



Meeting	Cabinet Member for Place & Local Plan Decision Day
Date and Time	Monday, 6th March, 2023 at 2.30 pm.
Venue	Walton Suite, Guildhall, Winchester and streamed live on YouTube at www.youtube.com/winchestercc

Note: This decision day is being held in person at the location specified above. Members of the public should note that the meeting will be streamed live to the council's YouTube channel (www.youtube.com/winchestercc)

A limited number of seats will be made available at the above named location however attendance must be notified to the council at least 3 working days before the decision day. Please note that priority will be given to those wishing to attend and address the decision day over those wishing to attend and observe.

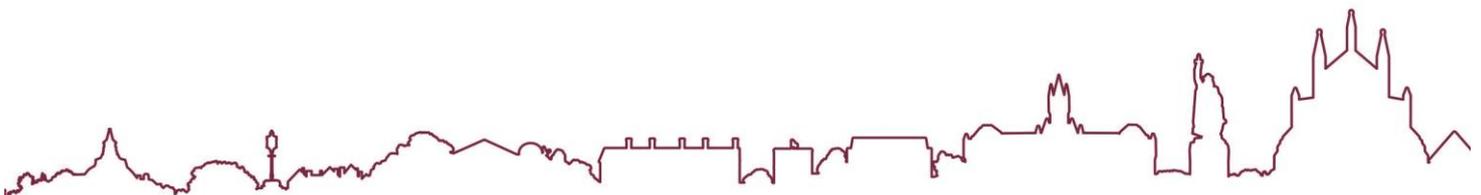
AGENDA

PROCEDURAL ITEMS

- 1. Disclosure of Interests**
To receive any disclosure of interests from Members and Officers in matters to be discussed.
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.

BUSINESS ITEMS

- 2. Public Participation**
– to note the names of members of the public wishing to speak on items for decision
Note: members of the public wishing to speak about a particular agenda item are required to register three working days in advance if they wish to speak at a Cabinet Member Decision Day.



Members of the public and visiting councillors may speak at decision days on a specific item due for decision, provided they have registered to speak three clear working days in advance. Please contact Democratic Services by **5pm on Tuesday, 28 February 2023** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

3. Visiting Councillors Representation

To note any request from visiting councillors to make representations on an item for decision.

Note: Councillors wishing to speak about a particular agenda item are required to register three working days in advance if they wish to speak at a Cabinet Member Decision Day. Councillors will normally be invited by the Chairman to speak during the appropriate item (after the Cabinet Member's introduction (and any comments from the leading officer) and any public participation).

4. Local Validation List (DD60) (Pages 5 - 54)

**Laura Taylor
Chief Executive**

All of the Council's publicly available agendas, reports and minutes are available to view and download from the Council's [Website](#) and are also open to inspection at the offices of the council. As part of our drive to minimise our use of paper we do not provide paper copies of the full agenda pack at meetings. We do however, provide a number of copies of the agenda front sheet at the meeting which contains the QR Code opposite. Scanning this code enables members of the public to easily access all of the meeting papers on their own electronic device. Please hold your device's camera or QR code App over the QR Code so that it's clearly visible within your screen and you will be redirected to the agenda pack.



24 March 2023

Agenda Contact: Claire Buchanan, Senior Democratic Services Officer Email: cbuchanan@winchester.gov.uk 01962 848 438

TERMS OF REFERENCE

Cabinet Member for Place & Local Plan Decision Day – Included within the Council's Constitution (Part 3, Section 2)

Public Participation

Representations will be limited to a maximum of 3 minutes, subject to a maximum 15 minutes set aside for all questions and answers..

To reserve your place to speak, you are asked to **register with Democratic Services three clear working days prior to the decision day** – please see public participation agenda item above for further details. People will be invited to speak in the order that they have registered, subject to the maximum time period allowed for speaking not being exceeded. Public Participation is at the Chairperson's discretion.

Filming and Broadcast Notification

This decision day will be recorded and broadcast live from the Council's YouTube channel. The decision day may also be recorded and broadcast by the press and members of the public – please see the Access to Information Procedure Rules within the Council's Constitution for further information, which is available to view on the [Council's website](#). Please note that the video recording is subtitled, but you may have to enable your device to see them (advice on how to do this is on the meeting page).

Disabled Access

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email democracy@winchester.gov.uk to ensure that the necessary arrangements are in place.

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DD60

DECISION TAKER: Cabinet Member for Place and Local Plan, Councillor Jackie Porter

REPORT TITLE: LOCAL VALIDATION LIST

6 MARCH 2023

Contact Officer: Lorna Hutchings Tel No: 01962 848290 Email lhutchings@winchester.gov.uk

WARD(S): ALL WARDS (EXCLUDING THOSE IN THE SOUTH DOWNS NATIONAL PARK AUTHORITY)

PURPOSE

Since 2008 Local Planning Authorities have been required to publish a list of information they require to “validate” the planning applications they receive.

The validation list comprises two components, firstly the national requirements, including the planning application form, the required fee, ownership certificates and design and access statement in certain circumstances, and secondly, a specific local validation requirement known as the “Local List” which enables Local Planning Authorities to require further specific detailed information relevant to the local context, constraints and Local Plan policy.

This report explains how the Local Validation List has been updated, the consultation exercise and the outcome. The new local validation list is set out in Appendix One.

Once agreed the new Local List will replace the current Local List and will form the basis on which planning applications are considered valid by the City Council. This will ensure that planning applications are accompanied by the correct supporting information so that the Planning team, consultees and interested parties (including Ward Members and the public) have appropriate information on which to comment and make recommendations on planning applications.

The ‘Local Validation List’ comprises the list of requirements in alphabetical order at Appendix One and a ‘quick check’ tool of the requirements by application type, at Appendix Two. It will be published as a webpage with a series of accordion drop down sections grouping the requirements by topic and alternatively by application type. Appendix Three is an example sheet of planning drawing which will also be published to the local validation list webpage.

RECOMMENDATIONS:

1. To agree the local validation list and requirements for adoption with immediate effect, as set out in Appendices 1, 2 and 3.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 Since 2008 Local Planning Authorities have been required to publish a list of information they require to “validate” the planning applications they receive. Validation is a statutory process formally confirming when an application is considered to have met the statutory or local requirements in order that it may be advertised and assessed by the Local Planning Authority. Linking the right validation requirements to different types of applications delivers the policies of the adopted Local Plan through the implementation of development.
- 1.2 The requirements of many different types of development from commercial to residential, small and large scale, are covered by the Local Validation List. It is comprehensive in this respect and therefore the outcomes Living Well, Vibrant Local Economy, Creating a Greener District, Homes for All are delivered by ensuring that planning applications are accompanied by the correct supporting information so that the Planning team, consultees and interested parties (including Ward Members and the public) have appropriate information on which to comment and make recommendations on planning applications.
- 1.3 A key part of the development process is to seek early and open engagement with developers and guide the content and shape of their application and so a key aim for this new Local Validation List is to assist in the end to end delivery of the Local Plan and High Quality development. Wide ranging consultation has been undertaken asking for feedback on the requirements of the list along with its design, format and appearance.

2 FINANCIAL IMPLICATIONS

- 2.1 Consultation and implementation of the local validation list will be resourced by existing staff in the Planning and Communications Team.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The local validation checklist should be reviewed and published bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3, Article 11 (3) (d). By adopting this updated Local Validation List the council will meet its statutory legal obligations.

4 CONSULTATION AND COMMUNICATION

- 4.1 The proposed Local List was open to public consultation using citizen space for an eight week period running from 1 July 2022 to 30 August 2022. It was circulated directly to a comprehensive list of external planning professionals (planning agents) and others who regularly engage with the council on planning matters. Consultation was also undertaken with internal and external consultees and stakeholders for review and comment.

- 4.2 A notice was posted on the council website and notification was circulated to all Ward Councillors as well as Parish and Town Councils via Parish Connect. An agent's forum was called on 21st July 2022 and this was tabled as an agenda item for discussion at the start of the eight week consultation period.
- 4.3 After the consultation period finished, officers carefully considered all comments received and when appropriate the local validation list has been updated to reflect comments received. 9 responses were received from local planning agents and Statutory and other amenity groups, including Sports England, Historic England, The City of Winchester Trust (CWT), Winchester Action on Climate Change (WinACC), HCC Flood and Water Management, HCC Countryside Service, The Alresford Society and the Environment Agency.

ENVIRONMENTAL CONSIDERATIONS

- 4.4 Topics covered are wide ranging and cover the requirements for planning applications to be submitted to include detailed assessments and strategies dealing with local housing need, the economy and environmental considerations including the climate emergency, council's wider objective of a carbon neutral district by 2030 and improve the quality of planning applications submissions to ensure environmental considerations have been taken into account in the submission of the planning application and when planning decisions are being taken.
- 4.5 Consultation responses received have resulted in a number of changes and updates to the Local Validation list.
- 4.6 Additional guidance has been added to improve the submission and quality of visual representations of the proposals to further understanding of development appearance and ensure quality detailing in implementation. Work separate to this list continues in the Heritage Team to provide improved guidance on Heritage Statements in response to a local architects suggestions. Historic England note the requirement to provide a Heritage Statement and have provide suggestions on links to add to improve availability of guidance.
- 4.7 At the suggestion of HCC Countryside service, additional wording has been added regarding Rights of Way to be shown on Location Plans and in Transport Assessments. Internal training is ongoing regarding quality of plans, and consultations are undertaken with the rights of way team through the application assessment.
- 4.8 At the suggestion of the Environment Agency, additional text has been added regarding the need for a foul drainage assessment if non mains foul drainage is proposed.
- 4.9 The Alresford Society request that there is a broader understanding of the requirements in the community because a Neighbourhood Plan is currently being drafted. This falls outside the scope of the local validation list but has

been forwarded to the Strategic Planning team to note as part of the local plan and neighbourhood plan process.

- 4.10 The consultation also asked for suggestions and feedback on the format of the 'list' online and responses to this have been taken on board in considering the format of web publication which is set out below in Section 9.
- 4.11 Suggestion was made by WinACC, CWT and other interested third parties to consolidate the requirements under the topics of climate change and sustainability and also in respect of the Planning Statement, the Design and Access Statement and Contextual Analysis. These areas have all been re-organised to improve clarity and avoid duplication. Suggested example of council websites were reviewed. Work continues to be review and evolve Local Validation requirements in line with the emerging Local Plan. The quality of drawings is a concern of CWT and it is anticipated that the provision of the new example plan drawing and guidance text will improve the quality of submissions.
- 4.12 HCC Flood and Water Management suggested additional links and advice added regarding Strategic Flood Assessment and including basic drainage advice for Householder applications so that measures are in place to manage water.
- 4.13 In addition to the national validation requirements set out within the Government's Planning Practice Guidance, Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with their checklist. This has now been included.

5 PUBLIC SECTOR EQUALITY DUTY

- 5.1 The format is designed to ensure that it will be more customer focussed making it easier to read and follow the requirements, and with more information available, to assist customers who are not used to submitting planning applications. The local list will also be accompanied by a visual drawing illustrating what acceptable drawings look like, as this is often something our customers struggle to understand.
- 5.2 There are generally more requirements however this reflects the change in both national and local planning policies to have appropriate information up-front which will improve the outcome of the application, and the development in terms of its impact on local communities and the environment, and improve communication about a development through its inception and design process for consultees and the local communities.
- 5.3 An Equalities Impact Assessment has been completed and has not identified negative impacts from the implementation of the Local Validation List. It is intended that the updates will improve the ability of all customers to engage with the planning service resulting in a smooth submission process.

5.4 Due regard should be given to the Equality Act 2010: Public Sector Equality Duty. Public bodies need to consciously think about the three aims of the Equality Duty as part of the process of decision-making. The weight given to the Equality Duty, compared to the other factors, will depend on how much that function affects discrimination, equality of opportunity and good relations and the extent of any disadvantage that needs to be addressed. The Local Planning Authority has given due regard to this duty and the considerations do not outweigh any matters in the exercise of our duty.

6 RISK MANAGEMENT

6.1 The adoption of this updated local list will ensure that planning applications and therefore planning decisions are legally robust with a broader scope of documents supporting the application submission.

Risk	Mitigation	Opportunities
Financial Exposure	None	None
Exposure to challenge	If an application is invalidated due to a local requirement, it can be challenged through appeal for non-determination. Risk is limited where justified through impact and harm and an up-to-date list. An approved application can be challenged if the national requirements have not been met which are listed on the validation list comprehensively intended to reduce any omissions.	N/A
Innovation	N/A	Will ensure submission of all required local list requirements. Will improve accessibility to access a complex service.
Reputation	Ensure a pragmatic flexible approach and not a tick box list of documents	End to End customer focused service improvement.
Achievement of outcome	Legally compliant local	N/A

	validation list.	
Property	N/A	N/A
Community Support	N/A	N/A
Timescales	N/A	N/A
Project capacity	N/A	N/A
Other	N/A	N/A

7 OTHER KEY ISSUES

- 7.1 Since 2008 Local Planning Authorities have been required to publish a list of information they require to “validate” the planning applications they receive. This validation list forms two components, the national requirements, including the application form, the fee, certificates etc. and secondly, specific local validation requirements known as the “Local List”. The council’s Local List is in need of updating as it was last published in April 2014.
- 7.2 There continues to be a significant number of changes nationally to planning legislation and guidance. Importantly the Council has declared a Climate Emergency and have updated the Councils Plan.
- 7.3 It is considered timely to review the current validation requirements and align these with the currently policy position both nationally and locally. It also has the advantage of getting ready for the transition between current policy and emerging policy following the Regulation 19 consultation of the Local Plan due August 2023.
- 7.4 The key core changes that were proposed in order to update the local validation are:
- a) Amendments to all sections and its format to make the requirements clearer for different application types.
 - b) Updating the references to current national legislation, guidance and standing advice.
 - c) Updating all website references where necessary.
 - d) Revision requirements to demonstrate compliance with policies of Winchester District Local Plan Parts one and two and looking ahead to new Local Plan requirement.
 - e) For the purposes of the Local List, the definition of Major Development is as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). [Town and Country Planning Act 1990 \(legislation.gov.uk\)](#)
 - f) Ensure a flexible, pragmatic and proportionate approach to the validation of planning applications by :

- (i) The particulars or evidence that are required to be included in the different types of application.
- (ii) The type and level of information required is reasonable in respect of the nature and scale of the proposed development.
- (iii) The information required will be necessary to address a matter which is reasonably required to consider as a material planning consideration in the assessment and determination of the application.

8 SUPPORTING INFORMATION:

- 8.1 See Appendix One for a complete list of validation document requirements in alphabetical order. This was the document consulted on and will be formatted as a website page.
- 8.2 Appendix Two is a quick check tool presented as an easy cross reference to be used by those submitting an application and those assessing if an application is valid. It will be attached as a document to the website but the main web pages will be set out in the accordian style format of the council website to enable a search by application type or document type. The list of Application Types is at the end of Appendix One.
- 8.3 Officers will be pro active in promoting validation requirements to improve quality of applications and the environment through an end to end service facilitated at pre-application stage.

9 OTHER OPTIONS CONSIDERED AND REJECTED

- 9.1 It is a national requirement to have a local validation list. Therefore not to adopt is not an option.
- 9.2 Consideration was given to the format of the local validation list with a format chosen as outlined above as the one proposed meets best practice and the most user friendly.

BACKGROUND DOCUMENTS:-

Previous Cabinet/Committee Reports or Cabinet Member Decisions:-

None.

Other Background Documents:-

None.

APPENDICES:

- Appendix 1 Details of Requirements for Local Validation List in Alphabetical Order
- Appendix 2 Quick check tool - Summary of requirements
- Appendix 3 Example Drawing Illustration
- Appendix 4 Equality Impact Assessment

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Document	Requirement	Policy / Legislation	Application Type
Affordable Housing Statement	<p>Required for housing development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more and must include 40% affordable housing including on site provision specifying, number and mix, tenure and distribution of affordable units.</p> <p>See High Quality Places SPD High Quality Places Supplementary Planning Document (SPD) 2015 - Winchester City Council</p> <p>Affordable Housing supplementary planning document. Affordable Housing SPD - Adopted February 2008 - Winchester City Council</p> <p>Winchester Housing Market Needs Assessment. SHMA - Winchester District Housing Market and Housing Need Assessment Update DTZ 2012 - Winchester City Council</p>	LPP1 CP2 CP3 CP4	Full Planning Applications for Housing – Major 10 or more house and Minor greater > than 0.5 ha.
Agricultural Appraisal	Proposals for new temporary or permanent mobile homes or dwellings associated with agricultural / forestry / equestrian need will be required to submit an appraisal covering functional need, suitability of other existing dwellings and 3 years of accounts	LPP2 DM11 DM12	Full Planning Applications for new temporary or permanent mobile homes or dwellings associated with agricultural / forestry / equestrian
Air Quality Assessment	<p>The Supplementary Planning Document (SPD) sets out the Council's requirements for reducing air pollution emissions from new development on all land that is either in or within 1km of the Winchester settlement area as shown on the map in the SPD and in larger detail in Appendix H. Planning applications within the SPD area should be screened using the thresholds in Table 2 of the SPD and should be subject to the relevant level of assessment required for the application. The thresholds are principally based on the Town and Country Planning Regulations definition of 'major' development, with additional considerations specific to air quality (derived from Environmental Protection UK (EPUK) & IAQM guidance, Ref. 11 Appendix K)</p> <p>For more information: Air Quality and Health - Winchester City Council SPD Implementation of Clean Air Zones in England - Defra - Citizen Space Strategic transport - plans and policies Hampshire County Council (hants.gov.uk) CityofWinchesterMovementStrategy.pdf (hants.gov.uk) Environment Act 1995 (legislation.gov.uk)</p> <p>See also: Air Quality Standards Regulations 2010 No.1001.</p>	LPP1 DS1 CP11 CP13 LPP2 DM19 Air Quality Supplementary Planning Document September 2021 Air Quality Action Plan Winchester City Centre 2017 Part IV of the Environment Act 1995 Local Air Quality Management Hampshire Local Transport Plan 2011-2031 City of Winchester	Full Planning Applications for Housing or Commercial uses and Householder Planning Applications

	<p>The Air Quality Standards Regulations 2010 (legislation.gov.uk)</p> <p>EU ambient air quality directives. UK Air Quality Policy Context - Defra, UK</p> <p>Air Quality (England) Regulations 2010. The Air Quality Standards Regulations 2010 (legislation.gov.uk)</p>	<p>Movement Strategy</p> <p>Vision for Winchester Town 2020 - 2030</p>	
Application Forms and Fee	<p>Relevant Application Form completed. Planning Application Fee.</p> <p>See the portal for the fee calculator. Planning Portal</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017</p>	All applications
Archaeological Assessment	<p>An assessment will be required in respect of proposals involving the disturbance of ground within an area of recognised archaeological significance or potential, or in respect of major development proposals, or significant infrastructure works in other areas where heritage assets with archaeological interest may survive. Such areas may be specified in pre-application advice or may be identified during the preparation of and consideration of development proposals.</p> <p>The assessment may form part of a wider Heritage Statement or comprise a standalone document.</p> <p>Where direct physical impact on a scheduled monument is proposed, this should be discussed with Historic England before a planning application is submitted. Hedgerow removal may also require a Heritage Statement where it affects a hedgerow which is important for landscape or historical reasons.</p> <p>The scope and degree of detail necessary in an archaeological assessment will vary according to the particular circumstances of individual proposals, but should be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impacts of the proposals on the significance of the heritage asset(s) affected. Applicants may be required to submit an appropriate desk-based assessment, and /or to undertake and submit a report on a field evaluation.</p> <p>Applicants are advised to discuss proposals within the council's Archaeology Officer before any application is made; detailed discussions on assessment requirements may require a pre-planning application (Pre-Applications advice and enquiries - Winchester City Council - Winchester City Council).</p>	<p>Ancient Monuments and Archaeological Areas Act, 1979 Ancient Monuments and Archaeological Areas Act 1979 (legislation.gov.uk)</p> <p>The Hedgerow Regulations, 1997 The Hedgerows Regulations 1997 (legislation.gov.uk) NPPF Chapter 16 16. Conserving and enhancing the historic environment - National Planning Policy Framework - Guidance - GOV.UK (www.gov.uk)</p> <p>LPP1 CP13 CP20</p> <p>LPP2 DM26</p>	<p>All Full, Outline and Householder Applications involving the disturbance of ground within an area of recognised archaeological significance or potential.</p> <p>Major Applications or applications with significant infrastructure works in other areas, where heritage assets with archaeological interest may survive.</p> <p>Hedgerow Removal Applications where it affects a hedgerow which is important for landscape or historical reasons.</p>

	<ul style="list-style-type: none"> • Desk-based assessment: This will comprise the collation of existing archaeological and historic information about the application site and the production of a report summarising this material. The assessment should identify known and potential archaeological remains; their significance and any contribution made by its setting. An assessment of the impact of the proposed development on the significance of archaeological remains within the site should also be undertaken. • Field Evaluation: More detailed investigation may be required to undertake an assessment of the impact of the proposed development on the significance of archaeological remains, known or suspected on the site. This is likely to involve on-site survey and investigations such as geophysical survey and the excavation of test pits or trenches and the production of a report detailing the results. <p>Further information:</p> <p>Further guidance on archaeological desk-based assessment and field evaluation can be found via the following links:</p> <p>Chartered Institute for Archaeologists: Standard and guidance for historic environment desk-based assessment CifAS&GDBA 4.pdf (archaeologists.net)</p> <p>Chartered Institute for Archaeologists: Standard and guidance for archaeological field evaluation CifAS&GFieldevaluation 3.pdf (archaeologists.net)</p> <p>More detailed advice on archaeological desk-based assessment within the urban core of Winchester: Archaeology and Planning - Winchester City Council</p> <p>Applicants are also referred to the Heritage Statement section below.</p> <p>Winchester Historic Environment Record: The Winchester Historic Environment Record - Winchester City Council</p>		
Biodiversity Checklist	<p>The purpose of the biodiversity checklist is to decide the presence of protected habitats and species within or in close proximity to the application site. All of these protected habitats and species are afforded varying levels of protection under the following pieces of European and Statutory legislation.</p> <p>Biochk Householder Editable (1).pdf (itss.local)</p> <p>Biochk Full Editable (1).pdf (itss.local)</p>	<p>The Habitat Regulations (as amended), 1994 The Wildlife & Countryside Act (as amended), 1981 The NERC Act, 2006</p> <p>LPP1 CP13 CP15 CP16</p> <p>LPP2 DM15 DM17</p>	All Applications
Biodiversity Survey	As determined by the Biodiversity checklist - all applications for development within		All Applications as

<p>and Report; Construction Environment Method Statement; Ecological Impact Assessment.</p>	<p>or adjacent to, or would have an impact on priority species as detailed on Section 41 of the Natural Environment and Rural Communities Act 2006, or within, adjacent to, or would have an impact upon one or a combination of the following sites: Local Wildlife sites (SINCS & SNCIs), Local Nature Reserves, National Nature Reserves, SSSIs, internationally designated sites and/or where there is a reasonable likelihood of protected species and/or their habitats/notable habitats. All of these protected habitats and species are afforded varying levels of protection under the following pieces of European and Statutory legislation.</p> <p>See also:</p> <ul style="list-style-type: none"> • Winchester City Council web page WCC position statement on nitrate neutral development - Winchester City Council • The Habitat Regulations (as amended), 1994 The Conservation (Natural Habitats, &c.) Regulations 1994 (legislation.gov.uk) • The Wildlife & Countryside Act (as amended), 1981 Wildlife and Countryside Act 1981 (legislation.gov.uk) • The Natural Environment and Rural Communities (NERC) Act, 2006 Natural Environment and Rural Communities Act 2006 (legislation.gov.uk) • Bio diversity Net Gain Biodiversity Net Gain - Winchester City Council 	<p>The Habitat Regulations (as amended), 1994 The Wildlife & Countryside Act (as amended), 1981 The NERC Act, 2006</p> <p>LPP1 CP13 CP15 CP16</p> <p>LPP2 DM15 DM17</p>	<p>determined by the Biodiversity checklist. All Applications for development that would have an impact on priority species or within, adjacent to, or would have an impact upon one or a combination of the listed sites.</p>
<p>Biodiversity Net Gain</p>	<p>When a development is proposed, as of November 2023, it will be required to achieve Biodiversity Net Gain (BNG) the biodiversity on the development site must be left in a better state than before the works were undertaken.</p> <p>For up-to-date information on this see: Biodiversity Net Gain - Winchester City Council</p> <p>Biodiversity Net Gain Technical Advice Note DRAFT as of Oct 2022 – requirement to be updated.</p>	<p>CP16</p>	<p>All Applications for Major and Minor Development and desirable for Householders.</p> <p>Requirement as of November 2023</p> <p>Interim requirement to be updated</p>
<p>Block/Site Plan (existing and proposed site)</p>	<ul style="list-style-type: none"> ▪ Draw to a scale of 1:500 or 1:200 and include a scale bar. ▪ Show the direction of North. ▪ Show the footprint of the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. ▪ Show the extent and type of any existing and proposed hard surfacing. ▪ Show the position and extent of any existing and proposed boundary treatment including walls or fencing. ▪ Show all the buildings, roads and footpaths on land adjoining the site including access arrangements. ▪ Show all public rights of way crossing or adjoining the site and all public rights of way present on the extent of the plan. ▪ Show the position of all trees on the site, and those on adjacent land that could influence or be affected by the development. 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p>	<p>All Applications</p>
<p>CIL Additional</p>	<p>We will need a CIL Additional Information Requirement Form when:</p>	<p>The Planning Act 2008</p>	<p>All Full, Householders</p>

Information Form	<p>New residential development over 100 square meters</p> <p>The creation of 1 or more dwellings (even if it is less than 100 square meters).</p> <p>New retail and hotel developments</p> <p>Applications for either Charitable Relief or Social Housing Relief will be required to include a statement which addresses the criteria set out in Part 6 of the CIL Regulations 2010 (as amended).</p> <p>See Also</p> <ul style="list-style-type: none"> ▪ CIL Charging Schedule CIL Charging in Winchester - Winchester City Council 	<p>introduced CIL. The Community Infrastructure Levy Regulations 2010, plus Amendments in 2011, 2012, 2013, 2014, 2015, 2018, 2019</p>	<p>and Prior Approval applications that meet the criteria in the CIL charging zone.</p>
Climate Emergency statement	<p>Winchester City Council declared a climate emergency in June 2019. Climate change considerations are integral to the planning system and the design of new developments. Applicants need to illustrate their aspirations of how their schemes can help to mitigate climate change and adapt to the climate that the development is likely to experience over the course of its expected lifetime.</p> <p>Applicants are expected to provide an overarching statement which can be part of a Design and Access, Planning statement of the measures included in their proposal to help mitigate climate change. This can be a simple summary or for other applications which have a number of statements submitted (Biodiversity, gain, surveys, mitigation; Transport, Sustainability / Energy, Air Quality, Drainage Statements and Assessments) it is recommended that relevant details and conclusions of each are considered comprehensively in respect of the contribution made to the climate emergency. These elements will also likely be part of the informing process in your contextual analysis. How your proposal has dealt with the 10 Characteristics of the National Design Guide should be set out.</p> <p>See also:</p> <p>14. Meeting the challenge of climate change, flooding and coastal change - National Planning Policy Framework - Guidance - GOV.UK (www.gov.uk)</p> <p>Climate change - GOV.UK (www.gov.uk)</p> <p>Climate Emergency - What we are doing now - Winchester City Council</p> <p>National design guide - GOV.UK (www.gov.uk)</p>		All Applications
Contextual Analysis	<p>This is required to ensure that developments are designed in response to the character and variety of the local environment. Ideally all developments should use this method to reach their design outcome but it is essential for Major and Minor applications to ensure the best outcome if they engage with this Local Planning</p>	<p>LPP1 CP13 LPP2 DM15 DM16</p>	<p>All Applications and essential for Minor and Major applications and other in sensitive</p>

	<p>Authority as early as possible and in advance of any formal submission. Including this analysis and response will help shape your proposal and improve LPA and community understanding of it, improving the likelihood of a successful planning application outcome.</p> <p>How your proposal has dealt with the 10 Characteristics of the National Design Guide should also be set out.</p> <p>See also:</p> <p>High Quality Places Supplementary Planning Document (SPD) 2015 - Winchester City Council</p> <p>Design: process and tools - GOV.UK (www.gov.uk)</p> <p>National design guide.pdf (publishing.service.gov.uk)</p> <p>Building Better, Building Beautiful Commission - GOV.UK (www.gov.uk)</p>	<p>NPPG The Importance of Good Design</p> <p>NPPF 12 Achieving well-designed places</p>	<p>locations.</p>
<p>Drainage Strategy</p>	<p>In December 2014, DCLG set out the changes to the planning system that will help to increase the use of the sustainable drainage systems. Developments will provide a drainage strategy for surface and foul drainage showing existing and proposed arrangements. Hampshire Council is a statutory consultee on all major applications as Lead Local Flood Authority.</p> <p>For Minor applications of 1-9 houses/ small commercial buildings should provide a drainage strategy with the appropriate plans / calculations to ensure measures are put in place to manage water from additional hardstanding areas, particularly where they are within one of HCC priority areas. Infiltration testing is critical if soakaways are being considered.</p> <p>Householder planning applications: A basic drainage strategy will be desirable to ensure measures are put in place to manage water from additional hardstanding areas, particularly where they are within one of HCC catchment priority areas.</p> <p>For HCC Checklist and more information:</p> <p>Reducing flood risk in planning Hampshire County Council (hants.gov.uk)</p> <p>Drainage and Sewers - Winchester City Council</p> <p>BR PDF AD H 2015.pdf (publishing.service.gov.uk)</p> <p>When determining any planning applications, local planning authorities should ensure that flood risk is not increased elsewhere. Where appropriate, applications should be supported by a site-specific flood-risk assessment. A site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3. In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as</p>	<p>LPP2 DM17</p> <p>The Building Regulations 2010 Drainage and Waste disposal Approved Document H 2015 Edition</p> <p>Department for Environment, Food and Rural Affairs</p> <p>Sustainable Drainage Systems</p> <p>Non-statutory technical standards for sustainable drainage systems March 2015</p> <p>NPPF Section 14.</p>	<p>All Full, Outline and Householder applications</p>

	<p>having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use. This includes householder development, small non-residential extensions (with a footprint of less than 250m²) and changes of use; except for changes of use to a caravan, camping or chalet site, or to a mobile home or park home site, where the sequential and exception tests should be applied as appropriate.</p> <p>Sustainable Drainage Systems: Non-statutory technical standards for sustainable drainage systems (publishing.service.gov.uk)</p>		
<p>Design and Access Statement</p>	<p>The purpose of a Design and Access Statement (DAS) is to explain the design thinking behind the proposed development and why this is a suitable response to the site and its setting (see Contextual Analysis), and to demonstrate it can be adequately accessed by prospective users. Design and Access statements must be provided for:</p> <ul style="list-style-type: none"> • Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015; • Applications for development in a designated area (Conservation Area, World heritage Site), 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>Article 4 also amends the requirement for a design and access statement to demonstrate how the design of the development takes its context into account, so that this need no longer be demonstrated in relation specifically to layout, scale, landscaping, and appearance. Context means the physical, social, economic and policy context of the development.</p> <p>Applications for waste development, a material change of use, engineering or mining operations or material minor amendment to amend the conditions on an application, do not need a D&A statement.</p> <p>NPPG Making an Application Paragraph: 029 – 033 NPPG:</p> <p>Making an application - GOV.UK (www.gov.uk)</p> <p>Please refer also to the High Quality Places SPD High Quality Places Supplementary Planning Document (SPD) 2015 - Winchester City Council</p> <p>National Design Guidance National design guide.pdf (publishing.service.gov.uk)</p>	<p>(Development Management Procedure (England) Order 2015.</p> <p>LPP1 CP13 CP20</p> <p>LPP2 DM15 DM16 DM17 DM27 DM30 DM31</p> <p>NPPF Meeting the Challenge of Climate Change, flooding</p> <p>LPP1 Core Policies - High Quality Environment Meeting the Challenge of Climate Change CP13</p> <p>Climate change - GOV.UK (www.gov.uk)</p> <p>14. Meeting the challenge of climate change, flooding and coastal change</p>	<p>Full and outline Applications for Major Development.</p> <p>Sites within a designated area.</p> <p>Listed Building Applications.</p>

Elevation Drawings (existing and proposed)	<ul style="list-style-type: none"> • Draw to a scale of 1:50 or 1:100 and include a scale bar. • Show the proposed works in relation to what is already there. The proposed building materials and the type, materials and finish of doors and windows should be clearly annotated. • Where a proposed elevation adjoins another building or is in close proximity, the drawing should clearly show the relationship between the buildings, and detail the positions of the opening of each property. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	All Applications
Employment and Skills Plan	<p>Required for all Major Development</p> <p>For more information: Employment and Skills Plans - Winchester City Council</p>	<p>LPP1 Core Policies – Prosperous Economy</p> <p>Cabinet Report 2717 9 September 2015 Supporting Employment Through Planning and Procurement Processes REPORT OF THE ASSISTANT DIRECTOR (ECONOMY AND COMMUNITIES)</p>	All Full and Outline Applications for Major Development
European sites checklist and Nitrates or Nitrate and Phosphates Budget Calculator	<p>Solent nitrogen and phosphates nutrient water quality</p> <p>As part of the information needed to determine, all planning applications for residential development (including development that involves overnight accommodation), will be required to complete a European Sites Checklist, provide a Solent Nitrates Calculator and if in the Itchen Catchment area, will be required to provide an Itchen Nitrates and Phosphates Calculator</p> <p>There is evidence of high levels of nitrogen in the water environment with evidence of eutrophication at designated sites. Residential development or development which generate an overnight stay within the Winchester District are likely to have an adverse impact on the Solent Special Protection Areas. The Council has published a position statement setting out the avoidance and mitigation measures that are needed in order for the Council to meet its legal requirements in accordance with the Conservation of Habitats and Species Regulations 2017.</p> <p>Further information:</p> <ul style="list-style-type: none"> • Winchester City Council WCC position statement on nitrate neutral development - Winchester City Council European Sites Checklist 	<p>The Conservation of Habitats and Species Regulations 2017.</p> <p>LPP1 CP13 CP15 CP16</p> <p>LPP2 DM15 DM17</p>	All Full, Outline and Changes of Use for overnight accommodation
Flood Risk Assessment	<p>Requirement for most developments within one of the flood zones.</p> <ul style="list-style-type: none"> • In flood zone 2 or 3 including minor development and change of use • More than 1 hectare (ha) in flood zone 1 • Less than 1ha in flood zone 1, including a change of use in development 	<p>LPP1 CP17</p> <p>LPP2 DM17</p>	All Applications of relevant size in relevant Flood Zone

	<p>type to a more vulnerable class (for example from commercial to residential), where they could be affected by source of flooding other than rivers and the sea (for example surface water drains, reservoirs)</p> <ul style="list-style-type: none"> • In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency <p>Hampshire County Council (HCC) is a statutory consultee on all major applications as Lead Local Flood Authority.</p> <p>Where development triggers a Flood Risk Assessment but the developer believes the flood risk is low, HCC would expect to see a high level assessment of flood risk to demonstrate that a formal flood risk assessment is not required. This should confirm the current flood risk to a site from fluvial, surface water, groundwater and coastal impacts.'</p> <p>For HCC Checklist and more information: Reducing flood risk in planning Hampshire County Council (hants.gov.uk)</p> <p>See also: Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)</p> <p>Flood Risk Assessment - Sequential test for applicants</p> <p>Strategic Flood Risk Assessment 2007 - Winchester City Council</p>		
Floor Plans (existing and proposed)	<ul style="list-style-type: none"> • Draw to a scale of 1:50 or 1:100 and include a scale bar. • If existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New Building should also be shown in context with adjacent buildings (including property numbers where applicable). 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	All Full, Outline and Householder applications
Foul Drainage Form	<p>Foul Drainage A foul drainage assessment form is needed if there is a proposed non-mains foul drainage system</p> <p>Foul drainage assessment form (FDA1) - GOV.UK (www.gov.uk)</p>	<p>LPP2 DM17</p> <p>The Building Regulations 2010 Drainage and Waste disposal Approved Document H 2015 Edition</p> <p>NPPF Section 14.</p>	All Applications on sites with non mains foul drainage.
Heritage Statement	<p>A Heritage Statement is required for all proposals affecting heritage assets and their settings.</p> <p>Heritage assets include buildings, monuments, areas and landscapes identified as having a degree of significance meriting consideration in planning decisions,</p>	<p>Town and Country Planning Act 1990</p> <p>Planning (Listed Buildings and</p>	A Heritage Statement is required for all Applications with proposals affecting heritage assets and

	<p>because of their heritage interest:</p> <ul style="list-style-type: none"> • Designated heritage assets include world heritage sites; listed buildings; conservation areas; scheduled monuments; registered parks and gardens; registered battlefields; and protected wrecks. • Non-designated heritage assets include locally listed buildings, and other non-designated buildings which are identified by the Local Authority as having a degree of local architectural and historic interest, meriting consideration in planning decisions. <p>A Heritage Statement should:</p> <ul style="list-style-type: none"> • Give a proportionate and impartial description of the significance of the heritage asset(s), following appropriate desk-based and archival research, and analysis of its historical development, form, construction, materials, character and appearance. • Depending on the nature of the development proposals, also describe the contribution made by setting to an asset's significance. • Contain sufficient information and analysis about the heritage asset and its significance, for the Local Planning Authority to understand the impact of the development proposals on that significance. • Be accompanied by contextual and detailed photographs of the asset to support the written content, including any relevant research material. <p>The scope and degree of detail necessary for a Heritage Statement will vary, according to the nature and extent of the development proposals. Applicants are advised to discuss proposals at the pre-application stage, with a Planning Officer and / or Historic Environment Officer; and are also encouraged to seek their own expert advice.</p> <p>Where a Design and Access Statement is required to accompany an application, the Heritage Statement may form part of that document. However, the Design and Access Statement is not a substitute for the Heritage Statement, and in cases where the significance of an asset is the primary consideration, it is typically more appropriate for the Heritage Statement to form a stand-alone document.</p> <p>Further details on the preparation of Heritage Statements can be found via the following links:</p> <p>Heritage Statement Guidance - Winchester City Council</p> <p>Future 50 Winchester City Council</p> <p>Statements of Heritage Significance: Analysing Significance in Heritage Assets (historicengland.org.uk)</p> <p>Statements of Heritage Significance: Analysing Significance in Heritage Assets (historicengland.org.uk)</p>	<p>Conservation Areas) Act 1990</p> <p>Ancient Monuments and Archaeological Areas Act 1979</p> <p>Historic Buildings and Ancient Monuments Act 1953</p> <p>NPPF Chapter 16</p> <p>LPP1 CP13 CP19 CP20</p> <p>LPP2 WIN3 DM25 DM26 DM27 DM28 DM29 DM30 DM31 DM32, DM33, DM34</p>	<p>their settings.</p>
<p>Location Plan (existing)</p>	<ul style="list-style-type: none"> • Drawn to scale of 1:1250 or 1:2500 and include a scale bar. • Show the direction of North. 	<p>The Town and Country Planning (Development Management</p>	<p>All Applications</p>

	<ul style="list-style-type: none"> Identify sufficient roads or buildings on land adjoining the application site to ensure the exact location of the application is clear. Identify the boundary of the property, including access to the highway and edged in Red. Identify any other land in the same ownership / control that is close to or adjacent to the application site edged in Blue. Identify Right of Way 	Procedure) (England) Order 2015	
Land Contamination Report	<p>The development of land which is known or suspected to be contaminated, or which is likely to be affected by contamination should provide a desk based assessment, site investigations, risk assessment, remediation strategy in accordance with current industry best practice guidelines. Assessments should accompany planning applications.</p> <p>For further information:</p> <p>Contaminated Land - Winchester City Council</p> <p>Environment Agency - GOV.UK (www.gov.uk)</p>	LPP2 DM21	All Applications where land is known or suspected to be contaminated
Landscape and Visual Impact Assessment	<p>Required for development that may have the potential to result in a significant visual impact.</p> <p>For more information:</p> <p>Landscape Character Assessment - Winchester City Council</p>	<p>LPP1 CP13 CP20</p> <p>LPP2 WIN3 DM15 DM16 DM23</p> <p>Winchester District Landscape Character Assessment.</p>	Full and Outline Applications for all Majors and significant Minors in sensitive countryside setting.
Marketing assessment	<p>A robust marketing assessment is required in all instances to consider the prospects for retaining an existing use as an essential service or employment use, where loss of it is proposed.</p>	LPP1 CP6 CP8 CP9	All Full and Outline Applications where loss of facility, employment or community use is proposed
Master Plan	<p>Masterplans can set out the strategy for a new development across large sites, or future development aspirations and opportunities across land holdings. They should be provided for Major development proposals and where sites come forward which are occupied by major landholders / users, large organisations and estates.</p> <p>For more information:</p> <p>Design: process and tools - GOV.UK (www.gov.uk)</p>	<p>LPP1 MTRA5</p> <p>LPP2 DM14</p>	For All Full or Outline Major Applications on Minor Applications on large sites.
Noise/Vibration Assessment	<p>Development which generates noise pollution or is sensitive to it will be required to include an assessment of the noise impact and demonstrate how it prevents, or minimises it to an acceptable level.</p> <p>Assessment of these impacts should have regard to the advice contained within the Department for Environment Food and Rural Affairs (DEFRA) Noise Policy Statement for England (NPSE), March 2010, or its recognised replacement.</p>	LPP2 DM20	For All Applications which generate or are susceptible to noise.

	<p>Further information:</p> <p>Noise policy statement for England - GOV.UK (www.gov.uk)</p> <p>Noise - GOV.UK (www.gov.uk)</p>		
OS Copyright Information	<p>Ordnance Survey plans submitted with planning applications for location and block plans MUST bear a valid licence number, the licence having been issued by the Ordnance Survey and allowing the applicant/agent to use that information.</p> <p>You can purchase a planning map at:</p> <p>Buy a planning map - Buy a planning map - Planning Portal</p>	<p>ORDNANCE SURVEY COPYRIGHT</p> <p>Planning portal service</p>	For All Applications
Ownership Certificate	<p>All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.</p> <p>Making an application - GOV.UK (www.gov.uk)</p>	<p>Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Schedule 2 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.</p>	For All Applications
Planning Obligation	<p>Please provide Heads of Terms or a draft agreement for all applications for development generating need for on-site or off-site contributions or mitigation including future maintenance.</p> <p>Local Plan Part 1 requirements for affordable housing, open space, recreation green, transport and drainage infrastructure, community infra-structure (incl. education, health and community facilities) and allowable solutions for CO2 emissions.</p>	<p>LPP1 DS1 WT2 WT3 SH2 SH3 CP3 CP4 CP5 CP6 CP7 CP10 CP11 CP15 CP16 CP21</p>	All Applications generating need for on-site or off-site contributions or mitigation.
Planning Statement	<p>The purpose of a good planning statement is to provide a balanced justification for development. It can provide additional information to the Design and Access Statement (but can be combined as one document) such as:</p> <ul style="list-style-type: none"> • The need for the proposed development; • How the proposed development accords with relevant national, regional and local planning policies; • Whether emerging policies should be taken into consideration; and • What the other material considerations that should be taken into consideration are; • A conclusion or Planning Balance – It may tie all other supporting documentation together and set out the social, economic and environmental benefits of the proposal, area where there is harm identified and demonstrate 	<p>LPP1 LPP2</p>	Desirable for All Applications

	<p>how these factors weigh together or you believe the positives outweigh any of the negatives.</p> <p>This information is desirable but is not a validation requirement unlike the Design and Access Statement where it meets the relevant criteria.</p>		
Playing Field Assessment	<p>In addition to the national validation requirements set out within the Government's Planning Practice Guidance, Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of P.99 of the NPPF and relevant Local Plan policies.</p> <p>The checklist presents the recommended requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's Playing Fields Policy.</p>	<p>NPPF Para. 99</p> <p>Sports England Playing Field Policy</p> <p>LPP1 CP7</p>	<p>Full and Outline Planning Applications that affect a playing field.</p>

Document	Presenting details on.....	
Required for all applications		
Consultation Notice	1. The development proposed (description), timescales, case officer contact details and how information can be viewed.	
Existing site plan	2. Extent of the playing field as defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015	
	3. Location and nature of existing buildings.	
	4. Location and nature of existing sports facilities (including the layout of summer and winter playing pitches).	
	5. Significant features (e.g. trees, slopes, paths, fences, sewers) ¹ .	
	6. Existing levels across the site ¹ .	
Proposed site plan	7. Location and nature of the proposed development.	
	8. Extent of playing field area to be lost (including the area covered by the proposed development and any associated works e.g. landscaping).	
	9. Location and nature of all existing sports facilities (clearly showing any revised locations from the existing plan).	
	10. Any changes to existing features and levels ¹ .	
Supporting Statements	11. Extent of playing field area to be lost (area in hectares and see point 8 above).	
	12. Reason for the chosen location and alternatives considered.	
	13. Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).	
Required in relation to specific policy exceptions		Exceptions
Drawings	14. Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities) ¹ .	2, 4 & 5
Supporting Statements	15. Current and recent users of the playing field and the nature and extent of their use.	1,4 & 5
	16. How the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of, or a web link to, the assessment or strategy should be provided) ^{1 2} .	1, 4 & 5
	17. How the development will be of benefit to sport (including benefit to existing and potential users) ² .	2, 4 & 5
	18. The specification of any ancillary facilities e.g. floodlights ¹ .	2, 4 & 5
	19. The specification of any Artificial Grass Pitch and reason for the chosen surface type ² .	4 & 5
	20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).	4
	21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including ³ : a. An assessment of the performance of the existing area; b. The programme of works (including pitch construction) for the creation of the proposed replacement area; c. A management and monitoring plan for the replacement area.	4
<p>¹. Level of detail to be proportionate to the nature of the development and its impact on the playing field.</p> <p>². Relevant for Exception 4 where the loss of an area of playing field with a natural grass surface is proposed to be replaced elsewhere by a new area of playing field with an artificial surface.</p> <p>³. All details should be undertaken and developed by a suitably qualified and experienced sports turf consultant, satisfy appropriate Sport England and NGB design guidance, and have regard to Sport England's 'Equivalent Quality Assessment of Natural Turf Playing Fields' briefing note.</p> <p>Note: As set out within the Government's Planning Practice Guidance any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.</p>		

Solent Disturbance and Mitigation Project	<p>Any development resulting in a net increase in dwellings within 5.6 km of the Solent European Designated sites unless alternative means of provision has been formally agreed.</p> <p>Further information: Solent Recreation Mitigation Partnership - Winchester City Council</p>	CP16	All Full and Outline Applications in catchment area for new dwellings.
Retail Impact Assessment	<p>Required for development proposals exceeding 2,500 square metres gross of floor space for out of centre and edge of centre proposals on town centre vitality/viability and investment, relating to retail and leisure developments (not all main town centre uses) which are not in accordance with up to date plan policies and which would be located outside existing town centres.</p> <p><u>Local requirement:</u> Proposals for retail, leisure and office developments that are outside of defined town centres and have floor space of 1,000 sq m or more in Winchester Town and 500 sq m or more elsewhere, will also require the submission of an impact assessment</p> <p>Further information: Town centres and retail - GOV.UK (www.gov.uk)</p>	<p>LPP1 WT1 WT2 MTRA1 MTRA2 MTRA3 MTRA4 CP8</p> <p>LPP2 WIN1 DM7 DM8 DM9</p>	For Full and Outline Applications where relevant size
Section Plans/Levels (existing and Proposed)	<ul style="list-style-type: none"> • Required for proposals on sloping sites. • Required for detached buildings and extensions within flood zones 2 and 3. • Show finished floor levels above a fixed datum point e.g. a manhole cover. • Draw to a scale of 1:50 or 1:100 and include a scale bar. • Show a cross section(s) through the proposed building(s) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Statement of Community Involvement	<p>Early engagement with the LPA is strongly recommended where we can discuss your communications strategy. The consultation and engagement that you have undertaken with your neighbours, the public or other stakeholders can be set out and embedded in your planning statement.</p> <p>Further information: Statement of Community Involvement - Winchester City Council</p>	WCC Statement of Community Involvement	Desirable for All Applications
Structural Survey and Construction Method Statement	<p>Required for all Barn Conversions, and any works that will affect the structure of a building including agriculture to residential Prior Approval changes of use applications.</p> <p>Further information: https://historicengland.org.uk/images-books/publications/adapting-traditional-farm-buildings/heag158-adapting-traditional-farm-buildings/</p>	<p>LPP1 CP13</p> <p>LPP2 DM16 DM17 DM29 DM30 DM31</p>	All Full and Outline Applications affecting structure
Sustainability Strategy	<p>All new Housing will be required to meet the mandatory Building Regulations requirements for energy and water use and additional options which are comparable with the requirements for the former Code for Sustainable Homes Level 4 will also be required by a planning applications.</p> <p>Policy CP11 of the LPP1 covers Sustainable Low and Zero Carbon Built</p>	<p>LPP1 DS1 WT3 SH2 SH3 CP11 CP12</p> <p>Achieving Sustainable Development NPPF 2021 Section 2</p>	<p>All Full and Outline Applications for new residential.</p> <p>Commercial or conversion of over</p>

	<p>development.</p> <p>For residential conversions and new non domestic buildings over 500sqm a BREEAM Residential Conversion or New Construction excellent standard would be expected to be demonstrated at design stage with the submission of an Energy Assessment.</p> <p>Winchester City Council - Carbon Neutrality Action Plan</p> <p>Winchester City Council Climate Emergency - what you can do to help</p> <p>BREEAM - Sustainability Assessment Method</p>		500msq Floorspace
Transport Assessment / Statement	<p>For all Major Development HCC considers the transport implications across the county. For all for other requirements for all types of applications Hampshire County Council – Standing Advice in Consultation Guidelines sets out validation requirements.</p> <p>Relevant highway information for most applications is needed where it:</p> <ul style="list-style-type: none"> • Is likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or proposed highway; • Is likely to prejudice the improvement or construction of a classified road or proposed highway; • Involves the formation, laying out or alteration of any means of access to a highway; • Involves the constructions of a highway or private means of access to premises affording access to a road in relation to which a toll order is in force; • Includes the laying out or construction of a new street. <p>The Highways Authority would recommend for all applications that affect the highway, the following information is provided:</p> <ul style="list-style-type: none"> • Achievable site access visibility (if new or modified access proposed) • Classification of the road where site access is taken from • Existing and proposed site layout showing boundary treatments and internal road/parking layout (including tracking of turning areas) • Highway Boundary <p>This list is not intended to replace the existing requirements for larger scale forms of developments where a Transport Assessment or a Travel Plan may be required.</p> <p>Consultation with the Highway Authority Hampshire County Council (hants.gov.uk)</p> <p>Please note that the PROW network is part of the highway network. Therefore any transport assessment or statement should also assess the existing and proposed impacts of the proposal on the PROW network.</p>	LPP1 CP10 LPP2 DM18	<p>For all Major Applications.</p> <p>For all other Applications where transport impacts, affects a classified road or access.</p>

	<p>For Outline planning applications that address access (access is not a reserved matter) then the PROW network (and works directly affecting it) must also be fully addressed alongside any 'road' based access to the site. I.e. it must cover the proposal's impacts to the highways network - of which the PROW network is part.</p> <p>Further information: Information for highways developers Hampshire County Council (hants.gov.uk) Transport assessments Hampshire County Council (hants.gov.uk)</p>		
Telecommunications Coverage Plots and ICNIRP Certificate	<p>Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including as set out in the Code of Best Practice on for Wireless network development in England. This should include Coverage plots of existing and proposed signal coverage and coverage plots demonstrating poor signal where alternative sites are rejected for poor coverage reasons.</p> <p>International Commission on Non-Ionizing Radiation Protection (ICNIRP) provides scientific advice and guidance on the health and environmental effects of non-ionizing radiation.</p> <p>See also: Telecommunications - Winchester City Council</p>	<p>LPP2 DM22</p> <p>Code of practice for wireless network development in England - GOV.UK (www.gov.uk)</p>	All planning applications and prior notifications for telecommunication equipment.
Tree Survey / Report	<p>For any construction works which would impact on a Tree(s), either on site or in a neighbouring property we expect an arboriculture impact and method statement with a tree protection plan in accordance with BS 5837:2012 Trees in relation to design, demolition and construction recommendations.</p> <p>Independent arboriculture advice may be obtained by contacting the Arboricultural Association Arboricultural Association - Find a Professional (trees.org.uk)</p>	<p>LPP1 CP15</p> <p>LPP2 DM15 DM24</p>	For All Applications where proposal affects a TPO, retained important tree or tree removal.
Viability Assessment	<p>In all instances where policy CP3 40% requirement cannot be met. This document will be publically available and published on the public access website to view with the planning application.</p> <p>Further information: Viability - GOV.UK (www.gov.uk)</p>	LPP1 CP3 CP4	All Major Applications for new residential development (10 dwellings or over or 0.5ha and over)
Waste Management Strategy	<p>All new residential uses must provide suitable waste management facilities in coordination with WCCs collection service. See WCC Waste Management Guidelines for new development and conversion or refurbishment of existing buildings.</p> <p>Further information: Other guidance - Winchester City Council</p>	<p>LPP1 CP13</p> <p>LPP2 DM17</p>	All Full and Outline applications for new residential or other uses needing waste services.

Personal or Sensitive Data Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document without cross-referencing in documents that can be made public, and clearly marked as confidential. The definition of 'personal data' and 'sensitive personal data' can be found in the Information Commissioner's Office (ICO) Guide to the General Data Protection Regulation (GDPR) and will include for example personal circumstances and health information.

Introduction

This local validation checklist has been produced to inform applicants/agents of the type of documents and level of information required to validate a planning application or other similar consents. There are National Requirements and Winchester City Council (WCC) has local requirements. WCC's local validation checklist reflects both the National Guidance on the validation of applications and the local requirements. To avoid confusion, this document will merge Local and National requirements to enable use a single use document, with the aim that your application can be registered as valid for determination by the Council first time round.

This checklist is intended to provide applicants/agents with clear advice as to the planning information that is considered necessary to allow Case Officers and Statutory/Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process. Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation so you know why we are asking for certain information.

Links to other bodies and documents that will help you get your submission right and are imbedded into the document for ease of reference.

Adoption / Review

This document is out for public consultation [DATE]. The local validation checklist should be reviewed and republished bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3, Article 11 (3) (d).

Pre-Application Advice

In accordance with the councils encouragement of early engagement with our customers in advance of a planning application, all applicants/agents are strongly advised to use our pre application enquiry service. The service is designed so that it can be responsive to the needs of our customers and ensure that we can offer professional, flexible, tailored and timely advice. It promises to help applicants save time and improve outcomes later during the planning application process and we can also discuss the type of permission needed, it's validation requirements and how to submit.

Please view [Pre-Applications advice and enquiries - Winchester City Council - Winchester City Council](#)

How to use this document - Guidance for All Applicants/Agents

What is Validation?

Validation is the process of checking that all relevant documentation and fee (where applicable) has been provided.

If an applicant/agent submits an application without the necessary documentation, fee, or with clear inaccuracies, we will contact the applicant/agent letting you know what is insufficient. If information or fee is not received as required or as per agreed deadline you will be charged (administration fee to be confirmed) for us to follow this up with you and administrate a formal invalidation of your application. If information, application fee or validation fee still fails to be submitted as required or as per set deadline we will return your application as invalid, and let you know we have closed down the case retaining the administration fee from the refunded application fee as appropriate.

If you consider a required item is not applicable to your particular application, then you will need to discuss with the case officer who will contact you when they pick up your application in chronological order from the applications we receive from the Portal. You can negotiate informally or if your application has been formally invalidated you may send a formal notice to the authority setting out your reasons for refusing to supply the information under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 12. The applicant/agent must have submitted all the other information needed to validate the application together with the fee (where applicable). The authority will then either confirm the information is no longer required and issue an acknowledgement letter confirming the statutory start date or disagree and issue a letter of invalidation against which the applicant may then appeal under Section 78 of the Town and Country Planning Act 1990 (as amended).

The extent of information requested for validation has been the subject of consultations and will be sought on the basis of what is considered to be reasonable and proportionate having regard to the scale and nature of the proposed development and material considerations - as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 11 (3) (c).

Submitting an Application

All applications must be submitted on the appropriate Standard Application Form, it must be signed and dated and all questions on the form must be answered fully and accurately.

Winchester City Council encourage the submission of all planning applications electronically via the: THE PLANNING PORTAL. It enables an instant transfer and link of your application and all documents to the Local Planning Authority officers so we can efficiently and effectively manage your submission.

You can apply online via the Planning Portal application service <https://www.planningportal.co.uk/applications> No paper copies are required at submission. For further information about making an application via the Planning Portal please see their website <https://www.planningportal.co.uk>

For large documents for Major or complex applications, please check with us in advance for file sharing capabilities to enable you to submit documents that exceed size limits on the Planning Portal or Email restrictions. We will also accept a CD. Please contact 01962 848 177 or the case officer to make an arrangement for efficient receipt. This can be discussed as part of your pre application. It is helpful also for MDAs and Major applications that you also provide us with 1 paper copy. The case officer may request this from you.

Definition of Major Application

As defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) a Major Application is:

- 10+ dwellings / over half a hectare
- General industrial - 1000+ m² / 1+ hectare
- Office / light industrial - 1000+ m² / 1+ hectare
- Retail - 1000+ m² / 1+ hectare
- Gypsy/traveller site - 10+ pitches

How to format and label documents

Make sure all pages in a file are the right way up. All pages in a file should have the same orientation.

Avoid using colour unless it is necessary.

Put documents in separate files

Ideally have each drawing type i.e. elevations or floor plans or site plans etc. as a separate page for uploading and labelling for easy reference on the electronic systems.

Upload labelled colour photos of the public views of the site and proposal and relevant elevations and boundaries, in context.

Example drawings

File Size

Each file must be less than 10MB. You can split larger documents into separate files and label them as part 1, part 2, and so on.

Your files must be less than 30MB in total.

File Names

Name and number each document or drawing clearly and uniquely. You should include the title, drawing number and version, for example Drawing 001 Revision A – Existing floor plans.

Personal or Sensitive Data

Where there is a need to submit information considered ‘personal data’ or ‘sensitive personal data’ under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document without cross-referencing in documents that can be made public, and clearly marked as confidential. The definition of ‘personal data’ and ‘sensitive personal data’ can be found in the Information Commissioner’s Office (ICO) Guide to the General Data Protection Regulation (GDPR) and will include for example personal circumstances and health information.

Primary legislation

Town and Country Planning Act 1990, for England and Wales, plus the Town and Country Planning (Scotland) Act 1997 and the Planning etc (Scotland) Act 2006 and the Planning Act

Planning and Compulsory Purchase Act 2004

Planning Act 2008

Localism Act 2011

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Types of Applications

Householder application for planning permission for works or extension to a dwelling

Householder application for planning permission for works or extension to a dwelling and listed building consent for alterations, extension or demolition of a listed building

Application for outline planning permission with some matters reserved

Application for outline planning permission with all matters reserved

Application for approval of reserved matters following outline approval

Application for planning permission (including demolition in the Conservation Area)

Application for planning permission and listed building consent for alterations, extension or demolition of a listed building

Application for planning permission and consent to display an advertisement(s)

Application for listed building consent for alterations, extension or demolition of a listed building

Application for consent to display an advertisement(s)

Application for a Lawful Development Certificate for a proposed use or development

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

Application for hedgerow removal notice

Application for removal or variation of a condition following grant of planning permission

Other

Application for approval of details reserved by a condition (Details in Compliance)

Application for a Non-material Amendment Following a Grant of Planning Permission

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CONTENTS PAGE

This document is an easy quick reference guide to find documents required for all types of application.



Document Required – Discuss specific requirement criteria at pre application stage



Not Required for Validation - Discuss if helpful to include upfront at pre application stage.



May be required subject to proposal design - Discuss requirement at pre application stage

SUMMARY OF REQUIREMENTS

	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non-residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non-residential	Reserve matters Application	Change of Use	Tree Works or Hedgerow application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposed or Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and all other	Prior Approval
Application Forms, Ownership certificate, Fees; OS Copyright	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Name, contact details, fee	Name, contact details, fee	✓ Or written description of the proposal
Location Plan (existing)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Block/Site Plan (existing site)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	?	?	✓
Elevation Drawings (existing and proposed)	✓	✓	✓	✓	✓	✓	✓ If relevant to REM	✗	✗	✓	✓ If relevant proposal	✓ If relevant proposal	✓	?	?	✓ Desirable
Floor Plans (existing and proposed)	✓	✓	✓	✓	✓	✓	✓ If relevant to REM	✓	✗	✓	✓ If relevant proposal	✓ If relevant proposal	✗	?	?	✓
Section Plans/Levels (existing and Proposed)	?	?	✓ Desirable	✓ Desirable	✓ Desirable	✓ Desirable	?	✗	✗	?	✗	?	✗	?	✗	✗
CIL Additional Information Form	✓ if over 100m2 GIA	✗	✓	✗ Unless new retail or hotel	✓	✗ Unless new retail or hotel	✗	✓ If new residential, retail or hotel	✗	✓ If new residential, retail or hotel	✗	✓ For new residential or extensions	✗	✗	✗	✓

	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non -residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non -residential	Reserve matters Application	Change of Use	Tree Works or Hedgerow application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposed or Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and all other	Prior Approval
Noise/Vibration Assessment	✗	✗	✓ Where sensitive noise receptor or generator	✓ Where sensitive noise receptor or generator	✓ Where sensitive noise receptor or generator	✓ Where sensitive noise receptor or generator	?	✓ Where sensitive noise receptor or generator	✗	✓ Where sensitive noise receptor or generator	✗	✗	✗	?	✗	✓ Where sensitive noise receptor or generator
Agricultural Appraisal	✗	✗	?	✗	?	✗	✗	?	✗	?	✗	✗	✗	?	✗	✗
Transport Assessment / Statement	✗ Unless parking or access affected	✗	✓ Where relevant classified road or transport impacts	✓ Where relevant classified road or transport impacts	✓	✓	?	✓ Where transport impacts	✗	✓ Where relevant classified road or transport impacts	✗	✗	✗	?	?	✓ For changes of use
Land and Visual Impact Assessment	✗	✗	✓ Where sensitive landscape impact	✓ Where sensitive landscape impact	✓	✓	?	✗	✗	?	✗	✗	✗	?	?	✗
Landscape Plan / Strategy	✗	✗	?	?	?	?	?	?	✗	?	✗	✗	✗	?	?	✗
Affordable Housing Statement	✗	✗	✗	✗	✓	✗	✓ Update if for residential	✓ If for residential	✗	✓ Update if for residential	✗	✗	✗	?	✗	✗
Local Employment Skills plan	✗	✗	✗	✗	✓	✓	✗	✓ If Major	✗	✓ If Major	✗	✗	✗	?	✗	✗

	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non-residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non-residential	Reserve matters Application	Change of Use	Tree Works or Hedgerow application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposed or Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and all other	Prior Approval
Design and Access Statement	✗	✓	✗	✗	✓	✓	?	?	✗	✗	✗	✗	✗	✗	✗	✗
Tree Survey / Report	✓ Where trees affected	✗	✓ Where trees affected	✓ Where trees affected	✓ Where trees affected	✓ Where trees affected	?	?	✓	✓ Where trees affected	✗	✗	✗	?	?	✗
Flood Risk Assessment	✓ If in relevant flood zone	✗	✓ If in relevant flood zone	✓ If in relevant flood zone	✓ If in relevant flood zone	✓ If in relevant flood zone	?	✓ If in relevant flood zone	✗	?	✗	✗	✗	?	?	✗
Ecology Report	✓ Subject to checklist	✗	✓ Subject to checklist	✓ Subject to checklist	✓ Subject to checklist	✓ Subject to checklist	?	✓ Subject to checklist	✗	✓ Subject to checklist	✗	✗	✗	?	?	✗ <small>Subject to regulations 75 to 76 of the Habitats Regulations 2017</small>
Archaeological Assessment	✓ Where in area of recognised archaeology	✗	✓ Where in area of recognised archaeology	✓ Where in area of recognised archaeology	✓ Where in area of recognised archaeology	✓ Where in area of recognised archaeology	?	✗	✓ Where hedgerow is important for historic reasons	?	✗	✗	✗	?	?	✗
Heritage Statement	✗	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	?	✓ Where Heritage Asset affected	✗	?	✗	✗	✗	?	?	✗
Structural Survey and Conversion Method Statement	✗	?	?	?	?	?	?	?	✗	?	✗	✗	✗	?	✗	✓ For residential conversions
Land Contamination Report	✗ Unless known contamination	✗	✓ Where known contamination	✓ Where known contamination	✓ Where known contamination	✓ Where known contamination	?	✓ Where known contamination	✗	✓ Where known contamination	✗	✗	✗	?	✗	✓ Where known contamination

	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non-residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non-residential	Reserve matters Application	Change of Use	Tree Works or Hedgerow application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposed or Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and all other	Prior Approval
Planning Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Retail Impact Assessment	✗	✗	✗	✓ For retail where >500m outside Winch	✗	✓ For retail	✓ Update for retail	✓ For retail	✗	✓ Update for retail	✗	✗	✗	?	✗	✓ For retail COU
Waste Management Strategy	✗	✗	✓	✓	✓	✓	?	✓	✗	?	✗	✗	✗	?	✗	?
Biodiversity Checklist	✓	✗	✓	✓	✓	✓	?	✓	✗	✓ Update	✗	✗	✗	✗	✗	✗ Subject to P5 and P6 of L16/18 Regs 2017
Contextual analysis	✓ Desirable	✗	✓	✓	✓	✓	✓	✓	✗	✓	✗	✗	✓ Desirable	✓	✓ Desirable	✗
Viability	✗	✗	✗	✗	✓	✗	✗	✓ Where Major res	✗	✓ Where Major res	✗	✗	✗	?	✗	✗
Statement of Community Involvement	✓ Desirable	✓ Desirable	✓ Desirable	✓ Desirable	✓	✓	✓ Desirable	✓ Desirable	✓ Desirable	✓ Desirable	✗	✗	✓	✓	✓	✗

	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non-residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non-residential	Reserve matters Application	Change of Use	Tie Works or Hedge-row application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposed or Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and a1 other	Prior Approval
Masterplan	✗	✗	✓ If part of a large site	✓ If part of a large site	✓	✓ If part of a large site	✗	✓ If part of a large site	✗	✓ If part of a large site	✗	✗	✗	?	?	✗
Planning Obligation HOTS	✗	✗	?	?	✓	✓	✗	?	✗	?	✗	✗	✗	?	✗	✗
Air Quality Assessment	✓ Within 1km of Winch	✗	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✗	✓ Within 1km of Winch	✗	✗	✗	?	?	✗
Sustainability Assessment	✓ Desirable	✗	✓	✓	✓	✓	✓ Update	✓	✗	✓	✗	✗	✗	✓	✓	✗
Nutrient Neutrality calculations	✗	✗	✓	✗	✓	✗	✓ Where overnight accommodation	✓ Where overnight accommodation	✗	✓ Where overnight accommodation	✗	✗	✗	?	✗	✗ Subject to 75 and 76 of Habitats Reg 2017
Bio diversity net gain	✗	✗	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✗	✓ From Nov 2023	✗	✗	✗	?	?	✓
Climate Change Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓

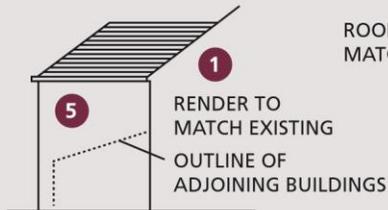
	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non-residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non-residential	Reserve matters Application	Change of Use	Tree Works or Hedgerow application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposer Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and all other	Prior Approval
Foul Drainage Form for non mains drainage	✓	✗	✓	✓	✓	✓	?	✓	✗	✓	✗	✗	✗	✗	✗	✗
Drainage Strategies	?	✗	✓	✓	✓	✓	✓ update	✓	✗	✓	✗	✗	✗	?	?	✗
Marketing Strategy	✗	✗	✓ Where loss of employment or service	✓ Where loss of employment or service	✓ Where loss of employment or service	✓ Where loss of employment or service	✗	✓ Where loss of employment or service	✗	✓ Where loss of employment or service	✗	✗	✗	?	?	✗
Solent Disturbance Recreation partnership	✗	✗	✓	✗	✓	✗	✗	✓ For new residential	✗	✓ For new residential	✗	✗	✗	✗	✗	✗

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EXAMPLE PLANS

The drawing shows the plans required for a typical two-storey rear extension. Note that the plan has been photographically reduced. The notes describe some of the important points.

PROPOSED TWO-STOREY REAR
EXTENSION AT 22 ANY ROAD,
SOMEWHERE, HAMPSHIRE
Grid Ref: 570486
Scale: 1:1250, 1:500, 1:50, 1:100
Date: January 2021, Drwng No: 1b.01



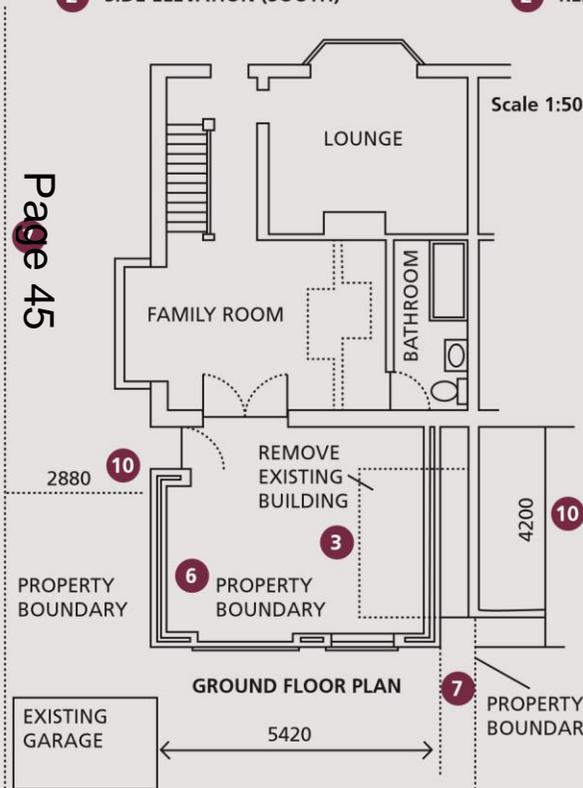
2 SIDE ELEVATION (SOUTH)



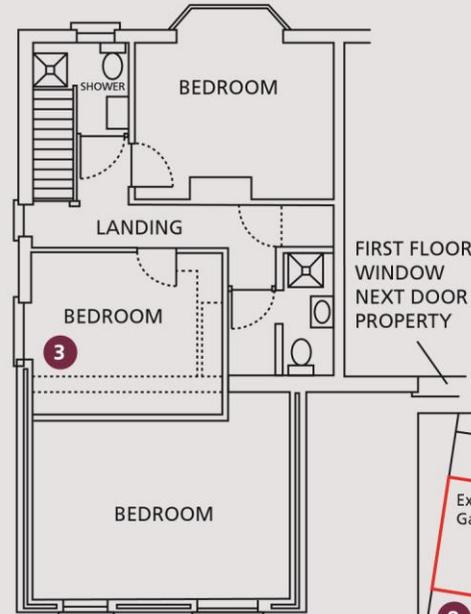
2 REAR ELEVATION (WEST)



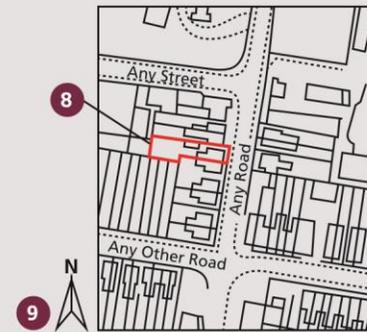
2 SIDE ELEVATION (NORTH)



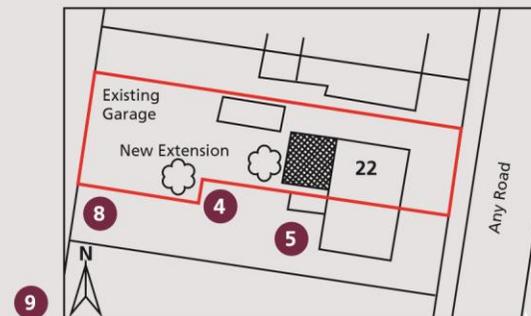
GROUND FLOOR PLAN



FIRST FLOOR PLAN



LOCATION PLAN Scale 1:1250



SITE LAYOUT PLAN Scale 1:500

- 1 Mark up the drawings to show what building materials are proposed.
- 2 Include all elevations of your extension.
- 3 Use dotted or broken lines to show the position of existing buildings to be demolished.
- 4 Trees to be retained or felled should be shown.
- 5 Make sure the position of adjacent properties is up to date and accurate.
- 6 Highlight new work, using colour or hatching.
- 7 Show property boundaries.
- 8 Outline your site in red.
- 9 Show the north point on the plan.
- 10 Each plan must be drawn to a metric scale which should be stated. Any dimensions should be included on the plans in metres.
- 11 State the grid reference (rural areas only)
- 12 Ordnance Survey Plans require a valid Ordnance Survey License Number to be shown.

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Winchester City Council

Equality Impact Assessment Template (EqIA)

Section 1 - Data Checklist

When undertaking an EqIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	
4	Do you have any concerns regarding the implementation of this policy or project? <i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>	No	
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact	No	

Appendix 4

		Yes/No	Please provide details
	on your policy or project?		
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an equality impact point of view?	Yes	Complexity of information is not easily understood by non planning professionals in order to apply in the submission of planning applications. The information has also not been easily accessible.
7	Are there any other issues that you think will be relevant?	No	

Section 2 - Your EqIA form

Directorate:	Your Service Area:	Team:	Officer responsible for this assessment:	Date of assessment:
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	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Local Validation List
2	Is this a new or existing policy?	Existing
3	Briefly describe the aim and purpose of this work.	Since 2008 Local Planning Authorities have been required to publish a list of information they require to “validate” the planning applications they receive. The local validation checklist should be reviewed and published bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3, Article 11 (3) (d). By adopting this updated Local Validation List the council will meet its statutory legal obligations. The purpose of this work is to fulfil the requirement to update and re publish.
4	What are the associated objectives of this work?	Validation is a statutory process formally confirming when an application is considered to have met the statutory or local requirements in order that it may be advertised and assessed by the Local Planning Authority. Linking the right validation requirements to different types of applications delivers the policies of the adopted Local Plan through the implementation of development.
5	Who is intended to benefit from this work and in what way?	Agents, applicants, officers, consultees.
6	What are the outcomes sought from this work?	A key part of the development process is to seek early and open engagement with developers and guide the content and shape of their application and so a key aim for this new Local Validation List is to assist in the end to end delivery of

Appendix 4

		the Local Plan and High Quality development.
7	What factors/forces could contribute or detract from the outcomes?	None
8	Who are the key individuals and organisations responsible for the implementation of this work?	Service Lead Built Environment
9	Who implements the policy or project and who or what is responsible for it?	Local Planning Authority, Planning Delivery and Implementation Manager and Planning Officers

		Please select your answer in bold . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	N	
10b	What existing evidence (either presumed or otherwise) do you have for this?			
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	N	
11b	What existing evidence (either presumed or otherwise) do you have for this?			
12a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>you may wish to consider:</i></p> <ul style="list-style-type: none"> • <i>Physical access</i> • <i>Format of information</i> • <i>Time of interview or consultation event</i> • <i>Personal assistance</i> 	Y	N	Providing the requirements of the Local List has an associated cost but is minor in proportion compared to the cost of the development in most cases. It would already be a requirement but the Local List ensures that it is front loaded into the process.

	<ul style="list-style-type: none"> • <i>Interpreter</i> • <i>Induction loop system</i> • <i>Independent living equipment</i> • <i>Content of interview)</i> 			
12b	What existing evidence (either presumed or otherwise) do you have for this?			
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?	Y	N	
13b	What existing evidence (either presumed or otherwise) do you have for this?			
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	Only in so far as the use of IT digital methods and web based information can exclude those who are not able or cannot use IT.
14b	What existing evidence (either presumed or otherwise) do you have for this?			
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	N	
15b	What existing evidence (either presumed or otherwise) do you have for this?			
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	
16b	What existing evidence (either presumed or otherwise) do you have for this?			
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	
17b	What existing evidence (either presumed or otherwise) do you have for this?			

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18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	N	
18b	What existing evidence (either presumed or otherwise) do you have for this?			

19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N										
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	<table border="1"> <tr><td>Race:</td></tr> <tr><td>Sex:</td></tr> <tr><td>Disability:</td></tr> <tr><td>Sexual orientation:</td></tr> <tr><td>Age:</td></tr> <tr><td>Gender reassignment:</td></tr> <tr><td>Pregnancy and maternity:</td></tr> <tr><td>Marriage and civil partnership:</td></tr> <tr><td>Religious belief:</td></tr> </table>	Race:	Sex:	Disability:	Sexual orientation:	Age:	Gender reassignment:	Pregnancy and maternity:	Marriage and civil partnership:	Religious belief:
Race:													
Sex:													
Disability:													
Sexual orientation:													
Age:													
Gender reassignment:													
Pregnancy and maternity:													
Marriage and civil partnership:													
Religious belief:													
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	<p>We will always ensure that customers who have trouble with IT will have access if requested to other formats.</p> <p>People with sight impairment will receive an improved experience as we have designed the new Local List in a format for web viewing and so will use the same format as the WCC website with easy to use drop down categories.</p> <p>People with low reading ability will receive an improved experience as we have written the requirement in plain English and have given links to all relevant information for really easy reference. We also offer a pre application service should customers need additional help understanding the</p>											

Appendix 4

		requirements and preparing applications. People who do not speak English as a first language are supported with our translation service.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	Lorna Hutchings
Signed by Service Lead or Corporate Head of Service	Julie Pinnock

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