alterations to watercourses may affect protected or notable species and you will need to provide information on use of the site by such species, any potential impacts on them and any mitigation proposals for such impacts.</p>	<p>Government Circular 06/2005: <i><u>Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005)</u></i>, and</p> <p><i><u>Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.</u></i></p> <p>A useful source of information is the Bristol Regional Environmental Records Centre (BRERC) www.brerc.org.uk</p> <p>Further information on what the council requires in relation to wildlife before a planning decision is made, see <i><u>the Bristol Biodiversity Action Plan</u></i> web pages.</p>

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<p>Coal Mining Risk Assessment</p> <p>The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person. It should contain:</p> <ul style="list-style-type: none"> • site specific coal mining information – (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area what has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area; • identify what risks these coal mining issues, including cumulative effects pose to the proposed development; • identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.; • any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority. <p>Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES</p>	<p>The Coal Authority website E-mail the Coal Authority planningconsultation@coal.gov.uk</p>
<p>Community Infrastructure Levy (CIL) Question Form</p>	<p>The councils Community Infrastructure Levy web page.</p>

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<p>Community Involvement Statement</p> <p>The statement should set out how the applicant has complied with the requirements for pre-application consultation set out in the Council’s Statement of Community Involvement (SCI). The statement should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>NB To make the Community Involvement Statement as accessible as possible, it should be submitted as a free standing document and not be part of a larger document.</p>	<p>The “Ground Rules” for community involvement are set out on pages 5-7 of the SCI. There are also Guidelines at for Pre Application Community Involvement on our Planning Pre Application Enquires web page</p> <p>The administration of community involvement can be assisted by organisations such as the Bristol Neighbourhood Planning Network – email networkadministrator@bristolnbn.net.</p>
<p>Daylight / Sunlight Assessment</p> <p>The document should assess the impact of proposals on adjoining properties, including associated gardens or amenity space, in respect of potential loss of daylight and sunlight.</p>	<p>Further guidance is provided in, for example, Building Research Establishment guidelines on daylight assessments –Site layout planning for daylight and sunlight: a guide to good practice BRE Report 209, 1991.</p>

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<p>Economic Statement</p> <p>Applications involving the loss of land or buildings last used for employment purposes should be accompanied by a report setting out the following:</p> <ul style="list-style-type: none"> • details of existing floorspace to be lost for each use; • evidence that the site has been marketed in accordance with the Council’s published marketing guidelines. • evidence of why the site is no longer capable of offering accommodation for employment uses; • evidence of why the use of the site for employment purposes raises unacceptable environmental or traffic problems; • a statement explaining why an alternative mix of uses offers greater potential benefits to the community, and explaining why the site is not required to meet economic development or local employment needs. 	<p>The marketing guidelines found on our Planning Advice and Guidance web page</p>
<p>Energy Strategy</p> <p>The energy strategy should set out how overall energy use will be minimised and if appropriate how low and zero carbon energy sources are used, including information on improved performance beyond Building Regulations Part L, where achieved. This can be included as part of the Sustainability Statement.</p>	<p>Bristol City council Practice Note – Climate Change and Sustainability. December 2012.</p> <p>Code for Sustainable Homes</p> <p>Building Research Establishment</p> <p>BREEAM</p> <p>Regen - South West</p>

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<p>Environmental Impact Assessment (EIA)</p> <p>Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.</p> <p>You may request a ‘screening opinion’ (i.e. to determine whether EIA is required) and a “scoping opinion” (scope of EIA) by writing to us before submitting a planning application. In cases, where a full EIA is not required, we may still require environmental information to be provided.</p>	<p>EIA circulars and further information EIA Regulations</p>
<p>Flood Risk Assessment (FRA)</p> <p>The FRA should address the issue of flood risk to both property and people</p> <p>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. This should include a response to the exception test as set out in the NPPF.</p> <p>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.</p>	<p>Technical Guidance to the National Planning Policy Framework has guidance on development in areas at risk of flooding.</p> <p>Flood zones maps are available from the Environment Agency, but reference should be made to the council’s latest flood risk evidence where available. The agency has also produced an online flood zone matrix, which sets out whether or not a flood risk assessment is required.</p> <p>Development and Flood Risk - Practice Guide FRA & general advice to applicants and agents</p> <p>Environment Agency - Planning resources</p> <p>Flood Risk Standing Advice</p>

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<p>Flood Risk Sequential Test</p> <p>This statement should include evidence to demonstrate that a sequential approach to site selection has been undertaken.</p>	<p>Bristol City Council Practice Note Flood Risk Sequential Test – April 2013</p>
<p>Foul Sewage and Utilities Assessment</p> <p>Foul Sewage</p> <p>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</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>Circular 03/99</p> <p>Approved Documents including Part H Environment Agency - Planning resources</p>

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<p>Utilities</p> <p>The statement should indicate how the development connects to existing utility infrastructure systems.</p> <p>Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.</p> <p>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.</p> <p>A utilities statement should demonstrate:</p> <ul style="list-style-type: none"> • that 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 should have been agreed with the service provider. 	

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<p>Geotechnical Survey and design</p> <p>Required where it is known or suspected that the land to be built on is unstable or potentially unstable and this requires a specialist investigation and assessment to determine the stability of the ground and to identify any remedial measures required to deal with the instability.</p>	
<p>Heritage Statement (including Historical, Archaeological features and scheduled Ancient Monuments)</p> <p>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 will be required.</p> <p>For all other applications, such as planning applications, either related to or impacting on heritage assets or their settings, a written statement, supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • plans showing historic features that exist on or adjacent to the application site; • an analysis of the significance of the archaeology, history and character of the heritage asset; • an assessment of the impact on the special character of the heritage asset. <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application, however, general guidance is provided below. Applicants are advised to discuss proposals with the council's Urban Design and Conservation section before any application is made.</p> <p>For applications for listed building consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • a schedule of all works, including internal works, to the listed building(s); 	<p>BCC SPD7: Archaeology found on our supplementary planning documents and guidance web page</p>

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<ul style="list-style-type: none"> • an audit of features of importance (including photographs keyed to a plan), such as ornamental and decorative features and fittings that will be affected by the proposals; • an analysis of the significance of archaeology, history and character of the building; • the principles of and justification for the proposed works and their impact on the special character of the building and its setting; • where appropriate, a structural survey. <p>For applications for conservation area consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • an analysis of the character and appearance of the building or structure; • the principles of and justification for the proposed demolition; • an assessment of the impact on the special character of the area; • where appropriate, a structural survey. <p>For applications affecting archaeological assets, the statement should include desk-based archaeological assessment and archaeological evaluation report in accordance with BCC SPD7: Archaeology (see link opposite)</p> <p>The assessment should address issues relating to archaeological investigation of the site and the preservation and/or recording of items of historic or archaeological importance.</p> <p>Applicants are advised to discuss what is required with the City Archaeologist.</p>	

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<p>Land Contamination Assessment</p> <p>The report should determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.</p> <p>Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p> <p>In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages.</p>	<p>Guidance is available in 'Model Procedures for the Management of Land Contamination (CLR11)' by Defra/Environment Agency</p> <p>Advice can also be sought from the council's Pollution Control Team</p> <p>Advice on Land contamination from Environment Agency</p>

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<p>Lighting Assessment</p> <p>An assessment should provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design, plus the expected level of luminance and glare. Lighting assessments will also be required to detail the level of luminance for all advertisements.</p> <p>Where a proposal involves the scheme for the installation of Floodlights for an area (e.g. a Sports Pitch), these details shall include a Light Contour diagram based on a layout of the proposed facility in its context, and showing projected lux levels including ‘backlight’, which where there are differences in ground levels, is to be superimposed on a topographical survey of the site and its immediate environs.</p>	<p><u>Lighting in the countryside: Towards good practice (1997)</u> demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.</p> <p>Further guidance is provided in <u>‘Statutory Nuisance from Insects and Artificial Light – Guidance on sections 101 to 103 of the Clean Neighbourhoods and Environment Act, 2005, published by Defra</u> and the Institution of Lighting Engineers Guidance Notes for the Reduction of Obstructive Light GN01 2005.</p> <p><u>Lighting in the Countryside: Towards Best Practice</u></p>

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<p>Noise Impact Assessment</p> <p>Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.</p>	<p>Advice should be sought from the council's Pollution Control Team for individual requirements. Noise maps have been published for Bristol and are available on the website.</p> <p>Further guidance is provided in WHO Guidelines for Community Noise.</p>
<p>Open Space Assessment</p> <p>Plans should show any areas of existing or proposed open space within or adjoining the application site</p> <p>Planning permission 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 such evidence should accompany the planning application.</p>	<p>See Bristol Parks and Green Spaces Strategy</p>

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<p>Planning obligations (section 106) Statement</p> <p>Planning obligations, or Section 106 Agreements are private agreements negotiated between local planning authorities and persons with an interest in a piece of land or developers, and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>Details of the draft obligation(s) being proposed should be submitted with the application. It is also helpful to confirm details of the applicant’s solicitor and also proof of title regarding land subject to the planning obligations.</p>	<p>The Council's approach to planning obligations is set out in our Planning Obligations Supplementary Planning Document.</p>
<p>Sustainability Statement</p> <p>Sustainability statements should demonstrate how sustainable design and construction have been addressed, including reducing energy consumption and carbon emissions, minimising waste and increasing recycling, conserving water resources, incorporating sustainable drainage (SUDS), minimising pollution, maximising the use of sustainable materials and adaptation to Climate Change. This should include a BREEAM or Code for Sustainable Homes assessment in the case of major development and a BREEAM for Communities assessment in the case of super-major development.</p>	<p>BCC Practice Note – Climate Change and Sustainability. December 2012</p> <p>See also BREEAM</p>
<p>Telecommunication information</p> <p>Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including as set out in the Code of Best Practice on Mobile Network Development in England (Published 24 July 2013):</p>	<p>Code of Practice</p>

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<p>Town Centre Uses – impact assessment</p> <p>To assess the impact of retail and other town centre developments on matters including the vitality and viability of the City centre and town, district and local centres and travel demand.</p> <p>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.</p> <p>The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.</p> <p>Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.</p>	

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<p>Transport Assessment or Statement</p> <p>Information 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.</p> <p>For smaller schemes, a Transport Statement should simply outline the transport aspects of the application, while for major proposals; the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.</p> <p>The TA should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p>	<p>Further guidance is available in Guidance on Transport Assessment, (March 2007) published by the Department for Transport.</p>
<p>Travel Plan</p> <p>A draft travel plan should outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts.</p> <p>Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use.</p> <p>The Travel Plan should include details of targets and arrangements for monitoring.</p>	<p>Guidance is available on the DfT website</p>

Table 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance (if applicable)
<p>Tree Survey/Arboricultural Statement Where there are trees within the application site or on land adjacent to it that could be influenced or affected by the development (including street trees) and those trees have a stem diameter of greater than 75 mm when measured at 1.5 metres above ground level, the following information will be required.</p> <p>Full Planning Application</p> <ol style="list-style-type: none"> 1) A full survey of all trees on site and within influencing distance of the proposal (with a stem diameter of greater than 75 mm when measured at 1.5 metres above ground level) in accordance with BS5837: 2012 Trees in Relation to Design, Demolition and Construction - Recommendations. 2) An Arboricultural Impact Assessment and Tree Protection Plan showing trees to be retained and removed, and setting out appropriate physical protection for retained trees during construction works. 3) Any pre-development tree surgery works. 4) An Arboricultural Method Statement where works are needed within the Root Protection Areas (see BS5837: 2012) of retained trees or where retained trees cannot be protected by standard physical means such as fencing and/or ground protection. 5) Proposed location of underground services. 6) Mitigation planting for any removed trees. <p>The survey/AIA should be prepared by a qualified arboriculturist.</p> <p>Householder Application</p> <ol style="list-style-type: none"> 1) Scaled plan showing exact location of trees affected by the proposal (including any work associated with the proposal such as access to the site and services runs) identified with a reference number (e.g., T1, T2), their stem diameter when measured at 1.5 metres above ground, and whether they are to be removed or retained. 2) Any pre-development tree surgery works. 3) Mitigation planting for any removed trees. <p>If any of the trees is covered by a Tree Preservation Order, then the level of requirement is as for Full Planning</p>	<p><u>BS5837: 2012 Trees in relation to construction</u></p>

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<p>Ventilation and Extraction Statement</p> <p>Details of the position and design of ventilation and extraction equipment. This shall include technical specification including predicted noise levels (and existing background noise levels), noise mitigation measures and odour abatement techniques.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required.</p>	<p>Further guidance is provided in Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust Systems, published electronically by Defra, Product Code PB10527.</p>
<p>Wildlife Survey and Report</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location 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.</p>	<p>See Biodiversity Survey and Report</p>