



## South Cambridgeshire District Council 'Local List' of Requirements.

The following advice sets out a basic framework to help applicants and their agents prepare documents, which are required by the Council, when submitting planning applications.

### Background

References to policies are those in the adopted South Cambridgeshire District Council Local Development Framework Development Control Policies (2007). These and associated supplementary planning documents (SPD) can be viewed at the District Council's website [www.scambs.gov.uk](http://www.scambs.gov.uk). The National Planning Policy Framework (NPPF) and accompanying Planning Practice Guidance can be found on the <http://planningguidance.planningportal.gov.uk>.

The Planning Practice Guidance published on 6<sup>th</sup> March 2014. This now puts all planning guidance in one place and supersedes a large volume of previous planning guidance, details of which can be found on the planning portal website.

Unless otherwise specified in the List of Local Requirements, a 'Small scale Major' or 'Large scale major' application has the same meaning as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2010, as amended, or any Order revoking or re-enacting that order with or without modification) and presently comprises:

#### Large Scale Major

- 200 or more dwellings or the site area for residential development is 4 hectares or more
- 10,000 sqm or more, or the site is 2 hectares or more

#### Small Scale Major

- 10 to 199 dwellings or the site area for residential development is more than 0.5 hectares and less than 4 hectares
- 1,000 sqm to 9,999 sqm, or the site area is more than 1 hectare and less than 2 hectares

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## 1. Affordable Housing Statement

Policies HG/3 and HG/5 of the Local Development Framework Development Control Policies spell out the requirements for the provision of affordable housing:

For all proposals of two or more dwellings, Policy HG3 requires 40% or more of the dwellings for which planning permission may be given to be affordable.

Policy HG5 provides for 100% affordable housing designed to meet local housing need on small sites within or adjoining villages as an exception to the normal operation of the policies of the Plan. These are often known as 'Rural Exception Sites.'

Your statement should include the following information for both the affordable housing and any market housing :

- the numbers of residential units
- a schedule with the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units,
- a plan showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

Regard should also be paid to the Council's Affordable Housing SPD (adopted March 2010) which can be viewed at: <https://www.scambs.gov.uk/content/affordable-housing-spd> .



## **2. Agricultural, Forestry and other Occupational Dwellings Appraisal / Justification**

The NPPF (paragraph 55) advises that dwellings in the countryside that are to meet the essential need for a rural worker to live permanently at or near their place of work may be sustainable development.

Proposals for the erection of dwellings in the countryside to support a rural based enterprise should be accompanied by a justification of why the countryside location is necessary.

Proposals for dwellings associated with farming should be accompanied by an appraisal carried out by a suitably qualified person, describing the present farming enterprise, the functional need for a dwelling and where necessary an explanation of economic viability. Policy HG/9 of the Local Development Framework Development Control applies.

## **3. Air Quality Assessment**

Applications should be supported by an air quality assessment in the following cases:

- where the development is proposed inside, or adjacent to a designated Air Quality Management Area (AQMA),
- where the development could in itself result in the designation of an AQMA,
- where the grant of planning permission would conflict with, or render unworkable, elements of an Air quality action plan,
- where it includes a biomass boiler/s or combined heat and power plant.

In these circumstances an air quality assessment shall be submitted, or such that information as is necessary to allow a full assessment of the impact of the proposal on the air quality of the area or on any sensitive human receptors, to include consideration of any mitigation measures as appropriate.

It will be important to take into account current air quality conditions and the location of relevant exposure, as well as the particular pollution sources such as activities or processes including transport having particular regard to pollutant emissions that would result from development.

The purpose of an air quality assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development, which should include:

- impacts of construction phase of development,
- impact that change in emissions will have on ambient air quality concentrations,
- any exceedance of air quality objectives or worsening of air quality,
- verification of the model outputs.

As SCDC has adopted an Air Quality Action Plan, the assessment should detail whether any of the actions contained within these will be directly compromise or rendered ineffective by the development.

### **Policy and Guidance**

National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment, paragraph 124 – Air Quality and Planning Practice Guidance.

Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/16 - Emissions, TR/3 – Mitigating Travel Impact of the SCDC, Local Development Framework



Any air quality assessment should be in accordance with current government / industry standards, best practice and technical guidance and due regard should be given to South Cambridgeshire District Council's Supplementary Planning Document - "*District Design Guide: High Quality and Sustainable Development in South Cambridgeshire*", Adopted March 2010: Chapter 10- Environmental Health & Appendix 4: Air Quality: downloadable from:  
<http://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Adopted%20Design%20Guide%20SPD%20FINAL%20%28Appendices%29.pdf>

Information on SCDC's Air Quality Management obligations, including details of any Air Quality Management Areas and the Air Quality Action Plan can be found on the Council's web site -  
<http://www.scambs.gov.uk/content/local-air-quality-management>

#### **Area specific requirements and further information:**

[Development Control: Planning for Air quality - \(EPUK, 2010 Update\)](#)  
[Biomass and Air Quality Guidance for Local Authorities - \(EPUK, 2010\)](#)  
[Combined Heat and Power and Air Quality Guidance \(EPUK, 2012\)](#)

All of above can be downloaded / found via: <http://iaqm.co.uk/guidance/>

#### **4. Biodiversity Survey and Report**

Where a proposed development may have an impact upon wildlife and biodiversity, Biodiversity Survey information should be provided on the site's existing wildlife interests.

In general terms, this is likely to include the following circumstances:

- the demolition of older buildings
- removal or alteration of roofspaces,
- barn conversions,
- removal of mature and veteran trees, removal of scrub and hedgerows or
- alterations to watercourses and in-filling of ponds

NB This list is intended as a general guide and is not exhaustive.

The Biodiversity Survey should usually be accompanied by a Biodiversity Report that details the possible impacts upon the site's wildlife and how the development has taken account of such impacts. Where proposals are being made for mitigation and/or compensation measures full details of how such measures will be effective need to be provided with the application.

Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992.

Applications for development in the countryside that affect areas designated for their biodiversity interests will require special consideration to ensure any impact is not considered as significant nor detrimental to the site's special interest.

In granting planning consent conditions may be used to secure the site's long-term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.



### **Policy or guidance:**

Government planning policies for biodiversity are set out in NPPF and Planning Practice Guidance.

The British Standards Institute has produced a Publicly Available Standard PAS2010 Planning to halt the loss of Biodiversity which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at <http://alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation.

Further advice is available in Policy NE/6 and the Supplementary Planning Document (adopted July 2009). This can be viewed at <http://www.scambs.gov.uk/content/biodiversity-spd>

### **5. Daylight/Sunlight Assessment**

If your proposal is likely to have an impact on light to your neighbour's property, a daylight/sunlight assessment will be required.

Further guidance is provided in BRE guidelines on daylight assessments: BRE Report 209 'Site Layout planning for daylight and sunlight: A guide to good practice' 2011.

Guidance can also be found at paragraph 6.65 of the Council's adopted Design Guide. This can be viewed at: <https://www.scambs.gov.uk/content/district-design-guide-spd>

### **6. Design and Access Statements (D&AS)**

A design and access (DAS) statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

DAS are required for the following of applications:

- all major development.
- All sites proposals within a conservation which are for one or more dwellings or for building(s) where the floor space created by the development is 100 square metres or more.
- All listed building consent applications.

Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a DAS.

A DAS must explain the design principles and concepts that have been applied to the development include the landscape considerations. It must also demonstrate how the proposed development's context has influenced the design. The Statement must explain the applicant's approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development.



Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. For most straightforward planning applications, the DAS may only need to be a page long.

### **Policy and Guidance**

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess>

<http://planningguidance.planningportal.gov.uk/blog/guidance/design>

'Design & Access Statements: Briefing Note' (April 2010) provides guidance on producing a Design and Access Statement.

[https://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/D&AS%20Guidance%20Note\\_April2010%20LOW%20RES.pdf](https://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/D&AS%20Guidance%20Note_April2010%20LOW%20RES.pdf) (Please note that section 1.2 (pages 3-4) are outdated and will be updated. In the meanwhile please refer above for circumstances as when a DAS is required).

## **7. Environmental Statement**

Environmental Impact Assessment (EIA) helps to ensure that an authority giving development consent for a project makes its decision in the full knowledge of any likely significant environmental effects on the environment.

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 set out the circumstances in which an Environmental Impact Assessment (EIA) should be carried out, and an Environmental Statement will be needed. If the proposals fall within Schedule 1 of the regulations, an EIA is required in every case; these tend to be significant infrastructure or resource projects e.g. Dams, petro-chemical works etc. If the project is listed in Schedule 2, the local planning authority will take a view as to whether it is likely to have significant effects on the environment and whether or not a EIA should be undertaken.

To help applicants, two steps can be made before an application is made:

Step One – Screening. A request can be made of the Local Planning Authority to determine whether an environmental impact assessment should be undertaken.

Step two – Scoping. A formal request can be made to the Local Planning Authority to confirm that the scope of the matters to be assessed is the right ones. At this stage the methodology as to how the assessment will be undertaken is usually also discussed and agreed.

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.

The Environmental Statement may, of necessity, contain complex scientific data and analysis in a form which is not readily understandable by the lay person. The main findings must be set out in accessible



plain English in a non technical summary to ensure that the findings can more readily be disseminated to the general public, and that the conclusions can be easily understood by non-experts as well as decision makers

The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent.

Useful guidance including flowcharts as to the steps to be undertaken can be found at:

<http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/>

## 8. Flood Risk Assessment (FRA)

Developers and applicants need to consider flood risk to and from the development site, and it is likely to be in their own best interests to do this as early as possible, in particular, to reduce the risk of subsequent, significant additional costs being incurred. The broad approach of assessing, avoiding, managing and mitigating flood risk should be followed.

All of the following applications should be accompanied by a Flood Risk Assessment (FRA):

- Proposals of 1 hectare or greater in Flood Zone 1
- Proposals for new development located in Flood Zones 2 and 3.
- A FRA will also be required for any development other than minor development in a designated critical drainage area, which has been notified to the Council by the Environment Agency.

Maps showing where the Flood Zones are can be found on the Environment Agencies website:

<http://maps.environment-agency.gov.uk>

The FRA should:

1. Identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.
2. Identify opportunities to reduce the probability and consequences of flooding.
3. Include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

### Policy and Guidance:

Policy NE/11 of the South Cambridgeshire Local Development Framework 2007,  
The National Planning Policy Framework (NPPF), paragraphs 103 – 104 and Planning Practice  
Guidance.

The Environment Agency's own guidance at:

<http://www.environment-agency.gov.uk/research/planning/93498.aspx>.

It provides further details of what is required for a FRA, including that which is needed as part of the



prior approval procedure for permitted development identified in classes J or M of Part 1 of Schedule 2 to the Town and Country Planning Order 2010. This guidance explains what the Environment Agency would expect to see in a FRA for different development scenarios, based on the size of the development and/or the risk of flooding in that location. You will need to know the following to select the guidance relevant for your development:

- The size of the development proposal.
- Which Flood Zone the proposal is in. There is a link on its website to a flood risk map.
- What flood vulnerability your development is. This information can be found in table D2 of the technical guidance to the NPPF.

## 9. Foul Sewerage and Utilities Assessment

All new buildings need separate connections to foul and storm water sewers.

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.

A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on this is set out in Planning Practice Guidance:

<http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/water-supply-wastewater-and-water-quality-considerations-for-planning-applications/>

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections, elevations and specification. Drainage details that will achieve Building Regulations Approval will be required.

If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

A utilities statement should include how a proposal connects/will connect to existing utility infrastructure systems, bearing in mind capacities and environmental/archaeological impact. The applicant should demonstrate:

- (a) That, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) That proposals incorporate any utility company requirements for substations, telecommunications



equipment or similar structures;  
(c) That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;  
(d) Where the development impinges on existing infrastructure the provision for relocating and protecting that infrastructure have been agreed with the service provider.

See Policy NE/10 of the South Cambridgeshire Local Development Framework 2007.

## **10. Heritage Statement (including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Ancients Monuments)**

Good information is needed so that the impact of proposals on our heritage is fully understood when decisions are made. This note summarises what is required.

Any application which affects historic assets including their settings should contain heritage information which describes their significance (or historic interest) and the impact of the proposal on that significance.

Heritage assets take two forms:

1. Designated - these include such as listed buildings, conservation areas, registered parks and gardens, and scheduled monuments
2. Undesignated - these include historic buildings of local interest or archaeological sites of local or greater interest.

The level of detail required in the heritage information should reflect the heritage assets' importance and be sufficient to understand the potential impact of the proposal on that significance. Assets should be identified and assessed 'on the ground' and by studying sources of historic and other information. Appropriate expertise should be used when it is needed to fully assess significance and impact.

When Design and Access Statements are required, to avoid duplications, then heritage information should be part of those Statements. Otherwise there should be a heritage information statement.

When development is proposed for a site which has known or potential archaeological interest, developers are required to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

Some cases may require extra information e.g. structural surveys.

### **Policy and Guidance**

National Planning Policy Framework Section 128 and Planning Practice Guidance.

Local Development Framework Development Control Policies DPD (2007) Chapter 8 Cultural Heritage including policies:

CH/1 Historic Landscapes and sections 8.2 and 8.3.



CH/2 Archaeological Sites and sections 8.4.  
CH/3 Listed Buildings and section 8.5.  
CH/4 Development within the Curtilage or Setting of a Listed Building and section 8.11.  
CH/5 Conservation Areas and section 8.13.

SCDC Listed Buildings: Works to or affecting the setting of Supplementary Planning **Document (2009)**  
Section 5.13

District Design Guide: High quality and sustainable development in South Cambridgeshire (2010)  
Sections 12.24 and 12.25.

For advice on heritage information see <https://www.scambs.gov.uk/content/historic-buildings-team> .

For advice on archaeology contact the County Council's Historic Environment Team. More detailed guidance can be downloaded from this page, including a flow chart which indicates the Development Management process.: <http://www.cambridgeshire.gov.uk/leisure/archaeology/planning/>

## 11. Land Contamination Assessment

Failing to deal adequately with contamination could cause harm to human health, property and the wider environment. It could also limit or preclude new development; and undermine compliance with European Directives.

Applicants should provide information on this matter for:

- all development on land where contamination is known or suspected,
- where the development site is in the vicinity of such contaminated land or the proposed use would be particularly sensitive (e.g. dwellings, allotments, schools, nurseries, playgrounds, hospitals and care homes).

Sufficient information should be submitted to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

All investigations of land potentially affected by contamination should be carried out by or under the direction of a suitably qualified person.

As a minimum validation requirement in these situations, a Preliminary Risk Assessment Phase 1 will be required. This will include a desktop study, site walkover and a conceptual site model which identify sources, pathways and receptors. The initial provision of this information is essential to determine whether further more detailed investigation is required.

The Preliminary Risk Assessment, once completed, should assess whether a Phase 2 Contamination Assessment is required. Where contamination is found, developers will need to demonstrate that unacceptable risk can be dealt with through a remediation strategy to mitigate contamination to an acceptable level and demonstrate that the land is/can be made suitable for the proposed use.



### Policy and guidance:

National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment, paragraph 121 – Contaminated Land and Planning Practice Guidance

Policy DP/1 – Sustainable Development of the SCDC, Local Development Framework

Contaminated land should be considered and assessed in accordance with current government / industry standards, best practice and technical guidance and South Cambridgeshire District Council's Supplementary Planning Document - "***District Design Guide: High Quality and Sustainable Development in South Cambridgeshire***", Adopted March 2010: Chapter 10- Environmental Health & Appendix 5: Development of Potentially Contaminated Sites, downloadable from:

<http://www.scambs.gov.uk/content/district-design-guide-spd>

### Area specific requirements and further information:

- BS10175 (2011): Investigation of Potentially Contaminated Sites- Code of Practice.
- A phased or tiered approach is recommended in the DEFRA / Environment Agency's Model Procedures for the Management of Contamination' (CLR11) – <http://www.environment-agency.gov.uk/research/planning/33740.aspx>

## 12. Landscape Details

Landscaping is a valuable addition to any development, often helping to create accessible green spaces for wildlife and people.

As such landscaping should not be peripheral to the planning process but fully integrated into the design stages and form an integral part of the Design and Access Statement. Wherever possible, existing retention landscaping features should be retained within developments, or where this is not possible proposals should include new planting as part of the proposal.

Applications should be accompanied by sufficient landscaping details and include proposals for long-term maintenance and landscape management to enable an assessment to be made and to minimise the need for planning conditions.

Guidance on what to include with applications can be found in the Council's Design Guide SPD and Landscape in New Developments SPD, where full details of the documentation required are set out. For small schemes information could be included in drawings, but most large schemes will include a series of drawings with supporting written information.

### Policy and Guidance

Local Development Framework Development Control Policies DPD (2007)  
DP/2 Design of New Development

SCDC Landscape in New Developments SPD (2010) Paragraphs 3.8 - 3.17

SCDC Trees and Development Sites SPD (2010) Paragraphs 3.10 - 3.11



Biodiversity SPD (2010) Paragraphs 3.7 and 3.16

District Design Guide: High quality and sustainable development in South Cambridgeshire (2010)  
Paragraphs 12.22-12.23 (Chapter 7)

### **13. Artificial External Lighting Assessment**

Artificial light provides valuable benefits to society, including through extending opportunities for sport and recreation, and can be essential to a new development. Equally, artificial light is not always necessary, has the potential to become what is termed 'light pollution' or 'obtrusive light' and not all modern lighting is suitable in all locations. It can be a source of annoyance to people, harmful to wildlife, undermine enjoyment of the countryside or detract from enjoyment of the night sky. For maximum benefit, the best use of artificial light is about getting the right light, in the right place and providing light at the right time.

Where external lighting would be provided or made necessary by the development, full details of the external lighting and a lighting impact assessment as necessary may be required.

The level of detail in a lighting assessment should be proportionate to the development and will depend upon whether significant lighting provision is proposed for example extensive building / street lighting, security lighting or floodlighting as opposed to ancillary low level sensor lighting and the sensitivity of the surrounding area to light pollution.

Details should be provided by reference to a layout plan to show:

- the location and height of lighting fixtures,
- a schedule of the equipment,
- beam orientation and spread patterns of illuminated areas with specified horizontal and vertical isolux level plans (plan of lighting distribution levels).

The assessment should cover:

- an appraisal of the need for lighting;
- the proposed hours of use and means of controlling usage times; and
- an assessment of potential impact of proposed lighting on the amenity of nearby properties, upon roads/ highway safety, waterway or any sensitive biodiversity, heritage and character of the area on or close to the site (where relevant), and how any such impacts may be mitigated.

#### **Policy and Guidance:**

National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment, paragraph 125 and Planning Practice Guidance.

Statutory Nuisance from Insects and Artificial Light - Guidance on sections 101 to 103 of the Clean Neighbourhoods and Environment Act, 2005, published by Defra

Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/14 - Lighting Proposals of the SCDC, Local Development Framework



Area specific requirements and further information:

- DCLG 'Lighting in the Countryside – Towards Good Practice' (1997)
- CIBSE Lighting Guides
- BS5489 Part 9 Lighting in Urban Areas and Public Amenity Areas
- The Institute of Lighting Professionals "Guidance Notes for the Reduction of Obtrusive Light GN01:2011"

#### 14. Noise Assessment (including vibration)

Noise needs to be considered when new developments may create additional noise and when new developments would be sensitive to the prevailing acoustic environment.

A noise impact assessment will be required for:

- applications for developments that will or have the potential to generate noise/vibration which are likely to cause disturbance to the occupants of nearby properties
- developments that are considered to be noise sensitive uses e.g. housing which may be adversely affected by an existing sources of noise / vibration for example, if it is to be built next to an industrial site, a pub or sports / recreational activities.

The assessment shall be prepared by a suitably qualified, experienced and competent acoustician / noise consultant and will include consideration of mitigation measures as appropriate. The assessments need to be provided in conjunction with and cross referenced to a Ventilation/Extraction Statement.

You can find details of acoustic / noise consultancies in any local trade directory and at:

- The Institute of Acoustics: [www.ioa.org.uk](http://www.ioa.org.uk)
- The Association of Noise Consultants: <http://www.association-of-noise-consultants.co.uk/>

#### Policy and Guidance

National Planning Policy Framework (March 2012) Section 11 / 13: Conserving and Enhancing the Natural Environment, paragraph 123 and Planning Policy Guidance.

Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - 'Minerals Policy' section (paragraphs 28 – 31)

Noise Policy Statement for England, March 2010 (Department for the Environment, Food and Rural Affairs).

The Calculation of Road Traffic Noise (DEFRA, 1988)

The Calculation of Railway Noise (Department of Transport, 1995)

Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/15 – Noise Pollution, TR/3 – Mitigating Travel Impact, TR/6 – Aviation of the SCDC, Local Development Framework

If a noise / vibration assessment and or noise insulation scheme is required due regard should be given to current government / industry standards, best practice and technical guidance and South Cambridgeshire District Council's Supplementary Planning Document - "District Design Guide: High



Quality and Sustainable Development in South Cambridgeshire”, Adopted March 2010: Chapter 10 - Environmental Health & in particular Appendix 6: Noise” downloadable from:

<http://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Adopted%20Design%20Guide%20SPD%20FINAL%20%28Appendices%29.pdf>

Area specific requirements and further information:

- The International Standard for Assessment of Environmental Noise ISO 1996;
- Acoustics – Description and Measurement of Environmental Noise” is the principal standard referred to for environmental noise assessment;
- BS 4142 – Method for Rating industrial noise affecting mixed residential and industrial areas (British Standards Institution 1997);
- BS 8233 – Code of Practice for Sound insulation and noise reduction for buildings;
- World Health Organisation Guidelines for Community Noise (1999);
- World Health Organisation Night Noise Guidelines for Europe (2009);

### **15. Open Space Assessment**

Open space, which includes all open space of public value, can take many forms, from formal sports pitches to open areas within a development, linear corridors and country parks. It can provide health and recreation benefits to people living and working nearby; have an ecological value and contribute to green infrastructure (see [NPPF paragraph 114](#)), as well as being an important part of the landscape and setting of built development, and an important component in the achievement of sustainable development.

If development of open space is proposed, it will be necessary to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. See NPPF paragraphs 74 and policy SF/9.

All applications for new residential development are required to show contributions towards outdoor playing space and informal open space to be associated with the development. See Policies SF/10 and SF/11 of SCDC Development Control Policies DPD.

### **16. Parking Provision (Car and Cycle)**

Applications should provide details of existing and proposed parking provision. This is usually easiest by showing them on a site layout plans.

The design of car and cycle parking should accord with Policies TR/1, TR/2, standards set out in Appendices 1 & 2 of the Development Control DPD, 2007 and paragraphs 6.81-6.86 (ch. 6) of District Design Guide SPD, 2010.

### **17. Photographs and Photomontages**

These can provide useful background information and can help to show how large developments can be



satisfactorily integrated within the street scene, or for demolition applications. Photographs should be provided if the proposal involves development affecting a Conservation Area or a Listed building.

### **18. Planning obligations – Draft Head(s) of Terms**

Planning obligations (or ‘section 106 agreements’) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Planning Obligations should meet the tests that they are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind.

Policy DP/4 of the LDF gives details of likely scope of Section 106 requirements.

Where required, a Heads of Terms template must be submitted with the application for it to be validated.

Further advice and templates are available via: <http://www.scamb.gov.uk/headsofterms> and Planning Practice Guidance.

### **19. Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.

It should also include details of pre-application consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

### **20. Structural Survey**

A Structural Survey may be required if the proposal involves alterations, demolition or partial demolition of a listed building or the conversion of a rural building.

### **21. Telecommunications Development – supplementary information**

As required by the NPPF (paragraph 45), planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by information as evidence to justify the proposed development.

### **22. Town Centre Uses**

The main ‘town centre uses’ are defined in the NPPF as being: Retail development (including warehouse



clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Policy ST/9 sets out the retail hierarchy for South Cambridgeshire. The NPPF requires that, when assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan an impact assessment should be submitted.

As SCDC does not have a locally set threshold, the default of 2,500 sq m, set in the NPPF is to be applied. For developments of more than 2,500 sq m an assessment is required.

This should include assessment of:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

### **23. Transport Assessment (TA)**

The NPPF advises that a Transport Assessment (TA) will be required for all developments that generate significant amounts of movement and should be supported by a Transport Statement or Transport Assessment.

SCDC Development Control DPD Policy TR/3 requires the submission of a TA and a Travel Plan (see below) for major development involving:

- Residential development: the erection of 20 or more dwellings, or, if this is not known, where the site area is 0.5 hectares or more; or
- Other development: where the floor area to be created is 1,000m<sup>2</sup> or more, or the site area is 1 hectare or more.

Cambridgeshire County Council, Local Highway Authority, advises as follows:

Transport Assessment - The coverage and details of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. It should illustrate accessibility to the site by all modes of transport and the modal split of journeys to and from the site. A TA is required for the following types and scale of development:

- Retail 1,000 sqm
- B1, B2 and B8 Office, light industry and warehousing 2,500 sqm
- Hotels 50 rooms and all with ancillary facilities
- Residential Homes/Student Rooms 100 bedrooms



- Residential Dwellings 50 dwellings
- Leisure All
- Healthcare and Education 2,500 sqm
- If there are more than 100 vehicles visiting the site in any one hour
- If there are more than 20 HGV vehicles visiting the site in any one day
- If HGV vehicles are accessing the site between the hours of midnight and 6am.

There may be situations where a development falls below the thresholds set out in the guidelines above, but a TA may still be required, e.g. in areas of limited parking or high traffic congestion, or due to highway safety considerations. It is strongly recommended that early advice be sought from a Transport Officer at Cambridgeshire County Council as to whether a planning application will require a TA.

#### Transport Statement.

Developments below the thresholds given, above, may still need to address particular localised transport issues. In such cases, a 'Transport Statement' may be more appropriate than a full TA and can address specific concerns that the Planning and Highway authorities may have. Applicants may wish to contact a Transport Officer at an early stage to discuss what will be required.

In some areas around Cambridge, even smaller developments will need to make an assessment of the number of all-mode trips likely to be generated by the proposed use, and of the existing use for redevelopments or changes of use. This is to enable officers to establish whether the application will be liable for transport contributions under the relevant adopted policies and S106 strategies.

Further assistance can be found at:

Department for Transport: Guidance on Transport Assessment (March 2007):

<https://www.gov.uk/government/publications/guidance-on-transport-assessment>

Cambridgeshire County Council Transport Assessment Guidelines can be found at:

<http://www.cambridgeshire.gov.uk/NR/rdonlyres/233CABC3-9C64-4643-9F37-F1DEA9637010/0/TransportAssessmentGuidelinesDec2010.pdf>

#### Planning Practice Guidance

### 24. Travel Plan

Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling).

A Travel Plan should be submitted with applications accompanied by a Transport Assessment.

It should outline how transport implications (see above) are going to be managed, by whom, and over what timescale in order to ensure the minimum environmental, social and economic impacts. It should also state how the plan would be promoted, implemented, monitored and maintained. See NPPF (paragraph 36) and SCDC Development Control DPD Policy TR/3.

Further advice is available within Planning Practice Guidance:



<http://planningguidance.planningportal.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/>

## 25. Tree Survey/Arboricultural Implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees) information will be required on which trees are to be lost/retained and on the means of protecting trees during construction works.

This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plans and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

## 26. Ventilation/Extraction Statement including odour / fume emissions

Details of the position and design of ventilation and extraction equipment including details of any odour and or fume abatement systems / technology ,acoustic / noise specifications and sound power data / characteristics, will be required where the applications are made for the following:

Restaurants and Cafes – (Use Class A3)  
Public houses and wine bars – ( Use class A4)  
Hot food takeaways – Use class A5)  
Business ( Use class B1) and general industry ( use class B2)

.This information (excluding odour abatement systems / technology unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Details should include plan and elevation drawings showing location, height, size and external appearance of ventilation/extraction systems with all plant / equipment, flues / ducting, stack / flue end terminal type, ventilation, extraction or air conditioning equipment including distance from neighbouring premises. Will need to be cross referenced to any noise impact assessment, which is also likely to be required.

Policy and Guidance:

- National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment and Planning Practice Guidance.
- Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems, DEFRA 2005

Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/16 – Emissions of the SCDC, Local Development Framework



## 27. Health Impact Assessment (HIA)

Local planning authorities should ensure that health and wellbeing, and health infrastructure are considered planning decision making. Public health organisations, health service organisations, commissioners and providers, and local communities should use this guidance to help them work effectively with local planning authorities in order to promote healthy communities and support appropriate health infrastructure.

In this context, all planning applications for large scale major developments are required to submit a Health Impact Statement or a full HIA to demonstrate that they have addressed sustainability issues, including impact on health and to ensure that proposed developments carefully consider key determinants to protect human health.

Major development is defined as:

- Residential development: the erection of 20 or more dwellings (**under emerging new local plan to be changed to 100**), or, if this is not known, where the site area is 0.5 hectares or more; or
- Other development: where the floor area to be created is 1,000 m<sup>2</sup> or more, or the site area is 1 hectare or more.

A HIA will be required for all applications on Strategic Sites or within Strategic Locations requiring an Environmental Impact Assessment.

New communities and developments should be planned and designed at the beginning of the process, to take full advantage of the opportunities to improve the health of local people and to reduce health inequalities in a holistic manner.

It is important that the effect of development proposals on the health of a community is tested and any HIA should identify any adverse impacts of a proposal and how positive impacts can be maximised for all sections of community. They should also provide details of the outcome of discussions with the Health Provider (or other service provider) where new or expanded health care facilities are required.

### **Policy and Guidance:**

National Planning Policy Framework (March 2012) various Section 8 – Promoting Health Communities and 11 Conserving and Enhancing the Natural Environment and Planning Practice Guidance.

Policy DP/1 – Sustainable Development of the SCDC, Local Development Framework DP/1- 3

If a HIA is required due regard should be given to South Cambridgeshire District Council's Local Development Framework, Supplementary Planning Document- "**Health Impact Assessment**", Adopted March 2011-downloadable via:

<http://www.scambs.gov.uk/content/health-impact-assessment-spd>

### **Area specific requirements and further information:**

Healthy Urban Development Unit (HUDU) *Watch out for Health – A checklist for assessing the health impact of planning proposals* HUDU 2009



## 28. Sustainability Statement

SCDC Development Control Policy DP/1 sets out the principles of sustainable development, which should be included in the statement with a focus on well design and located development which minimising the use of resources and need to travel.

A sustainability statement should be submitted for major applications comprising:

- Residential development: the erection of 20 or more dwellings, or, if this is not known, where the site area is 0.5 hectares or more; or
- Other development: where the floor area to be created is 1,000m<sup>2</sup> or more; or
- The site area is 1 hectare or more.

Statements should explain how the sustainability criteria, set out in policy DP/1, have been fulfilled through the development proposals. As a minimum statements should explain how the proposals:

- Minimise the use of energy and resources.
- Reduce carbon emissions.
- Maximise the use of renewable energy sources.
- Incorporate water conservation measures.
- Use sustainable drainage systems.
- Adaptation to the impacts of climate change.
- Use sustainable building methods and materials.
- Recycle construction waste.

Further guidance on sustainability can be found in chapter 8 of the District Design Guide, 2010.

## 29. Renewable Energy Statement

The NPPF requires Local Planning Authorities authorities to expect new development applications to:

- Comply with the local plan unless it can be demonstrated by the applicant, having regard to the type of development involved and its design, that this is not feasible or viable;
- Take account of landform, layout, building orientation, massing and landscaping to minimize energy consumption.

The South Cambridgeshire LDF requires that a Renewable Energy Statement is submitted for all development proposals greater than 1,000m<sup>2</sup> or 10 dwellings. It should show what measures will be put in place to achieve at least 10% of predicted energy requirements from renewable energy technologies. See Policy NE/3. Recent research suggest that a 'solar first' approach is the most effective means of delivering these energy requirements, although other technologies are available and will be considered.

Further guidance on what should be included can be found at paragraphs 8.41-8.53 of the District Design Guide, 2010. In addition, Appendix 10 to the Design Guide includes a template for the requisite energy statement calculations, which are to be calculated in kgCO<sub>2</sub>, rather than kWh.

A good example of what to include is set out in Cambridge City Council's 'Cambridge Sustainable Design and Construction SPD' (2007), in particular Section 2.4 and Appendices C1 and C2:

[https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/documents/SustainComSPD\\_WEB.pdf](https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/documents/SustainComSPD_WEB.pdf)

This approach would also be accepted by SCDC.



### 30. Waste Design Guide Toolkit including layout plan, audit and strategy.

Ensuring developments are well designed requires attention to a range of aspects including waste management. To ensure that new properties are appropriately serviced for future residents, the Cambridgeshire local authorities have adopted a shared approach and developed a toolkit to assist applicants.

The RECAP Waste Management Design Guide 2012 (SPD) forms part of the Cambridgeshire and Peterborough Minerals and Waste Local Development framework.

The Design Guide addresses the issue of waste management in new developments and redevelopments of a residential, commercial or mixed nature. It is to be used by architects and developers to ensure effective segregation, storage and collection of waste materials following development.

The Design Guide contains a Toolkit. The Toolkit is the practical element of the Guide allowing developers, in consultation with the Local Planning Authority, to make an effective assessment of the waste management requirements placed upon them and demonstrate compliance necessary.

All applications must include a **completed toolkit**, and the toolkit must be accompanied by detailed supporting documents and plans. A **block plan of the site** (1:100 or 1:200) is required which includes:

- a) Marked road widths and depths of turning heads;
- b) Position and size of external waste storage areas or compounds marked 'SP' (storage point);
- c) The collection point for the bins by council staff on the scheduled collection day marked 'CP' on the plan (Collection point);
- d) Movement route of the bins marked with a solid line and distance, from the external waste storage area/compound (SP) to the collection point (CP) for every property.

With reference to the design guide point 7.10, the council may request for a vehicle tracking diagram to be submitted to demonstrate that collection vehicles can be accommodated and access all properties within the proposed development.

To help minimise waste, in addition to the RECAP waste design guide toolkit and block plan, a waste management audit and strategy is required to be submitted with practical measures to maximise waste minimisation, sorting, re-use and recovery and recycling on all developments over the value of £300,000. It is recommended this is produced in consultation with the planning authority

The RECAP guide can be found at:

<http://www.cambridgeshire.gov.uk/environment/planning/mineralswasteframework/recapwastemanagementdesignguidespd.htm>

An editable version of the toolkit itself can be found at:

<http://www.cambridgeshire.gov.uk/NR/ronlyres/D2B00EAB-645B-44AD-A9C8-6601249EB383/0/EditableVersionofRECAPDesignGuideToolkitHighRes140212withoutmarks.pdf>

### 31. Water Conservation Strategy

Conserving water is a key component of sustainable development. To help meet this objective, a Water



Conservation Strategy is required for all development proposals greater than 1,000m<sup>2</sup> or 10 dwellings.

It should demonstrate what water conservation measures have been incorporated in the development. NPPF Section 10, paragraphs 94 & 99, Policy NE/12 and Design Guide SPD chapter 8 – paragraphs 8.54-8.62.

Further guidance on water conservation can be found in the Technical Guide to the Code for Sustainable Homes:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/11722/The\\_Water\\_Efficiency\\_Calculator\\_for\\_new\\_dwellings.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11722/The_Water_Efficiency_Calculator_for_new_dwellings.pdf)

and a helpful calculator for water usage can be accessed at:

<http://www.thewatercalculator.org.uk/calculator.asp>