**Introduction**

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

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

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

**Adoption / Review**

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

**Pre-Application Advice**

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

Please view [Pre-Applications advice and enquiries - Winchester City Council - Winchester City Council](https://www.winchester.gov.uk/planning/pre-application-service)

**How to use this document**

**Guidance for All Applicants/Agents**

**What is Validation?**

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

If an applicant/agent submits an application without the necessary documentation, fee, or with clear inaccuracies, we will contact the applicant/agent letting you know what is insufficient. If information or fee is not received as required or as per agreed deadline you will be charged (the validation fee will apply when formally agreed in next Fees and Charges report to Scrutiny Committee) for us to follow this up with you and administrate a formal invalidation of your application. If information, application fee or validation fee still fails to be submitted as required or as per set deadline we will return your application and application fee as invalid and close down the case.

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

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

**Submitting an Application**

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

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

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

For large documents we use Egress which will allow you to make a submit documents that exceed size limits on the Planning Portal or Email restrictions. Please contact 01962 848 177 to make arrangement.

For the purposes of the Local Validation List the definition and criteria for major development is as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015.

**Personal or Sensitive Data**

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

**Primary legislation**

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

Planning and Compulsory Purchase Act 2004

Planning Act 2008

Localism Act 2011

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| **Document** | **Requirement** | | **Policy / Legislation** | |
| Affordable Housing Statement | Required for housing development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more and must include 40% affordable housing including on site provision specifying, number and mix, tenure and distribution of affordable units.  See High Quality Places SPD  [High Quality Places Supplementary Planning Document (SPD) 2015 - Winchester City Council](https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2011-2036-adopted/supplementary-planning-documents-spds/high-quality-places-spd-adopted)  Affordable Housing supplementary planning document.  [Affordable Housing SPD - Adopted February 2008 - Winchester City Council](https://www.winchester.gov.uk/housing/housing-strategies-policies/affordable-housing-spd-adopted-february-2008)  Winchester Housing Market Needs Assessment.  [SHMA - Winchester District Housing Market and Housing Need Assessment Update DTZ 2012 - Winchester City Council](https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2011-2036-adopted/evidence-base/housing/shma-winchester-district-housing-market-and-housing-need-assessment-update-dtz-2012) | | LPP1 CP2 CP3 CP4 | |
| Agricultural Appraisal | Proposals for new temporary or permanent dwellings associated with agricultural / forestry / equestrian need will be required to submit an appraisal covering functional need, suitability of other existing dwellings and 3 years of accounts | | LPP2 DM11 DM12 | |
| Air Quality Assessment | The Supplementary Planning Document (SPD) sets out the Council’s requirements for reducing air pollution emissions from new development on all land that is either in or within 1km of the Winchester settlement area as shown on the map in the SPD and in larger detail in Appendix H. Planning applications within the SPD area should be screened using the thresholds in Table 2 of the SPD and should be subject to the relevant level of assessment required for the application. The thresholds are principally based on the Town and Country Planning Regulations definition of ‘major’ development, with additional considerations specific to air quality (derived from Environmental Protection UK (EPUK) & IAQM guidance, Ref. 11 Appendix K)  For more information:  [Air Quality and Health - Winchester City Council SPD](https://www.winchester.gov.uk/environment/air-quality/air-quality-and-health)  [Implementation of Clean Air Zones in England - Defra - Citizen Space](https://consult.defra.gov.uk/airquality/implementation-of-cazs/)  [Strategic transport - plans and policies | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/transport/strategies/transportstrategies)  [CityofWinchesterMovementStrategy.pdf (hants.gov.uk)](https://documents.hants.gov.uk/consultation/CityofWinchesterMovementStrategy.pdf)  [Environment Act 1995 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/1995/25/part/IV)  See also:  Air Quality Standards Regulations 2010 No.1001.  [The Air Quality Standards Regulations 2010 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2010/1001/made)  EU ambient air quality directives.  [UK Air Quality Policy Context - Defra, UK](https://uk-air.defra.gov.uk/air-pollution/uk-eu-policy-context)  Air Quality (England) Regulations 2010.  [The Air Quality Standards Regulations 2010 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2010/1001/contents/made) | | LPP1 DS1 CP11 CP13  LPP2 DM19  Air Quality Supplementary Planning Document September 2021  Air Quality Action Plan Winchester City Centre 2017  Part IV of theEnvironment Act 1995  Local Air Quality Management  Hampshire Local Transport Plan 2011-2031  City of Winchester Movement Strategy  Vision for Winchester Town 2020 - 2030 | |
| Application Forms and Fee | Relevant Application Form completed.  Planning Application Fee.  See the portal for the fee calculator.  [Planning Portal](https://www.planningportal.co.uk/app/fee-calculator) | | The Town and Country Planning (Development Management Procedure) (England) Order 2015  Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017 | |
| Archaeological Assessment | An assessment will be required in respect of proposals involving the disturbance of ground within an area of recognised archaeological significance or potential, or in respect of major development proposals, or significant infrastructure works in other areas where heritage assets with archaeological interest may survive. Such areas may be specified in pre-application advice or may be identified during the preparation of and consideration of development proposals.  The assessment may form part of a wider Heritage Statement or comprise a standalone document.  Where direct physical impact on a scheduled monument is proposed, this should be discussed with Historic England before a planning application is submitted. Hedgerow removal may also require a Heritage Statement where it affects a hedgerow which is important for landscape or historical reasons.  The scope and degree of detail necessary in an archaeological assessment will vary according to the particular circumstances of individual proposals, but should be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impacts of the proposals on the significance of the heritage asset(s) affected. Applicants may be required to submit an appropriate desk-based assessment, and /or to undertake and submit a report on a field evaluation.  Applicants are advised to discuss proposals within the council’s Archaeology Officer before any application is made; detailed discussions on assessment requirements may require a pre-planning application ([Pre-Applications advice and enquiries - Winchester City Council - Winchester City Council](https://www.winchester.gov.uk/planning/pre-application-service)).   * Desk-based assessment: This will comprise the collation of existing archaeological and historic information about the application site and the production of a report summarising this material. The assessment should identify known and potential archaeological remains; their significance and any contribution made by its setting. An assessment of the impact of the proposed development on the significance of archaeological remains within the site should also be undertaken. * Field Evaluation: More detailed investigation may be required to undertake an assessment of the impact of the proposed development on the significance of archaeological remains, known or suspected on the site. This is likely to involve on-site survey and investigations such as geophysical survey and the excavation of test pits or trenches and the production of a report detailing the results.   Further information:  Further guidance on archaeological desk-based assessment and field evaluation can be found via the following links:  Chartered Institute for Archaeologists: Standard and guidance for historic environment desk-based assessment [CIfAS&GDBA\_4.pdf (archaeologists.net)](https://www.archaeologists.net/sites/default/files/CIfAS%26GDBA_4.pdf)  Chartered Institute for Archaeologists: Standard and guidance for archaeological field evaluation [CIfAS&GFieldevaluation\_3.pdf (archaeologists.net)](https://www.archaeologists.net/sites/default/files/CIfAS%26GFieldevaluation_3.pdf)  More detailed advice on archaeological desk-based assessment within the urban core of Winchester: [Archaeology and Planning - Winchester City Council](https://www.winchester.gov.uk/historic-environment/planning-for-the-historic-environment/archaeology-and-planning)  Applicants are also referred to the Heritage Statement section below.  Winchester Historic Environment Record: [The Winchester Historic Environment Record - Winchester City Council](https://www.winchester.gov.uk/historic-environment/archaeology/archaeology-and-the-historic-environment-record) | | Ancient Monuments and Archaeological Areas Act, 1979 [Ancient Monuments and Archaeological Areas Act 1979 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/1979/46)  The Hedgerow Regulations, 1997  [The Hedgerows Regulations 1997 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/1997/1160/contents/made)  NPPF Chapter 16  [16. Conserving and enhancing the historic environment - National Planning Policy Framework - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/national-planning-policy-framework/16-conserving-and-enhancing-the-historic-environment)  LPP1 CP13 CP20  LPP2 DM26 | |
| Biodiversity Checklist; Biodiversity Survey and Report; Construction Environment Method Statement; EIA; Ecological Impact Assessment; Geodiversity; International Sites. | All applications for development within or adjacent to, or would have an impact on priority species as detailed on Section 41 of the Natural Environment and Rural Communities Act 2006, or within, adjacent to, or would have an impact upon one or a combination of the following sites: Local Wildlife sites (SINCS & SNCIs), Local Nature Reserves, National Nature Reserves, SSSIs, internationally designated sites and/or where there is a reasonable likelihood of protected species and/or their habitats/notable habitats.  The purpose of the biodiversity checklist is to decide the presence of protected habitats and species within or in close proximity to the application site. All of these protected habitats and species are afforded varying levels of protection under the following pieces of European and Statutory legislation.  See also:   * Winchester City Council web page   [WCC position statement on nitrate neutral development - Winchester City Council](https://www.winchester.gov.uk/planning/wcc-position-statement-on-nitrate-neutral-development)   * The Habitat Regulations (as amended), 1994   [The Conservation (Natural Habitats, &c.) Regulations 1994 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/1994/2716/contents/made)   * The Wildlife & Countryside Act (as amended), 1981   [Wildlife and Countryside Act 1981 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/1981/69)   * The Natural Environment and Rural Communities (NERC) Act, 2006 * [Natural Environment and Rural Communities Act 2006 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2006/16/contents) * Bio diversity Net Gain   [Biodiversity Net Gain - Winchester City Council](https://www.winchester.gov.uk/planning/biodiversity-net-gain) | | The Habitat Regulations (as amended), 1994The Wildlife & Countryside Act (as amended), 1981  The NERC Act, 2006  LPP1 CP13 CP15 CP16  LPP2 DM15 DM17 | |
| Block/Site Plan (existing and proposed site) | * Draw to a scale of 1:500 or 1:200 and include a scale bar. * Show the direction of North. * **Show the footprint of the proposed development** in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. * Show the extent and type of any **existing and proposed hard surfacing.** * Show the position and extent of any **existing and proposed boundary treatment** including walls or fencing. * Show all the buildings, roads and footpaths on land adjoining the site including access arrangements. * Show all public rights of way crossing or adjoining the site. * Show the position of all trees on the site, and those on adjacent land that could influence or be affected by the development. | | The Town and Country Planning (Development Management Procedure) (England) Order 2015 | |
| CIL Additional Information Form | We will need a CIL Additional Information Requirement Form when:  New residential development over 100 square meters  The creation of 1 or more dwellings (even if it is less than 100 square meters).  New retail and hotel developments  Applications for either Charitable Relief or Social Housing Relief will be required to include a statement which addresses the criteria set out in Part 6 of the CIL Regulations 2010 (as amended).  See Also   * CIL Charging Schedule  [CIL Charging in Winchester - Winchester City Council](https://www.winchester.gov.uk/planning/community-infrastructure-levy-cil/cil-charging-in-winchester) | | The Planning Act 2008 introduced CIL.  The Community Infrastructure Levy Regulations 2010, plus Amendments in 2011, 2012, 2013, 2014, 2015, 2018, 2019 | |
| Climate Change | Climate change considerations are integral to the planning system, including in the design of new developments. Applicants need to illustrate their aspirations of how their schemes can help to mitigate climate change and adapt to the climate that the development is likely to experience over the course of its expected lifetime.  See also:  [14. Meeting the challenge of climate change, flooding and coastal change - National Planning Policy Framework - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/national-planning-policy-framework/14-meeting-the-challenge-of-climate-change-flooding-and-coastal-change)  [Climate change - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/climate-change)  [Climate Emergency - What we are doing now - Winchester City Council](https://www.winchester.gov.uk/climate-change-and-energy/climate-emergency-what-we-are-doing-now)  [National design guide - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/national-design-guide) | |  | |
| Contextual Analysis | This is required to ensure that developments are designed in response to the character and variety of the local environment. Ideally all developments should use this method to reach their design outcome but it is essential for Major and Minor applications and will be needed to commence pre application engagement with this Local Planning Authority.  See also:  [High Quality Places Supplementary Planning Document (SPD) 2015 - Winchester City Council](https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2011-2036-adopted/supplementary-planning-documents-spds/high-quality-places-spd-adopted)  [Design: process and tools - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/design)  [National\_design\_guide.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962113/National_design_guide.pdf)  [Building Better, Building Beautiful Commission - GOV.UK (www.gov.uk)](https://www.gov.uk/government/groups/building-better-building-beautiful-commission) | | LPP1 CP13  LPP2 DM15 DM16  NPPG The Importance of Good Design  NPPF 12 Achieving well-designed places | |
| Drainage Strategy | In December 2014, DCLG set out the changes to the planning system that will help to increase the use of the sustainable drainage systems. Developments will provide a drainage strategy for surface and foul drainage showing existing and proposed arrangements. Hampshire Council is a statutory consultee on all major applications as Lead Local Flood Authority.  For HCC Checklist and more information:  [Reducing flood risk in planning | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/planning)  [Drainage and Sewers - Winchester City Council](https://www.winchester.gov.uk/environment/pollution/drainage-and-sewers)  [BR\_PDF\_AD\_H\_2015.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/442889/BR_PDF_AD_H_2015.pdf)  When determining any planning applications, local planning authorities should ensure that flood risk is not increased elsewhere. Where appropriate, applications should be supported by a site-specific flood-risk assessment. A site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3. In  Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use. 56 This includes householder development, small non-residential extensions (with a footprint of less than 250m2) and changes of use; except for changes of use to a caravan, camping or chalet site, or to a mobile home or park home site, where the sequential and exception tests should be applied as appropriate.  [Sustainable Drainage Systems: Non-statutory technical standards for sustainable drainage systems (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf) | | LPP2 DM17  The Building Regulations 2010 Drainage and Waste disposal Approved Document H 2015 Edition  Department for Environment, Food and Rural Affairs  Sustainable Drainage Systems  Non-statutory technical standards for sustainable drainage systems  March 2015  NPPF Section 14. | |
| Design and Access Statement | Design and Access statements **must** be provided for:   * Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015; * Applications for development in a designated area (Conservation Area, World heritage Site), where the proposed development consists of:   + one or more dwellings; or   + a building or buildings with a floor space of 100 square metres or more. * Applications for listed building consent.   Article 4 also amends the requirement for a design and access statement to demonstrate how the design of the development takes its context into account, so that this need no longer be demonstrated in relation specifically to layout, scale, landscaping, and appearance. Context means the physical, social, economic and policy context of the development.  Applications for waste development, a material change of use, engineering or mining operations or material minor amendment to amend the conditions on an application, do not need a D&A statement.  NPPG Making an Application Paragraph: 029 – 033 NPPG:  [Making an application - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement)  Please refer also to the High Quality Places SPD  [High Quality Places Supplementary Planning Document (SPD) 2015 - Winchester City Council](https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2011-2036-adopted/supplementary-planning-documents-spds/high-quality-places-spd-adopted)  Climate change considerations are integral to the planning system, including in the design of new developments. Applicants need to consider in their statements how their schemes can help to mitigate climate change and adapt to the climate that the development is likely to experience over the course of its expected lifetime.  See also:  [14. Meeting the challenge of climate change, flooding and coastal change - National Planning Policy Framework - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/national-planning-policy-framework/14-meeting-the-challenge-of-climate-change-flooding-and-coastal-change)  [Climate change - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/climate-change)  [Climate Emergency - What we are doing now - Winchester City Council](https://www.winchester.gov.uk/climate-change-and-energy/climate-emergency-what-we-are-doing-now)  National Design Guidance  [National\_design\_guide.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962113/National_design_guide.pdf) | | (Development Management Procedure (England) Order 2015.  LPP1 CP13 CP20  LPP2 DM15 DM16 DM17 DM27 DM30 DM31  NPPF Meeting the Challenge of Climate Change, flooding  LPP1 Core Policies -High Quality Environment Meeting the Challenge of Climate Change  CP13  [Climate change - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/climate-change)  14. Meeting the challenge of climate change, flooding and coastal change | |
| Elevation Drawings (existing and proposed) | * Draw to a scale of 1:50 or 1:100 and include a scale bar. * Show the proposed works in relation to what is already there, where possible the proposed building materials and the type, materials and finish of doors and windows. * Where a proposed elevation adjoins another building or is in close proximity, the drawing should clearly show the relationship between the buildings, and detail the positions of the opening of each property. | | The Town and Country Planning (Development Management Procedure) (England) Order 2015 | |
| Employment and Skills Plan | Required for all Major Development  For more information:  [Employment and Skills Plans - Winchester City Council](https://www.winchester.gov.uk/business/employment/employment-and-skills-plans) | | LPP1 Core Policies – Prosperous Economy  Cabinet Report 2717 9 September 2015  Supporting Employment Through Planning and Procurement Processes  REPORT OF THE ASSISTANT DIRECTOR (ECONOMY AND COMMUNITIES) | |
| European sites checklist | **Solent nitrogen nutrient water quality**  As part of the information needed to determine, all planning applications for residential development (including development that involves overnight accommodation), **a European Site avoidance and mitigation checklist** will be required.  There is evidence of high levels of nitrogen in the water environment with evidence of eutrophication at designated sites.  Residential development or development which generate an overnight stay within the Winchester District are likely to have an adverse impact on the Solent Special Protection Areas. The Council has published a position statement setting out the avoidance and mitigation measures that are needed in order for the Council to meet its legal requirements in accordance with the Conservation of Habitats and Species Regulations 2017.  Further information:   * Winchester City Council   [WCC position statement on nitrate neutral development - Winchester City Council](https://www.winchester.gov.uk/planning/wcc-position-statement-on-nitrate-neutral-development) | | The Conservation of Habitats and Species Regulations 2017.  LPP1 CP13 CP15 CP16  LPP2 DM15 DM17 | |
| Flood Risk Assessment | Requirement for most developments within one of the flood zones.   * In flood zone 2 or 3 including minor development and change of use * More than 1 hectare (ha) in flood zone 1 * Less than 1ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by source of flooding other than rivers and the sea (for example surface water drains, reservoirs) * In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency   Hampshire County Council is a statutory consultee on all major applications as Lead Local Flood Authority.  For HCC Checklist and more information:  [Reducing flood risk in planning | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/planning)  See also:  [Flood risk assessments if you're applying for planning permission - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications)  [Flood Risk Assessment - Sequential test for applicants](https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants) | | LPP1 CP17  LPP2 DM17 | |
| Floor Plans (existing and proposed) | * Draw to a scale of 1:50 or 1:100 and include a scale bar. * If existing buildings or walls are to be demolished these should be clearly shown. * Show details of the existing building(s) as well as those for the proposed development. * New Building should also be shown in context with adjacent buildings (including property numbers where applicable). | | The Town and Country Planning (Development Management Procedure) (England) Order 2015 | |
| Heritage Statement | A Heritage Statement is required for all proposals affecting heritage assets and their settings.  Heritage assets include buildings, monuments, areas and landscapes identified as having a degree of significance meriting consideration in planning decisions, because of their heritage interest:   * Designated heritage assets include world heritage sites; listed buildings; conservation areas; scheduled monuments; registered parks and gardens; registered battlefields; and protected wrecks. * Non-designated heritage assets include locally listed buildings, and other non-designated buildings which are identified by the Local Authority as having a degree of local architectural and historic interest, meriting consideration in planning decisions.   A Heritage Statement should:   * Give a proportionate and impartial description of the significance of the heritage asset(s), following appropriate desk-based and archival research, and analysis of its historical development, form, construction, materials, character and appearance. * Depending on the nature of the development proposals, also describe the contribution made by setting to an asset’s significance. * Contain sufficient information and analysis about the heritage asset and its significance, for the Local Planning Authority to understand the impact of the development proposals on that significance. * Be accompanied by contextual and detailed photographs of the asset to support the written content, including any relevant research material.   The scope and degree of detail necessary for a Heritage Statement will vary, according to the nature and extent of the development proposals. Applicants are advised to discuss proposals at the pre-application stage, with a Planning Officer and / or Historic Environment Officer; and are also encouraged to seek their own expert advice.  Where a Design and Access Statement is required to accompany an application, the Heritage Statement may form part of that document. However, the Design and Access Statement is not a substitute for the Heritage Statement, and in cases where the significance of an asset is the primary consideration, it is typically more appropriate for the Heritage Statement to form a stand-alone document.  Further details on the preparation of Heritage Statements can be found via the following links:  [Heritage Statement Guidance - Winchester City Council](https://www.winchester.gov.uk/historic-environment/planning-for-the-historic-environment/heritage-statement-guidance)  [Future 50 Winchester City Council](https://www.winchester.gov.uk/historic-environment/conservation-areas/winchester-future-50)  [Statements of Heritage Significance: Analysing Significance in Heritage Assets (historicengland.org.uk)](https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/) | | Town and Country Planning Act 1990  Planning (Listed Buildings and Conservation Areas) Act 1990  Ancient Monuments and Archaeological Areas Act 1979  Historic Buildings and Ancient Monuments Act 1953  NPPF Chapter 16  LPP1 CP13 CP19 CP20  LPP2 WIN3 DM25 DM26 DM27 DM28 DM29 DM30 DM31 DM32, DM33, DM34 | |
| Location Plan (existing) | * Drawn to scale of 1:1250 or 1:2500 and include a scale bar. * Show the direction of North. * Identify sufficient roads or buildings on land adjoining the application site to ensure the exact location of the application is clear. * Identify the boundary of the property, including access to the highway and **edged in Red.** * Identify any other land in the same ownership / control that is close to or adjacent to the application site **edged in Blue.** | | The Town and Country Planning (Development Management Procedure) (England) Order 2015 | |
| Land Contamination Report | The development of land which is known or suspected to be contaminated, or which is likely to be affected by contamination should provide a desk based assessment, site investigations, risk assessment, remediation strategy in accordance with current industry best practice guidelines.  Assessments should accompany planning applications.  For further information:  [Contaminated Land - Winchester City Council](https://www.winchester.gov.uk/environment/contaminated-land)  [Environment Agency - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/environment-agency) | | LPP2 DM21 | |
| Landscape and Visual Impact Assessment | Required for development that may have the potential to result in a significant visual impact.  For more information:  [Landscape Character Assessment - Winchester City Council](https://www.winchester.gov.uk/planning/landscape---countryside/landscape-character-assessment/) | | LPP1 CP13 CP20  LPP2 WIN3 DM15 DM16 DM23  Winchester District Landscape Character Assessment. | |
| Marketing assessment | A robust marketing assessment is required in all instances to consider the prospects for retaining an existing use as an essential service or employment use, where loss of it is proposed. | | LPP1 CP6 CP8 CP9 | |
| Master Plan | Masterplans can set out the strategy for a new development across large sites, or future development aspirations and opportunities across land holdings. They should be provided for Major development proposals and where sites come forward which are occupied by major landholders / users, large organisations and estates.  For more information:  [Design: process and tools - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/design#design-and-access-statements) | | LPP1 MTRA5  LPP2 DM14 | |
| Noise/Vibration Assessment | Development which generates noise pollution or is sensitive to it will be required to include an assessment of the noise impact and demonstrate how it prevents, or minimises it to an acceptable level.  Assessment of these impacts should have regard to the advice contained within the Department for Environment Food and Rural Affairs (DEFRA) Noise Policy Statement for England (NPSE), March 2010, or its recognised replacement.  Further information:  [Noise policy statement for England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/noise-policy-statement-for-england)  [[Noise - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/noise--2)](https://www.gov.uk/guidance/noise--2) | | LPP2 DM20 | |
| OS Copyright Information | Ordnance Survey plans submitted with planning applications for location and block plans MUST bear a valid license number, the license having been issued by the Ordnance Survey and allowing the applicant/agent to use that information.  You can purchase a planning map at:  [Buy a planning map - Buy a planning map - Planning Portal](https://www.planningportal.co.uk/planning/planning-applications/buy-a-planning-map) | | ORDNANCE SURVEY COPYRIGHT  Planning portal service | |
| Ownership Certificate | All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.  [Making an application - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration) | | Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Schedule 2 of The Town and Country Planning (Development Management Procedure) (England) Order 2015. | |
| Planning Obligation | Please provide Heads of Terms or a draft agreement for all applications for development generating need for on-site or off-site contributions or mitigation including future maintenance. Local Plan Part 1 requirements for affordable housing, open space, recreation green, transport and drainage infrastructure, community infra-structure (incl. education, health and community facilities) and allowable solutions for CO2 emissions.  Solent Disturbance and Mitigation Project  Any development resulting in a net increase in dwellings within 5.6 km of the Solent European Designated sites unless alternative means of provision has been formally agreed.  Further information:  [Solent Recreation Mitigation Partnership - Winchester City Council](https://www.winchester.gov.uk/planning/solent-recreation-mitigation-partnership) | | LPP1 DS1 WT2 WT3 SH2 SH3 CP3 CP4 CP5 CP6 CP7 CP10 CP11 CP15 CP16 CP21 | |
| Retail Impact Assessment | Required for development proposals exceeding 2,500 square metres gross of floor space for out of centre and edge of centre proposals on town centre vitality/viability and investment, relating to retail and leisure developments (not all main town centre uses) which are not in accordance with up to date plan policies and which would be located outside existing town centres.  Local requirement:  Proposals for retail, leisure and office developments that are outside of defined town centres and have floor space of 1,000 sq m or more in Winchester Town and 500 sq m, or more elsewhere, will also require the submission of an impact assessment  Further information:  [Town centres and retail - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres) | | LPP1 WT1 WT2 MTRA1 MTRA2 MTRA3 MTRA4 CP8  LPP2 WIN1 DM7 DM8 DM9 | |
| Section Plans/Levels (existing and Proposed) | * Required for proposals on sloping sites. * Required for detached buildings and extensions within flood zones 2 and 3. * Show finished floor levels above a fixed datum point e.g. a manhole cover. * Draw to a scale of 1:50 or 1:100 and include a scale bar. * Show a cross section(s) through the proposed building(s) | | The Town and Country Planning (Development Management Procedure) (England) Order 2015 | |
| Statement of Community Involvement | | Early engagement with the LPA is recommended where we can discuss your communications strategy. The consultation and engagement that you have undertaken with your neighbours, the public or other stakeholders can be set out and embedded in your planning statement and is recommended to be undertaken for all types of applications.  Further information:  [Statement of Community Involvement - Winchester City Council](https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging/statement-of-community-involvement) | | WCC Statement of Community Involvement |
| Structural Survey and  Construction Method Statement | Required for all Barn Conversions, and any works that will affect the structure of a building including agriculture to residential Prior Approval changes of use applications.  Further information:  <https://historicengland.org.uk/images-books/publications/adapting-traditional-farm-buildings/heag158-adapting-traditional-farm-buildings/> | | LPP1 CP13  LPP2 DM16 DM17 DM29 DM30 DM31 | |
| Sustainability Strategy | Climate change considerations are integral to the planning system, including in the design of new developments. Applicants need to illustrate their aspirations of how their schemes can help to mitigate climate change and adapt to the climate that the development is likely to experience over the course of its expected lifetime.  All new Housing will be required to meet the mandatory Building Regulations requirements for energy and water use and additional options which are comparable with the requirements for the former Code for Sustainable Homes Level 4 will also be required by a planning applications.  Policy CP11 of the LPP1 covers Sustainable Low and Zero Carbon Built development.  For residential conversions and new non domestic buildings over 500sqm a BREEAM Residential Conversion or New Construction excellent standard would be expected to be demonstrated at design stage with the submission of an Energy Assessment.  [Winchester City Council - Carbon Neutrality Action Plan](https://www.winchester.gov.uk/no-listing/carbon-neutrality-action-plan)  [Winchester City Council Climate Emergency - what you can do to help](https://www.winchester.gov.uk/climate-change-and-energy/climate-emergency-what-you-can-do-to-help)  [BREEAM - Sustainability Assessment Method](https://www.breeam.com/) | | LPP1 DS1 WT3 SH2 SH3 CP11 CP12  Achieving Sustainable Development NPPF 2021 Section 2 | |
| Transport Assessment / Statement | For requirements see Hampshire County Council – Standing Advice in Consultation Guidelines  Further information:  [Information for highways developers | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/transport/developers) | | LPP1 CP10  LPP2 DM18 | |
| Tree Survey / Report | For any construction works which would impact on a Tree(s), either on site or in a neighbouring property we expect an arboriculture impact and method statement with a tree protection plan in accordance with BS 5837:2012 Trees in relation to design, demolition and construction recommendations.  Independent arboriculture advice may be obtained by contacting the Arboricultural Association [Arboricultural Association - Find a Professional (trees.org.uk)](https://www.trees.org.uk/Find-a-professional) | | LPP1 CP15  LPP2 DM15 DM24 | |
| Viability Assessment | In all instances where policy CP3 40% requirement cannot be met. This document will be publically available and published on the public access website to view with the planning application.  Further information:  [Viability - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/viability#standardised-inputs-to-viability-assessment) | | LPP1 CP3 CP4 | |
| Waste Management Strategy | All new residential uses must provide suitable waste management facilities in coordination with WCCs collection service. See WCC Waste Management Guidelines for new development and conversion or refurbishment of existing buildings.  Further information:  [Other guidance - Winchester City Council](https://www.winchester.gov.uk/planning/other-guidance) | | LPP1 CP13  LPP2 DM17 | |

**GPDR**

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

Further information can be found on our website [Data Protection and Privacy - Winchester City Council](https://www.winchester.gov.uk/about/data-protection-privacy)