



Hinckley & Bosworth
Borough Council

Hinckley & Bosworth Borough Council Validation Requirements for Planning Applications 2019

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Section 1: National requirements (Hinckley & Bosworth Borough Council require one copy only if submitted by post)

No	National requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1a	Application form	All	Guidance on how to fill out these forms can be found at the planning portal web sit: www.planningportal.co.uk .	Article 7 of the General Permitted Development Procedure Order 2015
1b	Agricultural holding certificate (article 7)	All	This part of the application form must be signed to either confirm the land to which the application relates is not part of an agricultural holding; or if it is that you have notified any tenants	Article 7 of the General Permitted Development Procedure Order 2015
1c	Ownership certificate (A,B,C, or D as applicable)	All	Guidance on how to fill out these forms can be found at the Planning Portal web site: www.planningportal.co.uk One of the ownership certificates must be signed. (If part of your proposal overhangs or forms a party wall on your neighbours land you are required to submit certificate B)	Article 7 of the General Permitted Development Procedure Order 2015
1d	Site location plan	All	A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads and the north point. The site should be outlined in red on all copies and any other land owned by the applicant in blue. It should include all land necessary to carry out the proposed development (for example, land required for access to the site from a public highway, visibility splays, car parking and open areas around buildings). (Please note that if you are using a plan based on	Article 7 of the General Permitted Development Procedure Order 2015

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			<p>Ordnance Survey data you must have either purchased the map specifically for this purpose or have a licence which allows you to do so. Hinckley & Bosworth Borough Council cannot accept copies of plans (such as your title deeds) that were created for other purposes and submission of such plans will make your application invalid).</p>	
1e	<p>Design and Access Statement</p>	<ul style="list-style-type: none"> • Applications for major development • Applications for development in a designated area*, where the proposed development consists of <ul style="list-style-type: none"> ○ One or more dwellings; or ○ A building or buildings with a floor space of 100 square metres or more • Applications for listed building consent <p>*For the purposes of design and access statements, a designated area means a world heritage site or a</p>	<p>A Design and Access Statement must:</p> <p>(a) Explain the design principles and concepts that have been applied to the proposed development; and</p> <p>(b) Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account</p> <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a design and access statement should be tailored accordingly.</p> <p>Design and access statements must also explain the applicant's approach to access and how relevant local plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p>	<p>The statutory requirements for design and access statements are set out in Article 9 of the General Management Procedure Order 2015.</p> <p>Further information can be found within the Government's Planning Policy Guidance Section – Making an application.</p>

No	National requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		conservation area.		
1f	Appropriate fee	All (exemptions do apply to some applications)	<p>Cheques should be made payable to 'Hinckley & Bosworth Borough Council'. Or you can pay online at: http://www.hinckley-bosworth.gov.uk/pay.</p> <p>Please note that to pay online you must already have the Hinckley & Bosworth Borough Council reference number for your application.</p> <p>You can also pay by phone by card on: 01455 231841.</p> <p>Assistant in calculating the appropriate fee can be found on the planning portal website: https://1app.planningportal.co.uk/FeeCalculator/Standalone</p>	<p>Fees set by 2017 regulations.</p> <p>You can calculate the fee yourself by using the: National Planning Portal's online fee calculator</p>

Section 2: Local requirements – Plans and drawings for householder applications

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
2a	Site plan/block plan	All	<p>The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries.</p> <p>The following may be required, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land • The extent and type of any hard surfacing; and • Boundary treatment including walls or fencing where this is proposed 	<p>Article 7 of the General Permitted Development Procedure Order 2015</p> <p>Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p>
2b	Existing and proposed floor plans	All applications	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and scale bar.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.</p>	<p>Article 7 of the General Permitted Development Procedure Order 2015</p> <p>Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies DPD</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
2c	Existing and proposed elevations	All applications involving building work, alterations to buildings	All plans to be drawn at a minimum scale of 1:500, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.	Article 7 of the General Permitted Development Procedure Order 2015 Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies Development Plan Document (DPD)
2d	Plans and drawings – detail	Roof extensions, roof terraces, dormer windows and window and door replacement	<p>For roof extensions and dormers:</p> <ul style="list-style-type: none"> • Submit elevations of the whole property, not just the roof and upper floor(s) • Submit existing and proposed sections through the roof <p>For roof terraces:</p> <ul style="list-style-type: none"> • Show the nearest windows on the immediately adjoining properties on elevations and floor plans • Provide details including proposed materials and measurements of means of enclosure around the terrace and any privacy screens 	Policy DM10 of the Site Allocations and Development Management Policies DPD
2e	Parking plan	All applications	<p>Submit existing and proposed parking plans to scale showing:</p> <ul style="list-style-type: none"> • Number of parking spaces • Details of existing and proposed parking provision on a plan including details of servicing arrangement and turning heads and tracking for large service vehicles • Location and number of cycle parking including a 	Policy DM18 of the Site Allocations and Development Management Policies DPD Leicestershire Highways Design Guide:

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>plan showing location; numbers of stands, elevations of proposed cycle covers and materials to be used:</p> <ul style="list-style-type: none"> • Location and number of parking spaces for powered two-wheelers 	<p>https://resources.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-design-guide</p> <p>Paragraph 110 of the National Planning Policy Framework (NPPF)</p>
2f	Hardstanding	All	<p>If your proposal involves laying a hard standing then you must confirm the proposal materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally within the boundaries of the site</p>	<p>Policies DM7 and DM10 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p>

Section 3: Local Requirements – Plans and drawings (all applications excluding householder)

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
3a	Site plan/block plan	All	<p>The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries.</p> <p>The following may be required, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land • The extent and type of any hard surfacing; and • Boundary treatment including walls or fencing where this is proposed 	<p>Article 7 of the General Permitted Development Procedure Order 2015</p> <p>Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p>
3b	Existing and proposed floor plans	All applications including change of use	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and scale bar.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.</p>	<p>Article 7 of the General Permitted Development Procedure Order 2015</p> <p>Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies DPD</p>
3c	Existing and proposed elevations	All applications involving building work, alterations to buildings or display	All plans to be drawn at a minimum scale of 1:500, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar.	Article 7 of the General Permitted Development Procedure Order 2015

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		of advertisements	They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.	Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies Development Plan Document (DPD)
3d	Existing and proposed sections	All applications involving building work, alterations to buildings or display of advertisements	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated where appropriate. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.	Article 7 of the General Permitted Development Procedure Order 2015 Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies DPD
3e	Existing and proposed roof plans	All applications involving alterations to the roof layout	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.	Article 7 of the General Permitted Development Procedure Order 2015 Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies DPD
3f	Levels	All applications involving building work	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the formulation of design and access statements.	Article 7 of the General Permitted Development Procedure Order 2015 Policy DM10, DM11, DM12 of the Site Allocations and Development Management Policies DPD

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
3g	Parking plan	All applications which provide increased parking or result in a loss of on site parking	Submit existing and proposed parking plans to scale showing: <ul style="list-style-type: none"> • Number of parking spaces. • Details of existing and proposed parking provision on a plan including details of servicing arrangement and turning heads and tracking for large service vehicles • Location and number of cycle parking including a plan showing location; numbers of stands, elevations of proposed cycle covers and materials to be used • Location and number of parking spaces for powered two-wheelers 	Policy DM18 of the Site Allocations and Development Management Policies Development Plan Document (DPD) Leicestershire Highways Design Guide: https://resources.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-design-guide
3h	Floor space/ accommodation schedule	Major applications	A schedule of accommodation types, mix and floor space- displayed in and gross internal area (GIA)	Core Strategy Policy 16 Policies DM10, DM19 and DM21 of the Site Allocations and Development Management Policies DPD
3i	Bin stores/recycling facilities	All new development which would result in the need for new or storage or recycling facilities	A scaled plan indicated the location of bin stores and details of the materials, design and type enclosure to be used. The plan should include elevations with dimensions.	Policy DM10 of the Site Allocations and Development Management Policies DPD
3j	Hardstanding	All	If your proposal involves laying a hard standing then you must confirm the proposal materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally within the boundaries of the site	Policies DM7 and DM10 of the Site Allocations and Development Management Policies DPD

Section 4: Local Requirements – Specific requirements for certain types of development

No	Type of application	Types of application and when required	What is required	Policy driver and where to get more advice
4a	Retail	Shop fronts	<p>Plans, elevations and sections</p> <ul style="list-style-type: none"> • Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy • If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors • For proposals including the installation of ATM's, details of height (for disabled access) and details of any illuminated adverts 	Policy DM23 of the Site Allocations and Development Management Policies Development Plan Document (DPD)
4b	Retail/business	Installation of plant, flues, ventilation, extraction or air conditioning equipment	<p>Plans, elevations and sections</p> <ul style="list-style-type: none"> • Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections • Show the location of neighbouring windows on drawings cross reference to the acoustic report 	Policy DM10 of the Site Allocations and Development Management Policies DPD
4c	Adverts	Advertisements	<p>Plans, elevations and selections</p> <p>Show the following details on drawings:</p> <ul style="list-style-type: none"> • The method, type and colour of illumination • Is it externally or internally lit • Type of lighting – spot lights, trough lights, halo illumination • The size of light fittings • Submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20 	Policy DM23 of the Site Allocations and Development Management Policies DPD

No	Type of application	Types of application and when required	What is required	Policy driver and where to get more advice
4d	<p>Non material amendments</p> <p>Section 96(a) application</p>	<p>Non material amendments</p> <p>Section 96(a) application</p>	<p>Submit drawings/plans/elevations/ and/or sections showing the amendment which are being sought, where necessary. A schedule should be submitted setting out the differences, describing the changes proposed.</p>	<p>General Management Procedure Order 2015.</p> <p>Policy DM4, DM10, DM11, DM12, DM14 and DM15 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p>
4e	<p>Listed building consent</p>	<p>Listed building consent</p>	<p>Alterations and extensions to a listed building</p> <ul style="list-style-type: none"> • Existing and proposed internal elevations affected by proposed work at scale 1:50 • Existing and proposed sections in cases involving the removal or insertion of floors, ceilings, and alterations to staircases • Drawings of new or replacements architectural features, for example joinery and cornices, at a minimum scale of 1:20 <p>Demolition of a listed building</p> <ul style="list-style-type: none"> • Show the location and extent of demolition work on existing plan and elevation drawings either by labelling or hatching 	<p>Policy DM11 and DM12 of the Site Allocations and Development Management Policies DPD</p>
4f	<p>Lawful development certificate for a proposed building or use (LDC)</p>	<p>Lawful development certificates for a proposed building or use</p>	<p>Buildings works for existing use or development</p> <ul style="list-style-type: none"> • Submit plans, elevations and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works 	<p>General Permitted Development Order 2015 (as amended)</p>

No	Type of application	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>Alterations to the roof including extensions, dormer windows, roof lights:</p> <ul style="list-style-type: none"> • Provide a schedule setting out existing and proposed cubic content of the roof space. You also need to show how you reached your calculation • If roof lights are to be installed please confirm how far they project from the roof slope by making the measurement on the drawings • If you are proposing dormer windows please confirm the distance between the eaves of the original roof and the bottom of the dormer window • Annotate your drawings to confirm if you are cladding any part of the extension <p>Change of use</p> <ul style="list-style-type: none"> • Details of the previous lawful use of the building and why it is considered that no planning permission is required. As per application requirements 	
4g	Certificate of lawfulness for existing use or development (CLEUD)	Certificate of lawfulness for existing use or development	An application for a certificate of lawfulness is assessed purely on the basis of evidence submitted in support of it, and on any other evidence that the council may have, such as its own records, or may obtain during processing of the application	National Planning Practice Guidance
4h	Variation/removal of condition	Variation/removal of condition	The applicant will need to provide sufficient information to enable the local planning authority to fully identify the changes sought.	Policy DM4, DM10, DM11, DM12, DM14 and DM15 of the Site Allocations and Development Management Policies DPD

No	Type of application	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>If you are applying to vary approved plans, they should clearly indicate the full extent of the proposed changes across the site with a supporting statement indicating the changes sought</p>	<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
4i	Outline planning applications	Outline planning applications	<p>Outline planning applications are generally only appropriate for new building developments outside conservation areas and are not appropriate for change of use, or for proposals which are within or adjacent to a conservation area or involve development to or adjacent to a listed building</p> <p>Where access is a reserved matter there is a requirement to indicate where access points to the development would be situated.</p> <p>If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Impact assessment where necessary.</p> <p>The council reserve the right to request further information in the form of, for example, indicative drawings and other supplementary documents, if it is not possible to determine the application on the reserved matters indicated (Article 5(2) of the GDPO 2015).</p>	<p>General Management Procedure Order 2015.</p> <p>Policy DM10, DM11 and DM12 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>National Planning Practice Guidance</p>

Section 5: Local requirements - Residential developments (one or more dwellings)

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
5a	Affordable housing statement	<p>If your proposal is for 15 dwellings or more within the urban areas or Hinckley, Burbage, Barwell and Earl Shilton.</p> <p>Planning practice guidance states that affordable housing cannot be sought upon developments of 10 or less and therefore affordable housing is required if you are developing 11 or more dwellings within the rural areas.</p>	<p>Submit an affordable housing statement. The statement will need to include:</p> <ul style="list-style-type: none"> • The mix of private and affordable units with numbers of bedrooms, the floor space of habitable areas of residential units and how many people can be housed within each property • If you are proposing different levels or types of affordability or tenure for different units you should explain this clearly and fully <p>You should also show the location of the affordable units and the number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans</p>	<p>Policy 15 of the Core Strategy</p> <p>National Planning Policy Framework</p> <p>Paragraph 64 of the National Planning Practice Guidance</p>
5b	Street scene	All new build residential	Street scenes plan (to scale) showing the relationship between the proposed development and existing buildings along the vicinity of the application site.	<p>Policy DM10, DM11, DM12, DM14 and DM15 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>Section 12 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
5c	Character analysis and appraisal	New build residential (one plus house)	Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the local area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the local character of the area.	Policy DM10, DM11, DM12, DM14 of the Site Allocations and Development Management Policies Section 12 of the National Planning Policy Framework
5d	Samples of materials	All new build residential	Details of the facing materials to be used in the development. This could include: <ul style="list-style-type: none"> • Sample of the materials • The make and type of materials • Manufactures specification accompanied by photographs and RA colour system numbers 	Policy DM10 of the Site Allocations and Development Management Policies Development Plan Document (DPD) Section 12 of the National Planning Policy Framework National Planning Practice Guidance

Section 6: Local requirements - Non-residential development

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
6a	Samples of materials	Any major/minor development	<p>Details of facing materials to be used in the development. This should include:</p> <ul style="list-style-type: none"> • Sample of the materials • The make and type of materials • Manufactures specification accompanied by photographs and RAL colour system numbers 	<p>Policy DM10 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>Section 12 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
6b	Ventilation/extraction statement	<p>If your proposal is within the following use class: A3 (Restaurants and cafes) A4 (Drinking establishments) A5 (Hot food take away)</p> <p>Note: May also be required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed.</p>	<p>You must submit full design specifications for the ventilation/extraction system to be installed. The submission must include odour mitigation measures proposed and noise levels associated with the system.</p> <p>Please contact Environmental Health at: esadmin@hinckley-bosworth.gov.uk for detailed advice.</p>	<p>Policy DM10 of the Site Allocations and Development Management Policies DPD</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
6c	Character analysis and appraisal	If your proposal includes new buildings	Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the local area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the local character of the area.	Policy DM10, DM11, DM12, DM14 of the Site Allocations and Development Management Policies Section 12 of the National Planning Policy Framework

Section 7: Local requirements – Heritage assets

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
7a	Heritage statement	<p>All listed building consent applications and applications which impact on the setting of listed buildings.</p> <p>All applications which affect the following heritage assets and their settings:</p> <ul style="list-style-type: none"> • Conservation areas • Scheduled monuments • Registered battlefields • Locally listed buildings (Non-designated heritage assets) • Archaeological remains and works that are located in an area of archaeological potential 	<p>You must provide information about:</p> <ul style="list-style-type: none"> • The significance of the heritage asset affected • The contribution the setting of heritage asset makes to its significance (where relevant) • The principles of and justification for the proposed works; and • The impact of the proposal on the significance of the heritage asset <p>The information should explain:</p> <ul style="list-style-type: none"> • The sources that you have considered • The expertise that you have consulted; and • The steps that have taken to avoid or minimise any adverse impacts on the significance of the building <p>The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You can provide this information in the design and access statement, where one is required. If you are not required to submit a design and access statement then you should provide this information in a separate written statement</p>	<p>Policy DM11, 12 and 13 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>Heritage Statement Guidance</p> <p>Paragraph 189 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Conservation Officer – Paul Grundy: Paul.grundy@hinckley-bosworth.gov.uk</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
7b	Photographs	If the proposal involves the demolition of an existing building in a conservation area or a listed building [including internal works to a listed building]	<p>You must provide:</p> <ul style="list-style-type: none"> Dated and numbered photographs cross referenced to the drawings showing the building its surrounding area and the areas where the works/alterations are proposed 	<p>Policy DM11, 12 and 13 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>Paragraph 189 and 199 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
7c	Samples of materials	All applications	<p>A sample of the facing and internal, where relevant materials to be used in the development. This should include:</p> <ul style="list-style-type: none"> Sample of the materials The make and type of materials Manufactures specification accompanied by photographs and RAL colour system numbers. 	<p>Policy DM11, 12 and 13 of the Site Allocations and Development Management Policies Department Plan Document (DPD)</p> <p>Section 12 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
7e	Statement of justification	Structural alterations to a listed building or demolition of a listed building	If the proposed works would cause substantial harm or total loss of significance to the building provide a method statement and justification	<p>Policy DM11, 12 and 13 of the Site Allocations and Development Management Policies DPD</p> <p>Heritage Statement Guidance</p> <p>Paragraph 189 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
7f	Schedule of works	Structural alterations to a listed building or demolition of a listed building	<p>Where you are proposing to remove any part of the building including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.</p> <p>If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principle for the proposal.</p>	<p>Policy DM11, 12 and 13 of the Site Allocations and Development Management Policies Department Plan Document (DPD)</p> <p>Heritage Statement Guidance</p> <p>Paragraph 189 and 199 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>

Section 8: Local requirements – Reports and assessments (All types of development)

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
8a	Archaeological assessment	If your proposals involve a new building or the disturbance of ground within an area of archaeological potential	<p>An archaeological desk top assessment and a field evaluation report. The brief should be agreed with Leicestershire County Council Archaeology</p> <p>A written statement that includes plans showing historic features, listed buildings & structures, historic parks & gardens, historic battlefield & structures, historic parks & gardens, historic battlefields & scheduled ancient monuments, an analysis of significance of archaeological, history & character of building/structure, principles of and justification for proposed works & impact on the special character of listed building, its setting and setting of adjacent listed building.</p> <p>If the only heritage issue is archaeological and the information required above is included within the archaeological assessment then a heritage statement as required by section 7a is not necessary.</p>	<p>Policy DM11 and 13 of the Site Allocations and Development Management Policies Department Plan Document (DPD)</p> <p>Paragraph 189 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Leicestershire County Council Archaeology department will be able to provide details further information with regards to specific sites: https://www.leicestershire.gov.uk/en/vironment-and-planning/planning/planning-archaeology</p>
8b	Air quality assessment	If your proposal could have a significant impact on air quality, either directly or indirectly	<p>You must submit an air quality assessment. The assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures if required.</p> <p>If you believe an air quality assessment is needed please contact Environmental Health at: esadmin@hinckley-bosworth.gov.uk for detailed advice.</p>	<p>Policy DM7 of the Site Allocations and Development Management Policies DPD</p> <p>Paragraph 181 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
8c	Contaminated land assessment	If your proposal is to re-develop or significantly change the use of a piece of land which could potentially be contaminated as a result of current or historic use	<p>You must submit a Phase 1 contaminated land assessment. If the Phase 1 assessment details the requirement for a Phase 2 assessment then this should also be submitted and include a remediation strategy as required. Any remediation completed shall require validation and a report should also be submitted.</p> <p>Please contact Environmental Health at: esadmin@hinckley-bosworth.gov.uk for detailed advice.</p>	<p>Policy DM7 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>Paragraph 178 and 179 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
8d	Environment impact assessment	Required for developments that: are listed under Schedule 1 and Schedule 2 of the Town and Country planning (Environmental Impact Assessment) Regulations 2017.	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required.</p> <p>You should request a screening opinion before submitting a planning application if the development area is over 0.5ha to determine if an EIA is required. If this is not undertaken then the Local Planning Authority will screen the application when it is received.</p> <p>The Regulations provide a checklist of matters to be considered for inclusion in the environmental statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. For example, air quality assessment.</p> <p>Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations.</p>	<p>Town and Country planning (Environmental Impact Assessment) Regulations 2017</p> <p>National Planning Practice Guidance</p>

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8e	Flood risk assessment (FRA)	Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment.	<p>The information provided in the flood risk assessment should be credible and fit for purpose. Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a strategic flood risk assessment for the area, and the interactive flood risk maps available at: https://flood-map-for-planning.service.gov.uk/ .</p> <p>A flood risk assessment should also be appropriate to the scale, nature and location of the development. For example, where the development is an extension to an existing house (for which planning permission is required) which would not significantly increase the number of people present in an area at risk of flooding, the local planning authority would generally need a less detailed assessment to be able to reach an informed decision on the planning application. For a new development comprising a greater number of houses in a similar location, or one where the flood risk is greater, the local planning authority would need a more detailed assessment.</p>	<p>Policy DM7 of the Site Allocations and Development Management Policies Department Plan Document (DPD)</p> <p>Paragraphs 155 - 165 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Further information can be found at: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> <p>Lead Local Flood Authority:</p>

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8F	Sustainable urban drainage systems (SUDS)	All major development	<p>Details of the implementation, adaption, maintenance and management of a sustainable drainage system. The details shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime.</p> <p>If your development does not include SUDS you should demonstrate that such measure are not feasible and give details of how drainage will be dealt with.</p> <p>The lead local flood authority (LLFA) provides a checklist which identifies the required information needed to minimise the time it takes to receive a positive response from the LLFA. More information can be found at: https://www.leicestershire.gov.uk/environment-and-planning/flooding-and-drainage/surface-water-drainage-for-developments</p>	<p>Policy DM7 of the Site Allocations and Development Management Policies Department Plan Document (DPD)</p> <p>Paragraphs 155 - 165 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
8g	Light impact assessment	<p>If your proposal is in the vicinity of an existing light source and that light source has the potential to impact on the use proposed</p> <p>or</p> <p>If your proposal involves the installation of floodlighting or other</p>	<p>You must submit a light impact assessment which provides details of external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> • Hours of operations • Light spillage • Light levels • Column heights • Layout plan with beam orientation • Equipment design • Mitigation measures if required to meet current light guidelines 	<p>Policy DM7 of the Site Allocations and Development Management Policies DPD</p> <p>Paragraph 180 of the National Planning Policy Framework</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		external lighting and that lighting has the potential to impact on existing light sensitive uses	Please contact Environmental Health at: esadmin@hinckley-bosworth.gov.uk for detailed advice.	
8h	Noise impact assessment	If your proposal is in the vicinity of an existing noise source and that noise source has the potential to impact on the use proposed or If your proposal has the potential to generate noise and that noise has the potential to impact on existing noise sensitive uses Note: Noise includes vibration.	You must submit a noise impact assessment prepared by a qualified acoustician and that assessment shall include mitigation measures if required to meet current noise guidelines. Please contact Environmental Health at: esadmin@hinckley-bosworth.gov.uk for detailed advice.	Policy DM10 of the Site Allocations and Development Management Policies DPD Paragraph 180 of the National Planning Policy Framework You can find details of acoustic consultancies at: <ul style="list-style-type: none"> • The Institute of Acoustic's www.ioa.org.uk • The Association of Noise Consultants www.association-of-noise-consultants.co.uk
8i	Planning statement and additional supporting information	All major applications	The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application. You should submit information explaining how the proposed development accords with policies in the local plan including the core strategy, Site allocations and development management policies, Hinckley town centre area action plan, Earl Shilton and Barwell area	Core Strategy Site Allocations and Development Management Policies DPD Hinckley Town Centre Area Action Plan Earl Shilton and Barwell Area Action Plan

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>action plan, neighbourhood plans and supplementary planning documents and development briefs.</p> <p>You should also include details of any pre application consultation you have carried out.</p>	<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
8j	Statement of community involvement (SCI)	<p>Any development involving an installation for the harnessing of wind power for energy production where—</p> <p>(a) the development involves the installation of more than two turbines; or</p> <p>(b) the hub height of any turbine exceeds 15 metres</p>	<p>Guidance upon how the pre-application consultation should be undertaken and what the SCI should contain is provided at: https://www.gov.uk/guidance/renewable-and-low-carbon-energy#compulsory-pre-application-consultation</p>	<p>General Management Procedure Order 2015.</p> <p>Planning Practice Guidance</p>
8k	Structural survey	<p>Any applications that involve:</p> <ul style="list-style-type: none"> • The change of use or conversion of rural buildings • Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure as identified in 	<p>A full structural engineers survey by a suitably qualified professional.</p> <p>This should include each of the following where appropriate:</p> <ul style="list-style-type: none"> • General description and age of building • Condition – structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering • Assessment of repairs necessary to ensure retention of the building • Assessment of structural and other alterations necessary to implement the proposed conversion; 	<p>Policy DM10, DM11, DM12 and DM15 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p>

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		section 7D.	<ul style="list-style-type: none"> • Photographs are often helpful but not essential • A schedule of works necessary to preserve the building • A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval) 	
8l	Transport statement or transport assessment and travel plan	Thresholds are identified in the Leicestershire Highways Design Guide: https://resources.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-design-guide	The scope and details of these documents should be agreed with the Highway Authority (Leicestershire County Council). Full details of what the reports should contain and consider are given in the Leicestershire Highways Design Guide: https://resources.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-design-guide	Policy DM17 of the Site Allocations and Development Management Policies Development Plan Document (DPD) Leicestershire Highways Design Guide: https://resources.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-design-guide Paragraph 108 – 111 of the National Planning Policy Framework
8m	Site waste management plan	All residential development and other applications that will have an impact on the generation of waste, including major applications and development for A3, A4 and A5 uses.	A plan indicating the location of bin store and details of the materials; design and type enclosure to be used.	Policy DM10 of the Site Allocations and Development Management Policies DPD Section 12 of the National Planning Policy Framework

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8n	Retail impact assessment	Retail impact assessment are required for all main town centre uses development over 2,500 square metres gross floor space	The requirements for an assessment are set out at paragraph 26 of the National Planning Policy Framework and the National Planning Policy Guidance.	<p>Policy DM22 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>Paragraph 89 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
8o	Sequential test	Main town centres uses which are not within the town centre	The assessment should justify the scale of the development and an assessment of the impact upon the vitality of existing retail centres and locations. Details of the availability of other sites closer to a centre for the development will also be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.	<p>Policy DM22 of the Site Allocations and Development Management Policies DPD</p> <p>Paragraph 89 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
8p	Financial viability assessment	Developments that do not offer planning obligations in accordance with the council's Supplementary Planning Document (SPD) on affordable housing and/or any other obligations required in line with police DM3 of the Site Allocations and	<p>Affordable housing thresholds and requirements are set out in Core Strategy Policy 15. New housing should seek to meet the identified affordable housing targets identified within this policy. Additional contributions may be requested in line with DM3 of the Site Allocations and Development Management Policies Development Plan Document (DPD), examples are highways, education, health contributions.</p> <p>Further details on what the viability should include is given in the viability section of the planning practice guidance: https://www.gov.uk/guidance/viability</p>	<p>Policy 15 of the Core Strategy</p> <p>Policy DM3 of the Site Allocations and Development Management Policies DPD</p> <p>Affordable Housing Supplementary Planning Document</p> <p>Paragraph 57 of the National Planning Policy Framework</p> <p>Viability Section of the Planning</p>

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		Development Management Policies.		Practice Guidance
8q	Visual impact assessment	May be required to support an application where is a potential adverse impact from the visual effects from the proposed development	<p>The following guidance outlines the appropriate methodology for carrying out landscaping and visual assessments:</p> <ul style="list-style-type: none"> Guidelines for landscape and visual Impact assessment (GLVIA3) published jointly by the Landscape Institute and the Institute of Environmental Management and Assessment in 2013 	<p>Policy DM4 and 10 of the Site Allocations and Development Management Policies DPD</p> <p>Paragraph 170 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
8r	Biodiversity survey and report/ecological survey/protected species survey and report	Where a proposed development is likely to affect species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010 , the Protection of Badgers Act 1992, and / or species of principal importance listed under Section 41 of the Natural Environment and Rural Communities Act 2006 the applicant should	<p>The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.</p> <p>The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:</p> <ul style="list-style-type: none"> Record which species are present and identify their numbers (may be approximate) Map their distribution and use of the area, site, structure or feature (for example, for feeding, shelter and breeding). <p>The assessment must identify and describe</p>	<p>Policy DM6 of the Site Allocations and Development Management Policies DPD</p> <p>Paragraph 175 of the National Planning Policy Framework</p> <p>For further information on preparing and submitting a biodiversity survey and report please see:</p> <ul style="list-style-type: none"> ODPM Circular 06/2005 and Good Practice Guide Institute of Ecology and Environmental Management: http://www.ieem.net/surveymethods.asp Leicestershire County Council Ecology:

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		<p>submit an up to date protected species survey and assessment where a proposed development is likely to affect designated sites and priority habitats, the applicant must submit an Ecological/Geological survey and assessment.</p>	<p>potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:</p> <ul style="list-style-type: none"> • How alternatives designs or locations have been considered • How adverse effects will be avoided wherever possible • How unavoidable impacts will be mitigated or reduced • How impacts that cannot be avoided or mitigated will be compensated • How species numbers are likely to change, if at all, after development for example, whether there will be a net loss or gain • How features or habitats used by protected species can be enhanced, restored or added to 	<p>https://www.leicestershire.gov.uk/environment-and-planning/planning/planning-and-ecology</p>
8s	<p>Tree survey /arboricultural statement and landscaping schemes</p>	<p>If there are trees within the application site or on adjacent sites including street trees</p> <p>All applications that include external space must be accompanied by a detailed scheme for landscaping</p>	<p>Tree survey and arboricultural statement You will need to provide information about:</p> <ul style="list-style-type: none"> • Species, spread, roots and position of trees • Which tree you are proposing to fell and which are to be retrained • Which trees will be affected in any way by the proposed development, and • The measures that will be used to protect them during construction. <p>You will need to provide the information in the form of</p>	<p>Policy DM10 and DM12 of the Site Allocations and Development Management Policies Development Plan Document (DPD)</p> <p>Paragraph 175 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>

No	Local requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>the documents and plans listed below in line with BS5837:2012:</p> <ul style="list-style-type: none"> • A tree survey • A tree constraints plan • An arboricultural implications assessment • An arboricultural method statement including a tree protection plan <p>Landscaping Scheme Should not include trees to be removed within the plans and should clearly differentiate between retained existing trees and those proposed.</p> <p>You must provide details of the planting of trees and/or shrubs, surface materials, boundary screen walls and fences.</p> <p>The scheme would describe the:</p> <ul style="list-style-type: none"> • Materials • Species • Tree and plant sizes, numbers and planting densities • Levels, gradients and any earthworks required • Proposed timing of the implementation of the scheme <p>It should also include proposals for long term maintenance and landscape management</p>	
8t	Marketing information	Loss of employment site including B1 (business), B2	For loss of Class B employment sites a documented formal marketing strategy and campaign, in line with the most up to date employment land and premises	Policy DM19 of the Site Allocations and Development Management Policies Development Plan

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		(general industrial) and B8 (storage or distribution)	review will need to be provided.	Document (DPD)