

### Maldon District Council Planning Validation Requirements List

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<b>Completed application form</b>	All applications (except applications for hazardous substance consent)	It is recommended that applications are submitted through the <a href="#">Planning Portal</a>  For applications submitted on paper <b>3 complete sets of documents</b> should be submitted as required by The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	<a href="#">Planning application forms</a>	<a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>
<b>Relevant planning fee</b>	Please see the <a href="#">Guide to the Fees for Planning Applications in England</a> for the relevant fee	Cheques should be made payable to Maldon District Council. Card payments can be made by calling 01621 854477	<a href="#">Planning Fee Calculator</a>  <a href="#">Guide to the Fees for Planning Applications in England</a>	<a href="#">The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</a>

Note: all drawings should be suitable for scanning and display electronically for the application to be valid

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<b>Notice(s) of ownership</b>	All applications where there are owners of the application site other than the applicant	Should be served in accordance with <a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>	<a href="#">National Planning Practice Guidance</a>  <a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>	<a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>

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<b>Design and Access Statement</b>	<p>All major planning applications</p> <p>Applications for one or more dwellinghouses in a Conservation Area</p> <p>Applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</p> <p>All Listed Building Consent applications</p>	<p>Report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should cover:</p> <ul style="list-style-type: none"> <li>• the design principles and concepts that have been applied to the development</li> <li>• how the proposed development's context has influenced the design</li> <li>• the approach to access and how relevant Local Plan policies have been taken into account</li> <li>• any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development</li> <li>• how any specific issues which might affect access to the proposed development have been addressed</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Practice Guidance</a></p> <p><a href="#">Commission for Architecture and the Built Environment – Design and access statements: How to write, read and use them</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Listed Building Regulations</a></p>

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<b>Location Plan</b>	All applications	<ul style="list-style-type: none"> <li>• Scale 1:1250 or 1:2500 (metric) which is up to date and includes the direction of north and a scale bar or written scale</li> <li>• Sufficient named roads to identify the exact location of the site (wherever possible at least two)</li> <li>• All the surrounding buildings, roads and footpaths on land adjoining the site</li> <li>• A <b>red line</b> around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li> <li>• A <b>blue line</b> around all other land owned by the applicant close to or adjoining the application site</li> <li>• Unique Drawing Number</li> </ul>	<p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p>

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<b>Block Plan</b>	All applications	<ul style="list-style-type: none"> <li>• Scale 1:200 or 1:500 (metric)</li> <li>• The direction of north</li> <li>• Written scale and/or a scale bar</li> <li>• Unique drawing number</li> <li>• The proposed development in relation to the site boundaries and other existing buildings on the site with written dimensions including those to the boundaries</li> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• All public rights of way crossing or adjoining the site</li> <li>• The position of all trees on the site and adjacent land</li> <li>• The extent and type of any hard surfacing</li> <li>• Existing and proposed ground levels and finished floor levels</li> <li>• The type and height of boundary treatment (e.g. walls, fences etc.)</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p>

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<p><b>Full Elevations: Existing and proposed, or original and existing where permission is sought for a development which is already complete or has begun.</b></p>	<p>Applications proposing operational development including Listed Building Consent</p>	<ul style="list-style-type: none"> <li>• Scale 1:50 or 1:100 (metric) and should clearly show the proposed works in relation to what is already there</li> <li>• A written scale and/or a scale bar and written dimensions to show overall size of any new buildings or extensions</li> <li>• A unique drawing number.</li> <li>• All sides of the proposal</li> <li>• Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship between the buildings and detail positions of the openings on each property</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p>
<p><b>Full Floor Plans: Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun.</b></p>	<p>Applications proposing new or amended floor space and/or proposals to alter existing buildings</p>	<ul style="list-style-type: none"> <li>• Scale 1:50 or 1:100 (metric)</li> <li>• A written scale and/or a scale bar and written dimensions to show overall size of any new buildings or extensions.</li> <li>• A unique drawing number.</li> <li>• Where existing buildings or walls are to be demolished (if applicable)</li> <li>• Details of the layout of existing building(s) as well as those for the proposed development.</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p>

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<b>Site Sections: Existing and Proposed and finished floor and site levels or original and existing where permission is sought for a development which is already complete or has begun</b>	Applications which involve a change in ground levels or are on sloping sites or where ground levels are a critical issue in terms of the design	<ul style="list-style-type: none"> <li>• Scale 1:50 or 1:100 (metric), with a unique drawing number and written scale and/or a scale bar, Full information should be submitted to demonstrate:</li> <li>• How proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)</li> <li>• Details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided</li> </ul>	<a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>  <a href="#">Planning Portal</a>	<a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>
<b>Roof Plans: Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun</b>	Applications for development where a roof would be created or altered	Scale 1:50 or 1:100 (metric).  Roof Plan to show shape of the roof, its location, and any features such as chimney positions or windows.  The plan should include a written scale and/or a scale bar, and a unique drawing number.	<a href="#">Planning Portal</a>	<a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>

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<b>Street Scene Elevation</b>	Applications for operational development fronting a highway	<ul style="list-style-type: none"> <li>• At a recognised scale (e.g. 1:100 or 1:200 (metric)) with a minimum of 30 metres, or two dwellings either side of the proposed development, whichever is less .</li> <li>• The plan should include a written scale, and/or a scale bar and a unique reference number.</li> </ul>	<a href="#">Planning Portal</a>	<a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>
<b>Planning Obligations - Draft Heads of Terms</b>	<p>All major developments unless otherwise agreed</p> <p>If Heads of Terms are not going to be submitted, or the contributions do not meet the requirements set out in the Maldon District Local Development Plan 2014-2029 and the Infrastructure Delivery Plan, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p>	<p>The draft heads of terms agreement should include contributions which are:</p> <ul style="list-style-type: none"> <li>• Necessary to make the development acceptable in planning terms;</li> <li>• Directly related to the development, and</li> <li>• Fairly and reasonably related in scale and kind to the development</li> </ul> <p>An undertaking shall also be provided that the that the applicant will meet the reasonable Section 106 legal costs on behalf of the Council.</p> <p>At validation stage it is not necessary for exact figures to be provided. The Local Planning Authority would however expect to see what type of contributions will be proposed, i.e. highways, affordable housing, education etc.</p>	<a href="#">Maldon District Local Development Plan 2014-2029</a>	<a href="#">The Town and Country Planning Act 1990 and the Planning and Compensation Act 1991</a>

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<b>Affordable Housing Statement</b>	<p>Where an element of affordable housing is required as part of the scheme, i.e where more than 10 dwellings are proposed or 1000sqm or greater of residential floor space is proposed.</p> <p>If Affordable Housing is not going to be provided, or the contributions do not meet the requirements set out in the Maldon District Local Development Plan 2014-2029, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p>	<p>The statement should set out:</p> <ul style="list-style-type: none"> <li>• The number, size (number of bedrooms) and type and their proposed location</li> <li>• Details of size of each type (square metre)</li> <li>• Details of future management and tenure</li> <li>• Contact details for the chosen Registered Provider</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Confirmation of the agreement for the financial contribution when requested</li> </ul>		<a href="#">National Planning Policy Framework</a>
<b>Agricultural Appraisal</b>	<p>Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings</p>	<p>Should include <b>both functional and financial evidence</b> to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality</p> <p>For removal of condition applications <b>evidence</b> should be submitted to show there is no long-term need for an agricultural workers dwelling in the locality. This should include <b>evidence</b> to show that the property has been publicised for sale and let to other relevant interests in the locality.</p>	<a href="#">Maldon District Local Development Plan 2014-2029</a>	<a href="#">Maldon District Local Development Plan 2014-2029</a>

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<b>Air Quality Impact Assessment</b>	<p>Any developments within a designated Air Quality Management Areas that generate additional traffic movements or introduce new receptors</p> <p>Developments that may introduce a significant impact on air quality i.e. &gt;50 dwellings, industrial emissions, bio mass burners or major construction projects</p>	<p>An assessment of potential impacts of the development on local air quality</p> <p>Should outline the proposed mitigation measures where necessary</p>	<p><a href="#">Planning Practice Guidance – Air Quality</a></p>	<p><a href="#">National Planning Policy Framework</a></p>
<b>Amendment Statement</b>	<p>Revised applications following the approval, refusal or withdrawal of a previous scheme</p>	<p>A statement which details and explains the changes to the previously submitted plans. This can be part of the Design and Access Statement if one is required</p>		

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<b>Biodiversity Check List (Once published)</b>	All Major Applications –	<ul style="list-style-type: none"> <li>• Steps 1-4 and 6 of the Biodiversity Checklist for all Major Applications.</li> <li>• Step 5 (Biodiversity Statement and Mitigation Plan) where any answers in the Sites and Habitats Evaluation section (2.2) or Species Evaluation Tables (3.2) within the checklist have been answered 'yes'.</li> </ul>	<p><a href="#">Natural England's Standing Advice for Protected Species</a></p> <p><a href="#">Biodiversity Check List guidance notes.</a></p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Maldon District Local Development Plan 2017-2029</a></p>
<b>Biodiversity Survey and Report</b>	<p>All applications where the proposal may have an impact on wildlife and biodiversity.</p> <p>Where the development additionally affects international sites (Special Areas of Conservation, Special Protection Areas and RAMSAR Sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.</p>	<p>As a minimum a Preliminary Ecological Appraisal survey and report should provide an assessment of the impact of the proposed development on wildlife with proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.</p> <p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>On some minor applications and Listed Buildings Consents, protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations</p>	<p><a href="http://www.communities.gov.uk">www.communities.gov.uk</a></p> <p><a href="#">The Conservation of Habitats and Species (Amendment) Regulations</a></p> <p><a href="#">Natural England</a></p> <p>BS 42020:2013 Biodiversity. Code of practice for planning and development</p> <p><a href="#">Essex Biodiversity Action plan</a></p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">Maldon Local Development Plan 2014-2029</a></p>

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<b>Daylight/Sunlight Assessment</b>	All applications for tall buildings and proposals that break the established building grain and street pattern or there will be an effect on light sensitive buildings	Should include diagrams of how the shadows of the building will impact on neighbours for all four quarters of the year. Both diagrammatic and technical information may be required		<a href="#">National Planning Policy Framework</a>
<b>Economic Statement</b>	Where the proposal involves regeneration i.e. job creation and other community benefits	Should include information on the regeneration benefits of the proposal including: <ul style="list-style-type: none"> <li>• New jobs created</li> <li>• Relative floor space for each use</li> <li>• Community benefits</li> <li>• Links to known regeneration strategies</li> </ul>	<a href="#">Maldon District Council Economic Prosperity Strategy 2013-2029</a>	<a href="#">National Planning Policy Framework</a>
<b>Environmental Impact Statement</b>	Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development	Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement  An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement  Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided	<a href="#">The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</a>	<a href="#">The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</a>  <a href="#">National Planning Policy Framework</a>

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<b>Flood Risk Assessment</b>	<p>Sites of more than one hectare in Flood Zone 1</p> <p>All new development within Flood Zone 2 and 3</p> <p>Sites situated within a Critical Drainage Area</p>	<p>The FRA should:</p> <ul style="list-style-type: none"> <li>• Assess the existing situation</li> <li>• Assess whether the proposal is likely to be affected by current or future flooding from any source</li> <li>• Satisfy the LPA that the development is safe and where possible reduces flood risk overall</li> <li>• State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding</li> <li>• Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account</li> </ul> <p>The FRA should include the design of surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met.</p> <p>Householder applications in flood zone 2 or 3 should complete the <a href="#">Environment Agencies Householder and other minor extensions in Flood Zones 2 and 3 matrix.</a></p>	<p><a href="#">Environment Agency</a></p> <p><a href="#">Lead Local Flood Authority Essex County Council</a></p> <p><a href="#">DEFRA: Flood risk assessment in flood zone 1 and critical drainage areas</a></p>	<p><a href="#">National Planning Policy Framework</a></p>

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<p><b>Foul Drainage Assessment</b></p>	<p>Any development (other than householder extensions) which involves the disposal of foul sewage, effluent or trade waste other than via a mains connection to a public sewer.</p>	<p>A completed Foul Drainage Assessment Form (FDA1) or equivalent to include:</p> <p>Details of</p> <ul style="list-style-type: none"> <li>• Method of wastewater storage</li> <li>• Method of wastewater treatment</li> <li>• Method of wastewater disposal</li> <li>• Specification of system including scale plans</li> <li>• Responsibility, means of operation and management for the life time of the plant</li> <li>• Reasons why not connecting to public sewer</li> </ul> <p>In the case of proposed septic tanks: why a package sewerage treatment plant is not being proposed.</p>	<p><a href="https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1">https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</a></p>	<p>National Planning Policy Framework (Paragraphs 170 &amp; 180)</p>

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<b>Health Impact Assessment</b>	Required for all residential developments of 50 or more units and non-residential development in excess of 1000 square metres	<p>Health Impact Assessment should:</p> <ul style="list-style-type: none"> <li>• Identify the potential health consequences of the proposed development</li> <li>• Identify measures proposed to encourage healthy activities such as walking and cycling</li> <li>• Identify how the positive health benefits have been maximised and potential adverse impacts on health have been minimised</li> </ul> <p>It should also connect with other statements such as the Environmental Impact Assessment and Transport Assessment where appropriate</p>	<p><a href="#">Mid Essex CCG</a></p> <p>East of England NHS</p> <p><a href="#">Health Impact Assessment Guidance Document</a></p>	<p><a href="#">The Town and Country Planning (Environmental Impact Assessment) Regulations 2011</a></p> <p><a href="#">National Planning Policy Framework</a></p>

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<b>Heritage Statement</b>	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> <li>• Designated heritage assets</li> <li>• Non-designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value</li> <li>• Applications for Listed Building Consent</li> </ul>	<p>Should:</p> <ul style="list-style-type: none"> <li>• Identify the significance of the archaeology, history and character of the building/structure or area</li> <li>• Justify and outline the principles of the proposed works and their impact on its special character</li> <li>• Include a detailed schedule of the proposed work</li> <li>• Include a structural survey, if required</li> </ul>	<p><a href="#">Historic Environment Practice Guide</a></p> <p><a href="#">Heritage Gateway</a></p> <p><a href="#">Heritage Statement Guidance</a></p>	<p><a href="#">National Planning Policy Framework</a></p>
<b>Land Contamination Assessment</b>	<p>Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial/commercial/agricultural</p> <p>If the applicant does not consider a Contaminated Land Assessment is necessary for the site a full justification of reasons should be submitted i.e. site has only ever been a residential garden</p>	<p>A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person in accordance with relevant guidance including:</p> <ul style="list-style-type: none"> <li>• BS10175:2011 Code of Practice for the Investigation of Potentially Contaminated Sites</li> <li>• Essex Contaminated Land Consortium Guidance for applicants and developers</li> <li>• CLR111 Model Procedures for the Management of Land Contamination</li> </ul>	<p>See the Contaminated Land Register for assistance.</p> <p>Essex Contaminated Land Consortium Guidance for applicants and developers</p>	<p><a href="#">National Planning Policy Framework</a></p>

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<b>Landscape and visual appraisal</b>	<p>All applications that would impact on the character and visual amenity of the undeveloped coast, countryside or rural fringe.</p> <p>When outside the settlement boundary, all such applications will need to undertake a landscape baseline assessment incorporated into a Design and Access or Planning Statement.</p> <p>Where the impact is judged to need a more rigorous assessment, for instance where the proposal is for major residential development of 10 or more units or where the floor space to be created is greater than 1000m<sup>2</sup>, the application may require instead a formal Landscape and Visual Impact Assessment.</p>	<p>Baseline assessment – This is a factual description of the existing character, features and context of the site which can be used to inform the design of the proposal so that, for instance, the proposals conserve the onsite landscape features or ensure the development does not impact visually on the open countryside. The baseline assessment should consider existing designations, national and local landscape character assessments, topography, landscape features, land uses, views and local materials.</p> <p>Landscape and Visual Impact Assessments are more detailed and technical studies and should be carried out by a suitably qualified landscape professional, in line with current guidelines.</p>	<p>Guidelines for landscape and Visual Impact assessment, 3<sup>rd</sup> Edition; Landscape Institute and I.E.M.A.</p> <p>Braintree, Brentwood, Chelmsford, Maldon and Uttlesford Landscape Character Assessments</p> <p>Natural England National Character Area profiles: data for local decision making</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Maldon District Local Development Plan 2014-2029</a></p>
<b>Landscape Strategy</b>	<ul style="list-style-type: none"> <li>• Hard and soft landscape strategies are required for: All applications for major residential development</li> <li>• Major commercial developments</li> </ul>	<p>The landscape strategy shall cover all public and private spaces including open space, sports pitches and play facilities, green infrastructure, biodiversity habitats, water bodies and landscape buffers, and refer to hard surfaces, boundary treatment and all soft landscaping proposed. The strategy should build on principles set out in a Design and Access Statement (where relevant).</p>	<p>Landscape Institute: Green Infrastructure – connected and multifunctional landscapes</p> <p>Landscape Institute: Making it Home – the power of landscape to create good housing</p>	<p><a href="#">Maldon District Local Development Plan 2014-2029</a></p>

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<b>Lighting Assessment</b>	All applications where it is proposed to incorporate external flood lighting	The assessment should include a layout plan with beam orientation and lighting spill	<a href="#">Guidance Notes for The Reduction Of Obtrusive Light</a>  <a href="#">CLG Guidance – Lighting in the Countryside</a>	<a href="#">National Planning Policy Framework</a>
<b>Loss of Employment Land Justification</b>	Applications where the development proposes the loss of an existing commercial or employment use	<ul style="list-style-type: none"> <li>• An explanation as to why the existing employment use or an alternative employment use is no longer viable</li> <li>• Details of the number of jobs lost or relocated</li> <li>• Evidence that the site has been actively marketed for an employment use for a substantial period of time</li> </ul>	<a href="#">Maldon District Council Economic Prosperity Strategy 2013-2029</a>	<a href="#">National Planning Policy Framework</a>
<b>Noise Impact Assessment / Acoustic Report</b>	<p>Where noise nuisance on residential amenity may be a consideration i.e.</p> <ul style="list-style-type: none"> <li>• Where it is proposed to introduce residential development to a noisy environment</li> <li>• Where it is proposed to introduce noisy uses/processes which are likely to impact on existing residential development</li> </ul>	A Noise Impact Assessment prepared by a suitably qualified acoustician	For further information speak to Maldon District Council's Environmental Health Department on 01621 854477.	<a href="#">National Planning Policy Framework</a>

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<b>Parking and Access Arrangements</b>	All applications likely to result in a loss or gain in parking provision	Existing and proposed arrangements for: <ul style="list-style-type: none"> <li>• parking and cycle storage</li> <li>• access and turning arrangements for vehicles and pedestrians</li> </ul> May be shown on the Block Plan	<a href="#">Maldon District Vehicle Parking Standards SPD</a>	<a href="#">National Planning Policy Framework</a>  <a href="#">Maldon District Local Development Plan 2014-2029</a>
<b>Renewable Energy Statement*</b>  (*see separate requirements for wind turbines below)	All applications for: <ul style="list-style-type: none"> <li>• Air source heat pumps</li> <li>• Solar photovoltaic or solar thermal panels</li> <li>• Biomass plants, district/community heating and CHP plants</li> </ul> (Note: An Environmental Impact Assessment may be required for biomass plants, district/community heating and CHP plants. Please seek advice from Planning Services)	Specification including noise levels and total capacity  A Landscape and Visual Impact Assessment may also be required	Guidelines for landscape and Visual Impact assessment, 3 <sup>rd</sup> Edition; Landscape Institute and I.E.M.A.	<a href="#">National Planning Policy Framework</a>

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<b>Retail or Leisure Impact Assessment</b>	<p>Retail and leisure developments over 2500 square metres.</p> <p>Smaller retail and leisure developments likely to have a significant impact on smaller centres.</p> <p>Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with the Development Plan</p>	Should include details of the sequential test process that supports the chosen site location.	<a href="#">Maldon District Council Economic Prosperity Strategy 2013-2029</a>	<a href="#">National Planning Policy Framework</a>
<b>Recycling / Waste Strategy</b>	New residential developments for flats or Houses in Multiple Occupation (HMOs)	<p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> <li>• How refuse and recycling will be stored and collected</li> <li>• That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs</li> </ul>	<a href="#">Maldon District Design Guide</a>	<a href="#">National Planning Policy Framework</a>
<b>Structural Survey</b>	<p>Applications involving barn conversions or re-use of existing rural buildings</p> <p>Applications where it proposed to demolish part of any heritage building due to its condition</p>	<p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		<a href="#">Maldon District Local Development Plan 2014-2029</a>

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<b>Supporting Planning Statement</b>	<p>Applications for 10 or more dwellings, or 0.5 hectares if it is not known how many dwellings are proposed</p> <p>Applications for a building or buildings where the floor space to be created by the development is 1,000 square metres</p> <p>Application on a site having an area of 1 hectare or more</p>	<p>Statements should:</p> <ul style="list-style-type: none"> <li>• Include a full explanation of the proposal including any relevant background or site history</li> <li>• Identify the context and need for the proposed development including justifications for proposed change of use where appropriate</li> <li>• Include an overview of how the proposal accords with the Local Plan and other relevant documents</li> <li>• Details of any consultation undertaken with statutory consultees and the local community</li> </ul>		<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p>

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<p><b>Sustainable Urban Drainage Systems Checklist</b></p>	<p>Major planning applications and applications for development in a critical drainage area</p>	<p>The <u>checklist</u> should be completed by the applicant and submitted as part of the relevant planning application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 103 and 109 of the National Planning Policy Framework (NPPF)</p>	<p>Checklist available on the <a href="#">Lead Local Flood Authority's website</a></p> <p><a href="#">Maldon and Heybridge Surface Water Management Plan</a></p> <p><a href="#">ECC Sustainable Drainage Systems Design Guide</a></p> <p>For further information speak to the Lead Local Flood Authority</p>	<p><a href="#">National Planning Policy Framework</a></p>

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<b>Telecommunications Development</b>	Prior approval and planning applications for telecommunication development	<p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection</p>	<a href="#">Code of Best Practice on Mobile Phone Network Development</a>	<a href="#">National Planning Policy Framework</a>

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<b>Transport Assessment</b>	All developments which are likely to generate significant amount of vehicle movement i.e. major developments	<p>Should include details as set out in the Guidance on Transport Assessments. Likely to include:</p> <ul style="list-style-type: none"> <li>• the existing conditions</li> <li>• development details</li> <li>• predicted person trip generation and mode splits</li> <li>• predicted residual vehicular trip generation based on proposed travel plan measures</li> <li>• distribution of residual vehicular trips</li> <li>• junction capacity assessments</li> <li>• merge / diverge assessments at opening year and ten years after registration of application</li> <li>• details of the proposed mitigation measures</li> </ul>	<a href="#">Essex Highways</a>	<a href="#">National Planning Policy Framework</a>
<b>Travel Plan</b>	All non-residential proposals involving 50 employees or more	The Travel Plan should set out how the reliance on the private motor car will be reduced	<a href="#">Essex County Council Travel Plans</a>	<a href="#">National Planning Policy Framework</a>

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<b>Arboricultural / Tree Survey</b>	<p>Where there are trees or hedges, within or adjacent to the application site that could influence or be affected by proposed development.</p> <p>For major development sites</p> <p>Applications for works to a tree protected by a Tree Preservation Order</p>	<p>The level of detail required will depend on the scale of the proposed development and potential conflicts between the development and trees and hedges. It should contain:</p> <ul style="list-style-type: none"> <li>• Details of the protected tree</li> <li>• A comprehensive survey of all the existing trees and hedges</li> <li>• Details of proposed works to existing trees and hedges</li> <li>• Details of replacements where applicable</li> <li>• Details of how retained trees and hedges are to be protected during development</li> </ul> <p>Where an application is for works to a tree protected by a Tree Preservation Order due to their condition or it is alleged that they are causing structural damage, a report from an appropriate expert will be required</p>	<p>BS5837:2012 is - Trees in relation to design, demolition and construction - Recommendations</p>	<p><a href="#">National Planning Policy Framework</a></p>
<b>Ventilation/Extraction System</b>	<p>A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system</p>	<p>Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics</p>	<p>For further information speak to Maldon District Council's Environmental Health Department on 01621 854477</p>	<p><a href="#">National Planning Policy Framework</a></p>

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<b>Wind Turbine Statement</b>	<p>All applications for wind turbines</p> <p>(Note: An Environmental Impact Assessment may be required if the application is for more than two turbines or the hub height will exceed 15m. In such cases the applicant should seek a screening opinion from the Council)</p>	<p>Statement should include the following:</p> <ul style="list-style-type: none"> <li>• Specification, including dimensions, maximum capacity and noise assessment at different wind speeds</li> <li>• Background noise readings at different times of the day and week</li> <li>• Landscape and visual impact assessment</li> <li>• Ecological survey</li> </ul>	<p>Guidelines for landscape and Visual Impact assessment, 3<sup>rd</sup> Edition; Landscape Institute and I.E.M.A.</p>	<p><a href="#">National Planning Policy Framework</a></p>

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