

List of local requirements adopted locally not in order of importance or preference. Reference to Policies are those in the adopted Local Development Framework Development Control Policies (2007). These can be viewed at the District Council’s website [www.scambs.gov.uk](http://www.scambs.gov.uk) Planning Policy Statements (PPS) and Guidance (PPG) can be found on the Government website [www.communities.gov.uk](http://www.communities.gov.uk)

Unless other specified in this List of Local Requirements, “Major” application has the same meaning as set out in the Town and Country Planning (General Development Procedure) Order 1995 (or any Order revoking or re-enacting that order with or without modification) and presently comprises:-

- Residential development where the number of dwellings to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5 ha or more and the number of dwellings is not known;
- The provision of a building or buildings where the floorspace to be created by the development is 1,000 sq.m or more; or
- Development on a site of 1ha or more.

<b>1.</b>	<b>Affordable Housing Statement</b>
	<p>Policies HG/3 and HG/5 of the Local Development Framework Development Control Policies spell out the requirements for the provision of affordable housing. Policy HG3 requires 40% or more of the dwellings for which planning permission may be given on all sites of two or more dwellings to be affordable. Policy HG5 provides for 100% affordable housing designed to meet local housing need on small sites within or adjoining villages as an exception to the normal operation of the policies of the Plan.</p> <p>The statement should provide information concerning 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.</p> <p>If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.</p>
<b>2.</b>	<b>Agricultural, Forestry and other Occupational Dwellings Appraisal/Justification</b>
	<p>Proposals for the erection of dwellings in the countryside to support a rural based enterprise should be accompanied by a justification of why the countryside location is necessary. Proposals for dwellings associated with farming should be accompanied by an appraisal carried out by a suitably qualified person, of the present farming enterprise, the functional need for a dwelling and where necessary an explanation of economic viability. <b>Policy HG/9 applies.</b> Further advice can be found in <b>PPS7 – Sustainable Development in Rural Areas (August 2004).</b></p>

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<b>3.</b>	<b>Air Quality Assessment</b>
	<p>Where the development is proposed inside, or adjacent one of the Council's designated management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of an air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Further advice is available in <b>PPS23: Planning and Pollution Control</b> (November 2004) and <b>Policy NE/16</b>.</p>
<b>4.</b>	<b>Biodiversity Survey and Report</b>
	<p>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. Government planning policies for biodiversity are set out in <b>PPS9: Biodiversity and Geological Conservation (PPS9)</b> (August 2005), PPS9 is accompanied by a Government Circular: <i>Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system</i> (ODPM Circular 06/2005, Defra Circular 01/2005 and <i>Planning for Biodiversity and Geological Conservation: A Guide to Good Practice</i>. The British Standards Institute has produced a Publicly Available Standard PAS 2010 <i>Planning to halt the loss of Biodiversity</i> which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at <a href="http://alge.org.uk">http://alge.org.uk</a>) which gives detailed validation requirements for biodiversity and geological conservation. Further advice is available in <b>Policy NE/6</b></p>
<b>5.</b>	<b>Daylight/Sunlight Assessment</b>
	<p>In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in BRE guidelines on daylight assessments:          "Site layout planning for daylight and sunlight: A guide to good practice. BRE Report 209, 1991.</p>
<b>6.</b>	<b>Environmental Statement</b>

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	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) as amended set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.</p>
<b>7.</b>	<p><b>Flood Risk Assessment (FRA)</b></p>
	<p>Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency should be accompanied by a Flood Risk Assessment (FRA). 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 Council by the Environment Agency.</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. 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. See <b>Policy NE/11, PPS25: Development and Flood Risk</b> (December 2006) <b>and its associated Practice Guide.</b></p>
<b>8.</b>	<p><b>Foul Sewerage and Utilities Assessment</b></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. Guidance on what should be included in a non-mains drainage assessment is given in <b>DETR Circular 03/99: "Planning Requirement in respect of the Use of Non-Mains Sewerage incorporating Septic Tanks in New Developments"</b> and <b>Building Regulations Approved Document Part H in BS6297.</b></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</p>

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	<p>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.</p> <p>A utilities statement should include how a proposal connects/will connect to existing utility infrastructure systems, bearing in mind capacities and environmental/archaeological impact.</p> <p>The applicant should demonstrate:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</li> <li>(c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;</li> <li>(d) where the development impinges on existing infrastructure the provision for relocating and protecting that infrastructure have been agreed with the service provider.</li> </ul> <p>See <b>Policy NE/10</b>.</p>
<b>9.</b>	<p><b>Heritage Statement (including Historical, Archaeological Features and Scheduled Ancients Monuments)</b></p>
	<p>Needed for applications involving Listed Buildings and structures, historic parks and gardens and the disturbance of ground within an Area of Archaeological Potential as defined in the Local Development Framework, or in other areas the subject of major development proposals.</p> <p>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.</p> <p>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 areas may be required.</p> <p>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.</p>

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	<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 may be required.</p> <p>For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined on the Local Development Framework 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</p> <p>For heritage assets, advice is provided in <b>PPG15 Planning and the Historic Environment</b>, (September 1994). For archaeological remains, advice is provided in <b>PPG16: Archaeology and Planning</b> (November 1990).</p>
<b>10</b>	<b>Land Contamination Assessment</b>
	<p>Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide information on that subject. <b>PPS23: “Planning and Pollution Control”</b> (November 2004) applies.</p> <p>Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.</p>
<b>11.</b>	<b>Landscape Details</b>
	<p>Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new development and protected during the construction of the development.</p>
<b>12.</b>	<b>Lighting Assessment</b>
	<p>Where external lighting would be provided or made necessary by the development, details of the external lighting, including layout plan with beam orientation and a schedule of the equipment in the design, and hours when the lighting would be switched on should be provided. See <b>Policy NE/14 and “Lighting in the Countryside: Towards good practice, 1997 (Communities Website)</b>.</p>
<b>13.</b>	<b>Noise Assessment</b>
	<p>Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in <b>PPG24: Planning and Noise</b> (September 1994) and <b>Policy NE/15</b></p>
<b>14.</b>	<b>Open Space Assessment</b>
	<p>For development within open spaces, it will be necessary to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Application proposals should be</p>

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	<p>accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. See <b>PPG17 Planning for Open Space, Sport and Recreation</b> (July 2002) and <b>SF/9</b>.</p> <p>All applications for residential development are required to show contributions towards outdoor playing space and informal open space to be associated with the development. See <b>Policies SF/10</b> and <b>SF/11</b>.</p>
<b>15.</b>	<b>Parking Provision</b>
	Applications should provide details of existing and proposed parking provision. These details could also be shown on a site layout plans.
<b>16.</b>	<b>Photographs and Photomontages</b>
	These can provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene, or for demolition applications. Photographs should be provided if the proposal involves development affecting a Conservation Area or a Listed building.
<b>17.</b>	<b>Planning obligations – Draft Head(s) of Terms</b>
	<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><b>Policy DP/4</b> of the LDF gives details of likely scope of Section 106 requirements. A statement of the proposed Heads of Terms should be submitted with the application. Further advice is available in Circular 05/2005: Planning Obligations and a model section 106 agreement is available on the Communities website.</p>
<b>18.</b>	<b>Planning Statement</b>
	A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It should also include details of pre-application consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.
<b>19.</b>	<b>Site Waste Management Plan</b>
	<p>These 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. These are encouraged by: “Site Waste Management Plans : guidance for construction contractors and clients”, published by the Department of Trade and Industry now Department for Business Enterprise and Regulatory Reform 2004.</p> <p>The Council is preparing a Waste Management Design Guide to address the issue of waste management in new developments and redevelopments of a residential, commercial or mixed nature. It will require the submission of a Design Guide Toolkit with an application. <b>Policy DP/3</b> of the LDF requires all development proposals to provide for the screened storage and collection of refuse. including recycable</p>

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	materials.
<b>20.</b>	<b>Structural Survey</b>
	A Structural Survey may be required if the proposal involves demolition or partial demolition of a building or the conversion of a rural building.
<b>21.</b>	<b>Telecommunications Development – supplementary information</b>
	<p>Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the <b>Code of Practice on Mobile Network Development</b> (2002).</p>
<b>22.</b>	<b>Town Centre Uses – Evident to accompany applications</b>
	<b>PPS 6: Planning for Town Centres</b> (March 2005), 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. See also <b>Policy SF/2</b>
<b>23.</b>	<b>Transport Assessment (TA)</b>
	<p><b>PPG13, “Transport</b> (March 2001) advises that TA should be submitted where the proposed development has significant transport implications and should be proportionate to the proposal. It should cover accessibility, sustainability (public transport/locality of parking provision) and mitigation of transport impacts. <b>Policy TR/3</b> requires the submission of a TA and a Travel Plan (see below) for major development involving:</p> <ul style="list-style-type: none"> <li>• Residential development: the erection of 20 or more dwellings, or, if this is not known, where the site area is 0.5 hectares or more; or</li> <li>• Other development: where the floor area to be created is 1,000m<sup>2</sup> or more, or the site area is 1 hectare or more.</li> </ul> <p>The coverage and details of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA 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. It 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. Further guidance will be found in <b>Guidance on Transport Assessment</b>, (March 2007) published by the Department for Transport.</p>
<b>24.</b>	<b>Travel Plan</b>
	A Travel Plan should be submitted with applications accompanied by a Transport Assessment. It should outline how transport implications (see

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	<p>above) are going to be managed, by whom, and over what timescale in order to ensure the minimum environmental, social and economic impacts. It should also state how the plan would be promoted, implemented, monitored and maintained. <b>See Policy TR/3.</b> Further advice is available in <b>Using the planning process to secure travel Plans: Best practice guide ODPM and DfT, 2002</b> (forthcoming revised guidance), also <b>Making residential travel plans work: Good practice guidelines for new development: DfT and A guide to Development related travel plan</b> (Addison &amp; Associates).</p>
<b>25.</b>	<b>Tree Survey/Arboricultural Implications</b>
	<p>Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees) information will be required on which trees are to be lost/retained and on the means of protecting trees during construction works. This information should be prepared by a qualified arboriculturist.</p> <p>Full guidance on the survey information, protection plans and method statement that should be provided with an application is set out in the current BS5837 "Trees in relation to construction – Recommendations". Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p>
<b>26.</b>	<b>Ventilation/Extraction Statement</b>
	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and Cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine bar or other drinking establishments), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
<b>27.</b>	<b>Sustainability Statement and Health Impact Assessment</b>
	<p><b>Policy DP/1</b> sets out the principles of sustainable development, which should be included in the statement. This should be submitted for major applications comprising:</p> <ul style="list-style-type: none"> <li>• Residential development: the erection of 20 or more dwellings, or, if this is not known, where the site area is 0.5 hectares or more; or</li> <li>• Other development: where the floor area to be created is 1,000m<sup>2</sup> or more, or the site area is 1 hectare or more.</li> </ul>
<b>28.</b>	<b>Renewable Energy Statement</b>
	<p>A Renewable Energy Statement is required for all development proposals greater than 1,000m<sup>2</sup> or 10 dwellings.</p> <p>It should show what measures will be put in place to achieve at least 10% of predicted energy requirements from renewable energy technologies. See <b>Policy NE/3.</b></p>
<b>29.</b>	<b>Water Conservation Strategy</b>



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	<p>A Water Conservation Strategy is required for all development proposals greater than 1,000m<sup>2</sup> or 10 dwellings.</p>
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	<p>It should demonstrate what water conservation measures have been incorporated in the development. See <b>Policy NE/12</b>.</p>
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