

# Application for Approval of Reserved Matters following outline approval



**Crawley requests 3 copies of all material to be supplied unless the application is submitted electronically.**

## **National Requirements:**

*Tick box if included*

- The appropriate fee
- Completed form
- A plan which identifies the land to which the application relates (see full description below)
- A copy of other plans and drawings or information necessary to describe the subject of the application - (see full description below)
- Design and Access Statement - ensuring that info is consistent with statement submitted at outline stage

## **Local Requirements:**

*Tick box when requirement is met.*

- Biodiversity Survey and Report
- Environmental Statement
- Foul Sewage and Utilities Assessment
- Parking Provision
- Planning Obligations/S106s – Draft Head(s) of Terms
- Planning Statement
- Tree Survey/Arboricultural Implications
- Ventilation/Extraction Statement

## **Additional local requirements:**

- Sustainability/Energy Efficiency Statement
- Safety Audits

## **Full Description of each requirement**

## **National Requirements:**

- **Application Fees** - To determine the appropriate application fee please refer to the planning portals summary of [Planning Fees](#). You can also use the fee calculator tool on the [Planning Portal website](#). Payment of planning application fees can be made by:
  - Online (through the [Planning Portal](#)) when making an application.
  - Cheques and Postal Orders are to be made payable to Crawley Borough Council, and sent with the application to Development Control, Crawley Borough Council, Town Hall, The Boulevard, Crawley, RH10 1UZ.
  - In person at the Town Hall.
  - By Phone. You can pay by debit or credit card, by telephoning 01293-438453. Please note that there is a 1.5% charge for all credit card transactions. Payments by debit card do not incur a charge.

*IMPORTANT: When a planning fee is applicable it must accompany an application when it is submitted. If there is no fee, or it is incorrect, you will be notified. Your application will NOT be validated until the correct fee is received*

Further information is also available in the Department of Communities and Local Government's publication, [Circular 04/08 Planning-related fees](#).

- **The completed Ownership Certificate** (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990  
*(Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this article.)*
- **Agricultural Holdings Certificate** as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- **Site Location Plan** - A plan which identifies the land to which the application relates, drawn to an identified scale, preferably to a scale of 1:1250, which identifies the location of the site by reference to *at least* two named roads and shows the direction of North.
- **A copy of other plans and drawings or information necessary to describe the subject of the application** including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) - Roof plans (e.g. at a scale of 1:50 or 1:100)

**Please note:** The Council requests that all plans and drawings should indicate: drawing number; paper size (preferably A3); key dimensions; and a scale bar indicating a minimum of 0-10 metres

- **Design and Access Statement**

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

However, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:

- Site of special scientific interest
- Conservation area

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. What is required in a Design and Access Statement is set out in Article 4C of the GDPO and DCLG publication [Guidance on information requirements and validation](#).

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations.

Further information to assist in preparing Design and Assess Statements from the Airport Operators Association:

- [Airport Operators Association - Safeguarding Advice Note one 'Safeguarding an Overview'](#)
- [Advice Note two 'Lighting near Aerodromes'](#)
- [Advice Note Four 'Cranes and Other Construction Issues'](#)
- [Advice Note Five 'Potential Bird Hazards from Landfill Sites'](#)

<b>Local Requirements:</b>
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**Biodiversity Survey and Report**

All large scale major residential and commercial applications, along with any development on designated sites considered to impact on its surroundings, are to provide a biodiversity survey and report. The association of Local Government Ecologists (ALGE) has developed a good practice template, see: [www.alge.org.uk](http://www.alge.org.uk)

Where there is a reasonable likelihood that there will be protected species presents a survey should be provided with the application. Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. 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 of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992. Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary, see Environmental Statement section. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Natural England Standing Advice

<http://www.naturalengland.org.uk/ourwork/planningtransportlocalgov/spatialplanning/standingadvice/protectedspp.aspx>

It is essential that landscaping & Sustainable Urban Drainage Schemes (SUDS) do not increase the bird strike risk to Gatwick Airport. Where to look for further assistance:

- [Airport Operators Association - Safeguarding](#)
- [Advice Note one 'Safeguarding an Overview'](#)
- [Advice Note two 'Lighting near Aerodromes'](#)
- [Advice Note Three 'Potential Bird Hazards from Amenity Landscaping](#)
- [Advice Note Six 'Potential Bird Hazards from Sustainable Urban Drainage Schemes'](#)

WSSC act as advisors on biodiversity to the LPA. In addition to Natural England's Standing Advice on Biodiversity Surveys and Reports specific local advice is available from WSSC's ecologists. In order to ensure any application is compliant with the relevant legislation and policy the applicant is advised to contact WSSC and take advantage of the formal Pre-Application Policy. Further details are found at:-

<http://www2.westsussex.gov.uk/roadsandtransport/developmentcontrol/ChargingV2.pdf>.

Also see PPS 9 'Biodiversity and Geological Conservation'. PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*). The above documents can be found on the following website under the Planning, building and the environment section: [www.communities.gov.uk](http://www.communities.gov.uk)

## **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. For further information refer to the website <http://www.opsi.gov.uk/si/si1999/19990293.htm>

EIA may obviate the need for other more specific assessments. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from CBC before submitting a planning application. In cases, where a full EIA is not required, CBC may still require environmental information to be provided.

### **Foul Sewage and Utilities Assessment**

All new buildings need separate connections to foul and storm water sewers. An assessment is required for residential developments of 10 or more dwellings or where site exceeds 0.5 ha or commercial development of more than 1000 sq m or developments with non-mains drainage. See guidance on what should be included in a non-mains drainage assessment in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297 which can be found on the following website: [www.communities.gov.uk](http://www.communities.gov.uk)

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage in addition, disposal. 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 provisions for relocating or protecting that infrastructure have been agreed with the service provider.

### **Parking Provision**

Applications will usually be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.

Information should be provided for all residential and commercial developments where there is a creation of new floor space and for applications for/with a change of use where parking provision requirement is likely to change under the Council's adopted standards. CBC has produced a Supplementary Planning Document on Planning Obligations and S106 Agreements which includes consideration of traffic and parking provision [www.crawley.gov.uk/stellent/ldcplg?ldcService=SS\\_GET\\_PAGE&ssDocName=INT150427](http://www.crawley.gov.uk/stellent/ldcplg?ldcService=SS_GET_PAGE&ssDocName=INT150427)

### **Planning Obligations/S106s – Draft Head(s) of Terms**

Planning Obligations are legal agreements negotiated between local planning authorities and the applicants and are intended to make acceptable development that would otherwise be unacceptable in planning terms. Planning obligations are required for all major residential and commercial developments and a number of minor scale developments. For large scale major development CBC recommends

that the developer should have pre-application discussions with a planning officer to assess the likely requirements of a S106.

Further advice on planning obligations is available in Circular 05/2005, 'Planning Obligations' which can be found on the following website:

[www.communities.gov.uk](http://www.communities.gov.uk)

CBC's SPD on Planning Obligations and Section 106s was formally adopted on 20 August 2008 this provides detailed advice on the nature and extent of planning obligations for new development and covers the following areas Transport, Open Space, Education, Library, Fire Services, Community Buildings, Health Facilities, Public Realm, Waste and Recycling, Environmental Mitigation and Biodiversity, Manor Royal, Employment Training and Climate Change. Heads of terms should be provided where the proposed development falls within the scope as set out in the SPD. The document is available on CBC's website.

[www.crawley.gov.uk/stellent/idcplg?IdcService=SS\\_GET\\_PAGE&ssDocName=INT150427](http://www.crawley.gov.uk/stellent/idcplg?IdcService=SS_GET_PAGE&ssDocName=INT150427)

Contributions to infrastructure requirements will be required for most development proposals. The applicant should seek further information on the use of planning obligations by WSCC. In order to ensure any application is compliant with the relevant legislation and policy the applicant is advised to contact WSCC and take advantage of the formal Pre-Application Policy.

Further details are found at:-

<http://www2.westsussex.gov.uk/roadsandtransport/developmentcontrol/ChargingV2.pdf>.

Further details on WSCC and planning obligations can be found here:-

[http://www.westsussex.gov.uk/living/planning/planning\\_applications/planning\\_obligations.aspx](http://www.westsussex.gov.uk/living/planning/planning_applications/planning_obligations.aspx)

### **Planning Statement**

A statement is required for all major residential and commercial applications. 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 may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate. The statement should include justification for any change of use relating to theatres, e.g. from sui generis (theatre) to D2 (Assembly and Leisure) or from a place of worship (D1 church) to a theatre (sui generis).

### **Tree Survey/Arboricultural Implications**

An arboricultural impact appraisal must be provided before an application is made valid for any new building work that comes within 12 metres of a tree that is the subject of a Tree Preservation Order. Where the application site contains trees or there are trees on adjoining land close to the development proposal, it will be necessary to involve a suitably qualified arboriculturalist from an early stage to survey the trees using the guidance set out in BS5837:2005 '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; which can be found on the following website:

<http://www.bsi-global.com>

CBC has produced SPG 6 'Trees':

[http://www.crawley.gov.uk/stellent/idcplg?IdcService=SS\\_GET\\_PAGE&ssDocName=INT131520](http://www.crawley.gov.uk/stellent/idcplg?IdcService=SS_GET_PAGE&ssDocName=INT131520)

### **Ventilation/Extraction Statement**

This statement is important where uses may generate noise, waste products and odours (e.g. restaurants and takeaways). It will be required for all applications within Use Classes A3 (i.e. Restaurants and cafes), A4 (i.e. Drinking establishments), A5 (i.e. Hot food takeaways), B1 (general business) and B2 (general industrial), and any other applications where ventilation or extraction equipment is proposed to be installed. A specialist consultant should prepare the statement.

### **Additional local requirements:**

Under section 62(3) of the Town and Country Planning Act 1990 Crawley Borough Council has powers to require further information. The following information is required as stated below.

In addition to the above recommended requirements which were determined to be applicable to Crawley the following have also be identified as Local requirements and adopted by the Crawley Borough Council.

### **Sustainability/Energy Efficiency Statement**

A sustainability/energy efficiency statement is required for all major residential and commercial applications whether full or outline. Further documentation is available in CBC's SPG 14 'Sustainable Designs':

<http://www.crawley.gov.uk/stellent/groups/public/documents/otherdocs/int010333.pdf>

There is further guidance in PPS1 'Delivering sustainable development' and 'Planning and Climate Change' supplement to PPS1 and PPS22 'Renewable Energy'.

Wind Turbines can impact on the safe operation of aircraft through interference with aviation radar and/or due to their height. Any proposal that incorporates wind turbines must be assessed in more detail to determine the potential impacts on aviation interests. Information can be found in the Airport Operators Association Advice Note Seven 'Wind Turbines and Aviation'

<http://www.aoa.org.uk/admin/uploader/UploadedDocuments/AN07WindTurbinesAviation.pdf>

### **Safety Audit**

A safety audit will be required for all major applications that include alteration to the existing highway, intensification of use of an existing access, formation of a new access, off site improvements or roads to be offered for adoption under the terms of a Section 38 Agreement of the Highways Act 1980. Required for full planning permission applications or for outline planning permission where the means of access is still to be decided.

In order to ensure any application is compliant with the relevant legislation and policy the applicant is advised to contact WSCC and take advantage of the formal Pre-Application Policy. Further details are found at:-

<http://www2.westsussex.gov.uk/roadsandtransport/developmentcontrol/ChargingV2.pdf>.

Details of WSCC guidance and policies relating to development management, Highways and Transport, including Safety Audits can be found here:-

[http://www.westsussex.gov.uk/leisure/getting\\_around\\_west\\_sussex/roads\\_and\\_pathways/plans\\_and\\_projects/development\\_control\\_for\\_roads.aspx](http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/roads_and_pathways/plans_and_projects/development_control_for_roads.aspx)

The WSCC Safety Audit Policy can be downloaded from the following webpage

[http://www.westsussex.gov.uk/leisure/getting\\_around\\_west\\_sussex/roads\\_and\\_pathways/plans\\_and\\_projects/development\\_control\\_for\\_roads/safety\\_audit\\_policy.aspx](http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/roads_and_pathways/plans_and_projects/development_control_for_roads/safety_audit_policy.aspx)

Safety Audits must comply with the WSCC Safety Audit guidance unless otherwise agreed with WSCC through the pre application process.