



## Local List of Validation Requirements February 2024

Derby City Council

The City Council has produced a Local List of Validation Requirements (LLVR) to guide people when making a planning application. The LLVR covers a comprehensive range of relevant topic areas but not all will be applicable, as applications vary in scale and complexity. For example, the information requirements for a householder extension will be much smaller than for a large-scale commercial development. Hopefully the LLVR will assist all applicants in assembling the right amount of supporting information. Further information and guidance about a range of planning issues can also be found in the [Planning Practice Guidance](#) produced by central government.

Local Requirement	National Policy Driver	Types of Application that require this information	Guidance
Aerodrome Safeguarding Assessment	NPPF CDLPR Policy E30 (Safeguarded Areas around Aerodromes) of the CDLP Review	Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.  Lighting, reflections and other development such as solar power systems that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.	

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Affordable Housing Statement	NPPF DCLP1 Policy CP7 Affordable and Specialist Housing	Full and Outline applications.  where 15 or more units are proposed.	Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require 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. 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 Provider acting as partners in the development.
Air Quality Assessment	NPPF DCLP1 Policy CP23 Delivering a Sustainable Transport Network	Full and Outline applications.  Within or affecting an AQMA or an area where levels of air pollution are known to be high	Applications will need to be supported by information necessary to allow a full consideration of the impact of the proposal on local air quality, where any of the following apply: <ul style="list-style-type: none"> <li>• The development could cause an increase in air pollution in an <i>Air Quality Management Area (AQMA)</i> or in any other area of the city known to experience high concentrations of air pollution; or</li> <li>• the development would introduce new sensitive receptors (e.g. the occupants of housing or a new school) into an <i>AQMA</i> or any other area of the city known to experience high concentrations of air pollution; or</li> <li>• where the grant of planning permission would conflict with, or render unworkable, elements of the Council's <i>Air Quality Action Plan (AQAP)</i>.</li> </ul> A detailed air quality impact assessment shall be submitted for all applications where it is deemed that the above impacts could be 'significant'.
Air Source Heat Pumps/Wind Turbines	CDLPR Policy GD5	Any proposals for domestic installations	Applications for air source heat pumps or wind turbines must be accompanied by a simplified noise assessment called an MCS-020 Noise.  Further details of this can be found at – <a href="https://mcscertified.com/wp-content/uploads/2021/10/MCS-020.pdf">https://mcscertified.com/wp-content/uploads/2021/10/MCS-020.pdf</a> .

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<p>Archaeological Assessment</p> <p>City Wide (on or adjacent to a heritage asset of archaeological interest)</p>	<p>NPPF</p> <p>DCLP1 Policy CP20 (Historic Environment)</p> <p>CDLPR Policy E21 (Archaeology) of the CDLP Review</p>	<p>When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement).</p>	<p>An initial check for potential archaeological issues may be carried out by consulting the Derbyshire Historic Environment Record (DHER) website, by checking the Derby City Local Plan Policies Map (for Archaeological Alert Areas), and by consulting with DHER directly. Where a formal archaeological assessment is required to support a planning application it is usually necessary to carry out a full Historic Environment Record search – please contact DHER for details. Archaeological assessment may involve an Archaeological Desk-Based Assessment and/or in some cases Archaeological Field Evaluation of a site, depending on sensitivity, current land use and the nature of the proposed development. Field Evaluation may involve non-intrusive techniques such as geophysical survey or fieldwalking, but may also include trial trenching. Information submitted in support of a planning application should be sufficient to establish the significance of any archaeological remains within a site, and the likely impacts of the planning proposals on any such remains. For advice and further details please contact Derbyshire County Council's archaeology team</p> <p><a href="mailto:historicenvironmentrecord@derbyshire.gov.uk">historicenvironmentrecord@derbyshire.gov.uk</a></p> <p><a href="mailto:archaeology@derbyshire.gov.uk">archaeology@derbyshire.gov.uk</a></p>
<p>Biodiversity &amp; Geological Survey and Report</p>	<p>NPPF</p> <p>DCLP1 Policy CP19 (Biodiversity)</p> <p>Supplementary Planning Document – Nature Conservation.</p>	<p>Full, Outline and Reserved Matters applications.</p> <p>Proposal which may affect designated nature conservation sites or other protected wildlife habitats or species</p>	<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.</p> <p>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. Locally, Derbyshire Wildlife Trust may</p>

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			<p>be able to advise you or recommend consultants to carry out surveys for you if you think there is any possibility of wildlife being affected by a proposed development. The most common protected species to be affected by development, particularly demolition, are bats, but you should also consider if your proposal may impact the habitats of newts, crayfish and protected wildflowers. The City Council adopted, in 2006, a supplementary planning document on Nature Conservation, which sets out in detail the Council's position and offers advice on when surveys may be required, particularly for protected species.</p>
Biodiversity Net Gain	<p>The Environment Act 2021</p> <p>NPPF</p> <p>DCLP1 Policy CP19 (Biodiversity)</p>	<p>All applications except for</p> <ul style="list-style-type: none"> <li>• Householder applications</li> <li>• Permitted Development Changes of Use</li> <li>• De Minimis applications</li> <li>• Self &amp; custom build</li> <li>• Creation of BNG sites</li> <li>• Retrospective applications made under Section 73.</li> <li>• Section 73 permissions where the original permission which the section 73 relates to was either granted</li> </ul>	<p>For <b>major developments</b> we require the following information to be submitted with your application:</p> <ol style="list-style-type: none"> <li>1. A Planning Statement confirming that the application will deliver BNG or a reasoned justification why it is exempt.</li> <li>2. Photographs of the application site showing the baseline habitats. Even if you consider that the application is exempt.</li> <li>3. A completed <a href="#">Biodiversity Metric</a> with the on-site baseline habitat: <ol style="list-style-type: none"> <li>a. The Main Metric should be completed by a competent person has the knowledge and skills to perform specified tasks to complete and review biodiversity metric calculations. You obtain this through training, qualifications, experience, or a combination of them. Competency is aligned with the British Standard 'Process for designing and implementing biodiversity net gain (BS 8683:202).</li> <li>b. If a river condition assessment is required as part of completing the Metric, this must be completed by a qualified assessor.</li> <li>c. The Small Sites Metric must be completed by a competent person who is competent in identifying habitats present on-site and able to identify the management requirements for habitats to be created or enhanced within the landscape design (post-development).</li> </ol> </li> <li>4. A statement confirming whether the site has been degraded after 30 January 2020.</li> <li>5. A description of any <a href="#">irreplaceable habitats</a></li> </ol>

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		<p>before 12 February 2024 or the application for the original permission was made before 12 February 2024</p>	<p>6. A plan to an identified scale with a north point showing on-site habitat on the date of application, including Irreplaceable habitat. Each individual habitat must be notated to allow cross-referencing with the Metric. Similar, smaller habitats must not be combined into one large area. <a href="#">An example of correlating habitats.</a></p> <p>7. The baseline habitat survey sheets</p> <p>8. A statement providing information on the post-development on-site habitat and likely quantum of off-site units required with justifications.</p> <p>For <b>minor developments</b> we require the following information to be submitted with your application:</p> <ol style="list-style-type: none"> <li>1. A Planning Statement confirming that the application will deliver BNG or a reasoned justification why it is exempt.</li> <li>2. Photographs of the application site showing the baseline habitats. Even if you consider that the application is exempt.</li> <li>3. A completed Biodiversity Metric with the on-site baseline habitat: <ol style="list-style-type: none"> <li>a. The Small Sites Metric must be completed by a competent person who is competent in identifying habitats present on-site and able to identify the management requirements for habitats to be created or enhanced within the landscape design (post-development)</li> <li>b. If a river condition assessment is required as part of completing the Metric, this must be completed by a qualified assessor.</li> </ol> </li> <li>4. A statement confirming whether the site has been degraded after 30 January 2020.</li> <li>5. A description of any <a href="#">irreplaceable habitats.</a></li> <li>6. A plan to an identified scale with a north point showing on-site habitat on the date of application, including Irreplaceable habitat.</li> <li>7. You may wish to submit a draft <a href="#">Habitat Management and Monitoring Plan</a></li> </ol>

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Climate Change Statement and Assessment Tool	The Environment Act 2021  NPPF  DCLP1 Policy CP2 (Climate Change)	Full and Reserved Matters applications.	<p>Development should contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure.</p> <p>An application should be accompanied by an assessment setting out how the development will reduce greenhouse gas emissions. It is recommended that applicants read the <a href="#">Planning Guidance document produced by Derbyshire County Council</a> on behalf of all Derbyshire authorities and complete the accompanying <a href="#">assessment tool</a>. The assessment tool will indicate whether or not issues have been considered and included in the development and will also give an indication of which elements have been omitted or superficially included and therefore where further discussion and revision may be required to achieve adequate climate change mitigation or adaptation.</p>
Drawings		<p>Outline, Full, Reserved Matter planning applications and associated amendments.</p> <p>Works to Listed Buildings</p> <p>Certificates of Lawfulness, Prior Notifications etc.</p>	<p>All new applications should be accompanied by a Site Location Plan. This must be up to date and produced on an Ordnance Survey base with a North point. For most sites at a scale of 1:1250 or for large sites 1:2500. The application site should be centred on the plan and surrounding roads named. The whole application site should be outlined in red and any other land in the applicant's ownership or control outlined in blue.</p> <p>Site Layout Plans – proposed layout plans should clearly identify where the proposals are located within the site and in relation to surrounding properties and show access, parking, servicing as appropriate to the development. Trees and major landscape features should be identified.</p> <p>Sections/Topographical Survey – sites where land levels change across the site or between nearby properties should be accompanied by drawings which clearly reflect this.</p> <p>Elevations/Floor Plans/Sections – these should all be produced to a recognised metric scale. Scale bars should be included on drawings. Drawings must be of a sufficiently high quality to clearly demonstrate the proposals in detail.</p>

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			<p>Where proposals relate to semi-detached/terraced properties, drawings should reflect this with an indication of the relationship to adjoining properties.</p> <p>Technical specifications/detailed sections/sign detailed may also be required depending on the application type.</p> <p>Drawings submitted electronically should be clearly named to describe the content. A drawing reference number alone is not sufficient.</p>
Environmental Impact Assessment	NPPF Town and Country Planning (Environmental Impact Assessment) Regulations 2017	<p>If the project is listed in Schedule 1 an EIA is required in every case.</p> <p>If the project is listed in Schedule 2, the local planning authority should consider whether it is likely to have significant effects on the environment.</p> <p>If a proposed project is listed in the first column in Schedule 2 of the 2017 Regulations and exceeds the relevant thresholds or criteria set out in the second column (sometimes referred to as 'exclusion thresholds and criteria') the proposal needs to be screened by the local planning authority to determine whether</p>	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where EIA is required, an Environmental Statement in the form set out in to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the planning authority before submitting the application or a 'Scoping Opinion' on the matters to be covered in an Environmental Statement where an EIA is required or is a 'voluntarily' offered by a developer.

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		<p>significant effects on the environment are likely and hence whether an Environmental Impact Assessment is required.</p>	
Flood Risk Assessment	<p>NPPF National Planning Practice Guidance DCLP1 Policy CP2 Responding to Climate Change Derby City Strategic Flood Risk Assessment</p>	<p>Full and Outline applications.</p> <p>Sites in Flood Zones 2 and 3 and within 20 metres of a watercourse.</p> <p>As identified on both the EA flood Maps and the City Council Strategic Flood Risk Assessment</p> <p>Full and Outline applications, (including householder development)</p> <p>Sites in areas of flood risk will require a sequential test for proposals which are considered to be 'more vulnerable uses'.</p>	<p>At the planning application stage, an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. 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 should be accompanied by a Flood Risk Assessment (FRA). This 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. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.</p> <p>Applicants should check the Environment Agency website for further advice, noting particularly the 'standing advice' where appropriate.</p> <p>The Strategic Flood Risk Assessment can be found on the City Council website.</p>



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Health Impact Assessment	NPPF	All planning applications requiring an EIA.	The assessment should consider the environmental impact upon health of the development, as well as the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development. The assessment can be incorporated in the EIA.
Heritage Statement	NPPF DCLP1 Policy CP20 Historic Environment	Full, Outline, Listed Building Application  Any Developments impacting on a Heritage Asset.	<p>The Heritage Statement/Assessment should be compiled in accordance with national and local guidance and should include -</p> <p>A list of Heritage Assets that are to be assessed.</p> <p>Statement of Significance – for designated asset and those of local architectural, historic, archaeological or artistic interest. (see Historic England guidance for listed buildings)</p> <p>Heritage Impact Assessment – Explaining the impact of a proposal on the significance of the heritage asset/s (directly or setting), plus justification and/or mitigation. Photos are expected as part of this (where application is complex a plan showing the location taken and direction.</p> <p>(Please note that within the Derwent Valley Mills World Heritage Site, within its buffer and within its wider setting the use of the UNESCO Guidance of HIA is required)</p> <p>Archaeological Assessment – May include the requirement of a written scheme of investigation. (See archaeology section)</p> <p>Landscape Plans – (Could be required) to ensure the setting of designated heritage assets is preserved and/or enhanced.</p> <p>Structural Plans – Where structural works or any degree of demolition of a heritage asset is proposed.</p> <p>If a Design and Access Statement is also required, the Heritage Statement/Assessment can be separate or included within it.</p> <p>Where a proposal directly affects a heritage asset the statement should include a schedule of works to the heritage asset(s) and a method statement where appropriate. Overall significance should be evaluated as well as aspects of fabric</p>

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			<p>directly affected, impact on original plan form and volume of room etc. Significance of setting must also be appraised for proposals directly and not directly affecting the heritage asset.</p> <p>An analysis of the significance of the archaeology, history and character of the building/structure must be established before the impact of the proposed development is assessed against the same criteria.</p> <p>The proposed work must have a clear and convincing justification in terms of need, options looked at and ruled out as well as public benefits as a result of the proposal set out. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Where harm is caused, appropriate mitigation must be offered.</p> <p>A specialist archaeological assessment should also be undertaken where known or potential archaeology is anticipated. – See Archaeology section.</p> <p>Applicants are advised to engage a suitably qualified ‘Heritage Professional’ or architect with heritage conservation expertise for proposals and engage in formal pre-application advice where appropriate.</p>
Sequential assessment for main town centre uses	NPPF DCLP1 Policy CP13 (Retail and Leisure Outside of Defined Centres and CP11 (Office Development)	Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and	<p>The NPPG section on ‘Ensuring the vitality of town centres (Reference ID: 2b) contains guidance on the requirements of the sequential test.</p> <p>DCLP Policy CP12 and the Policies Map contain details of the network and hierarchy of centres in the City.</p> <p>A citywide catchment is the starting point for carrying out the sequential test, unless a more localised catchment area can be justified in terms of the need / deficiency being met by the proposal.</p>

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		bingo halls); offices (including commercial training); and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities) not in an existing centre and not in accordance with an up to date Local Plan.	
Impact assessment (Retail, entertainment, recreation and leisure)	NPPF DCLP1 Policy CP13 (Retail and Leisure Outside of Defined Centres)	Retail, entertainment, recreation and leisure not in an existing centre and not in accordance with an up-to-date Local Plan.  A detailed impact assessment is required for retail, entertainment, recreation and leisure proposals greater than 1,000sqm which are outside of the hierarchy of centres identified in the DCLP1 (CP12) and not in accordance with the Local Plan.	The NPPG section on 'Ensuring the vitality of town centres (Reference ID: 2b) contains guidance on the requirements of the sequential test.  DCLP Policy CP12 and the Policies Map contain details of the network and hierarchy of centres in the City  DCLP1 Policy CP13 contains details relating to the assessment of impacts.

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Land Contamination Assessment	<p>NPPF</p> <p>CDLPR Policy E13 (Contaminated Land) of the CDLP Review</p>	<p>Full and Outline applications including Changes of Use.</p> <p>Particularly on former industrial/commercial sites but also the majority of developments which will introduce new sensitive receptors e.g. residential dwellings, nursing/care homes and schools.</p>	<p>Applications which give rise to concerns over potential land contamination risks to either human health or controlled waters, will need to be accompanied by an assessment of the associated risks in accordance with the UK Government <i>Land Contamination Risk Management (LCRM)</i> framework. A minimum of a Phase I Desk Study Assessment including a robust Conceptual Site Model will be required. This should be followed by a full and detailed Phase II intrusive site investigation, as per the <i>LCRM</i> framework, if required.</p> <p>Note that assessments will be required for new developments, including change of use applications.</p> <p>When considering whether such an assessment may be required, key considerations include the history of the site, the sensitivity of any new receptors (site users) introduced by the development and the proximity and nature of all nearby/on-site water courses.</p>
Lighting Assessment	<p>NPPF</p> <p>Saved Policy GD5 (Amenity) of the CDLP1 Review</p> <p>Schedule 4 )1 (d) of the EIA 2017 for Information for Inclusion in Environmental Statements and the use of industry guidance (Institution of Lighting Professionals Professional Lighting Guide 04: Guidance on Undertaking</p>	<p>Full and Outline applications.</p> <p>Where lighting proposals may impact upon 'sensitive receptor's</p>	<p>Where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be in use. These details shall include, a layout plan, design calculations, based and evidenced on the relevant standards applied and a schedule of the equipment, including performance details such as colour temperature and colour rendering, height, mounting and orientation in the design</p>

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	Environmental Lighting Impact Assessments: 2013 and Guidance Note 08/23 Bats and artificial Lighting at Night: 2023		
Loss of Employment Land Statement	NPPF DCLP1 Policy CP10 (Employment Locations)	All proposals resulting in the loss of existing employment land or buildings.	Proposals for redevelopment of existing employment sites should include details of existing employment land and / or buildings that will be lost. The statement should include justification for the proposal in accordance with Policy CP10.
Noise Impact Assessment	NPPF CDLPR Policy GD5 (Amenity) of the CDLP Review	Full and Outline applications.  Where a development might create noise which could impact upon 'sensitive receptors' and where new 'sensitive' developments are proposed within the vicinity of existing noise sources.	Applications which introduce new sources of noise into sensitive areas (e.g. residential areas), or which introduce new sensitive receptors (e.g. residential dwellings or care/residential homes) into existing noisy areas, shall be supported by documentation which considers the potential noise impacts. Where significant noise impacts are anticipated, a detailed noise impact assessment, prepared by a suitably qualified and competent acoustic consultant, shall be submitted with the application.  Noise assessments should have regard to relevant British Standards and/or current recognised guidance on the assessment of environmental noise e.g. BS4142, BS8233 or MCS-020 for Air Source Heat Pumps. Prior to undertaking a noise assessment, it is advised that the proposed methodology is agreed with the Environmental Protection Team, Derby City Council.
Open Space Assessment	NPPF DCLP1 Policy CP17 (Public Green Space)	Full and outline applications.  Where proposals impact upon established public open spaces.	Planning permission is not normally given for development which will result in the loss of open space. For development which will result in the loss of open space, the Council will require an assessment to determine if the land is surplus to requirements. Government policy is set out in the NPPF, Section 8.

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Additional Drawing		Any application, as necessary to fully illustrate the proposal	These include additional plans or drawings which may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development.
Parking and Access Arrangements	NPPF	Full and outline applications.  Any proposals which may impact upon the highway network.	Some applications may be required to provide details of existing and proposed parking provision and access arrangements. These details should also be shown on a site layout plan. The proposal should take account of National Policy and other national policy documents such as 'Manual for Streets' and locally produced companion guides.
Photographs and Photomontages		Any application, as necessary to fully illustrate the proposal	These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.
Planning Obligations		Full and outline applications.  Proposals involving major development or those smaller proposals which may impact upon the comprehensive redevelopment of larger sites	Planning obligations are 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. Where Local Plan policies give details of likely section 106 requirements, a statement of the proposed Heads of Terms should be submitted with the application. Further advice is available in ODPM Circular 05/2005, <b>Planning Obligations</b> and the model section 106 agreement, both of which are available on the Communities and Local Government website. The City Council has an adopted SPD relative to Planning Obligations which sets out in detail the Council's position.
Planning Statement	NPPF	Full and Outline applications.  To fully justify and explain the proposal	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 may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate. The statement should include a

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			<p>justification for a proposed change of use, if applicable, particularly if the proposal involves the loss of community facilities.</p> <p>The Council's adopted 'Statement of Community Involvement' sets out the Council's aspirations for predevelopment community consultations. This is particularly important in light of the 'Localism' Agenda and applicants should follow the advice in this document.</p>
Regeneration Statement	NPPF DCLP1 Policy CP9 (Delivering a Sustainable Economy)	<p>Full and Outline applications.</p> <p>To justify projects where regeneration objectives need to be fully explained</p>	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 floor space 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.
In the case of residential uses, expected commencement date of residential element and annual number of dwellings to be built	NPPF	Any application including residential development including new build, change of use/conversion, student accommodation or other specialist living	<p>Local Planning Authorities are required to assess the forward delivery of new residential uses and prepare a housing trajectory. Monitoring is required through an Annual Monitoring Report.</p> <p>In order to carry out these tasks, information on development intentions is required and agents and developers should indicate, should permission be granted, when the development of dwellings is likely to commence and what the annual delivery rates would be.</p> <p>LPAs have an option to produce an annual position statement on 5 year supply (NPPF para 74) which should be produced through engagement with developers and others who have an impact on delivery.</p> <p>This information is for monitoring purposes only and there is no requirement that the developer is held to the information given.</p>
Statement of Community Involvement		<p>Full and Outline applications.</p> <p>In line with 'localism' objectives.</p>	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into

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			<p>account in the formulation of development proposals.</p> <p>Derby City Council Statement of Community involvement can be found at:  <a href="https://www.derby.gov.uk/media/derbycitycouncil/contentassets/documents/reports/localdevelopmentframework/Revised_SCI_Adopted_July_%202017.pdf">https://www.derby.gov.uk/media/derbycitycouncil/contentassets/documents/reports/localdevelopmentframework/Revised_SCI_Adopted_July_%202017.pdf</a></p>
Structural Survey		Full and Outline applications.	<p>A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications.</p> <p>Sites constrained by land level issues, previously developed sites and sites with known underlying geological constraints</p>
Sustainable Drainage Assessment  Sustainable Drainage Operation and Maintenance Plan	<p>NPPF</p> <p>DCLG Written Ministerial Statement HCWS161</p> <p>DCLP1 Policy CP2 (Responding to Climate Change)</p>	All planning applications for major development.	<p>Please contact the Council Land Drainage team who are the Lead Local Flood Authority for further advice is required.</p> <p><a href="mailto:flooddefence@derby.co.uk">flooddefence@derby.co.uk</a></p>
Transport Assessment	<p>NPPF</p> <p>DCLP1 Policy CP23 (Delivering a Sustainable Transport Network)</p>	<p>Full and Outline applications.</p> <p>Major developments impacting upon the local and strategic highway network</p>	<p>The Planning Practice Guidance advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the Transport Statement (TS) is sufficient and 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>, published by the Department for Transport (March 2007).</p>



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			<p>Wherever possible Transport Assessments should be agreed in advance of lodging an application.</p> <p>These documents will allow the transport implications of proposed development to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome. The information will include analysis of all existing and proposed trips by all modes of travel generated by the proposal. It should illustrate accessibility to the site by all modes and the likely modal split of journeys to and from the site. The document 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>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>Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified.</p> <p>A Travel Plan should be submitted in order to outline the way in which the transport implication of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customer of the development will use alternative means of travel, which do not involve private car use. The Travel Plan should include details of targets and arrangements for monitoring.</p>
Draft Travel Plan		<p>Full and outline applications.</p> <p>Major developments.</p>	<p>A (draft) travel plan should be submitted alongside planning applications which are likely to have significant transport implications. A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The (draft) travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p>

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Arboricultural Impact Assessment	BS5837 BS3998 NPPF Town and Country Planning Act 1990, (Section 197-198), BDP Policy TP 7 Green Infrastructure Network	Any application where development may impact upon trees on or adjoining the development site.	<p>Where there are trees within the application site, and/or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on how trees are to be impacted upon by the proposed development and how retained trees are to be protected during construction works. This information must be prepared by a suitably qualified and experienced arboriculturist.</p> <p>Full guidance on the tree survey information, Arboricultural Impact Assessment, and Arboricultural Method Statement (including Tree Protection Plan) that should be provided with an application is set out in the current BS5837 'Trees in relation to design, demolition and construction – Recommendations'. Within the standard 'Figure - the design and construction process and tree care' shows the logical sequence of events that should be followed to achieve this harmonious and sustainable relationship between trees and structures. Using the methodology set out in the BS will help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p> <p>Hard/soft landscaping and the installation of services (including land drainage installations) must feed into the Arboricultural Impact Assessment and Arboricultural Method Statement)</p> <p>In addition, a tree canopy assessment must be provided to assess pre-development canopy size and post development canopy size.</p>
Ventilation/ Extraction Statement		Full and outline application.  Where ventilation may impact upon sensitive receptors	<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 relevant use classes (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises, Drinking establishments - use as a public house, wine-bar or other drinking establishment, Hot food takeaways - use for the sale of hot food for consumption off the premises). 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> <p>It is normally recommended that the discharged point of extracted air should be at least 1m above the roof ridge of the premises including the height of any sensitive</p>

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			buildings within 20m. This is to ensure sufficient diffusion and dispersion of extracted air. Proposals should consider the EMAQ guidance 'Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2022)'.
Site Waste Management Plan		<p>Full, outline and reserved matters applications.</p> <p>Where major industrial and commercial development is proposed in sensitive locations and to control operational vehicle movements</p>	<p>Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004 '<b>Site Waste Management Plans: guidance for construction contractors and clients</b>'. These do not require formal approval by the planning authority, 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.</p>
Great Crested Newts	NPPF DCLP1 Policy CP19 (Biodiversity)	Any application where development affects Great Crested Newts	<p>Great Crested Newts are widespread in the UK. However, numbers have declined dramatically due to the loss of habitat, especially the infilling of ponds. Great Crested Newts are fully protected under UK and European Legislation.</p> <p>If you intend to develop land where your work will disturb great crested newt (GCN) or damage their habitat (ponds and land around ponds), you must ensure you have met the legal requirements.</p> <p>There are several ways in which you can apply for a licence from Natural England:</p> <ul style="list-style-type: none"> <li>• <a href="#">GCN Mitigation Licence</a> <ul style="list-style-type: none"> <li>○ This the traditional option for applying for a mitigation licence.</li> </ul> </li> <li>• <b>A Low Impact Class Licence</b> <ul style="list-style-type: none"> <li>○ This scheme only applies where impacts to GCN and their habitat are considered to be small scale. This is implemented through a consultant ecologist who is registered for the scheme.</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"><li data-bbox="958 217 2163 448">• <a href="#"><u>District Level Licencing</u></a><ul style="list-style-type: none"><li data-bbox="1016 268 2163 448">○ The City Council is now part of this scheme. DLL does not require on site mitigation. Instead, developers make a payment based on the impact of their development. This conservation payment is used to create compensatory habitat off-site, which is targeted to areas where it will most benefit GCN- making bigger, better and more joined up habitats.</li></ul></li></ul>